

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

Minutes, Meeting 466

May 1, 2020

2:00 p.m., online meeting

PRESENT: R. Kreuz (CAS), M. Conroy (WLL), D. Peksen (POLS), P. Simone (CHEM), C. Pierce (FCBE), J. Lukawitz (ACCT), T. McInish (FIR), R. Fisher (CCFA), S. Brown (THEA), L. Charles (ART), S. Zanskas (EDU), J. Byford (ICL), S. Nordstrom (CEPR), R. Meier (ENGR), A. Robinson (EECE), T. Tan (MECH) B. Harrell (NURS), A. Mary (NURS), R. Fuller (KWS), L. Mendel (SCSD), L. Weiss (SHS), M. Levy (SPH), J. Gikas (CPLS), C. Chapell (CPLS), M. Harris (LBRY), H. Mahbubul (GSA), R. Poston (GS), J. Kierulff (GS), B. Meredith (GS)

ABSENT:

GUESTS: Robert Kniss, Financial Aid; Andrew Linn, Financial Aid; Jennifer Beech, Graduate School; Amanda Edgar, CCFA; Leslie Robinson, CAS

R. Poston called the meeting to order at 2:02 p.m. when quorum was attained. B. Meredith served as the meeting timekeeper. Dr. Jennifer Beech served as the meeting moderator.

466.2: R. Poston introduced the Director of Student Financial Aid, Robert Kniss, and the Associate Director of Financial Aid, Andrew Linn. She reminded the council the representatives from the Financial Aid Office were asked to attend this meeting to provide information on the financial aid implications of classifying late-stage doctoral students as full-time students when enrolled in 1 credit hour. There was much discussion regarding the specifics and potential outcomes of the motion to allow late-stage doctoral students to be considered full-time students when enrolled in 1 credit hour.

466.3: Jennifer Beech provided the council with information regarding the updated Comprehensive Exam form, particularly the language added at the end of the document. The council was also provided with the updated language on course load limitations in the Graduate Catalog. P. Simone moved (2/L Weiss) to approve updating of the language in the Graduate Catalog regarding course load limitations. The motion passed unanimously.

466.1: C. Chapell moved (2/R. Meier) to approve the minutes from meeting #465. The motion passed unanimously.

466.4: S. Zanskas provided the council with an overview of the proposed concentration in School Library Information Specialist, to be part of the Instruction and Curriculum Leadership MS program. M. Levy moved (2/J. Gikas) to approve the new concentration proposal. The motion passed unanimously.

466.5: R. Poston updated the council on the Graduate School's response to issues due to Covid-19. She thanked the council for their continued efforts to grow enrollments and graduate their students. She also noted that the Graduate School will be running a digital ad campaign regarding options for graduate students. The central Marketing and Communications Office will also be running a national campaign.

466.6: M. Kyle announced that the 2020-2021 Graduate Catalog has been published online. The council was provided with a timeline for the submission of curricular revisions for the 2021-2022 cycle. It was noted that the UCGS vote on the curricular revisions submitted will be held during a special UCGS meeting, scheduled for January 22, 2021. R. Kreuz thanked the Graduate School for listening to the needs of the colleges and schools and adjusting the timeline as needed. It was also noted that the Graduate School will be discussing moving from an annual curricular cycle to a rolling schedule similar to that of the undergraduate council.

466.8: J. Kierulff provided the council with an update on the various components of the centralized application system, UniCAS. He noted that a top priority is getting CAS systems integrated into the application process. R. Poston informed the council that the Graduate School now has a System Support position. Candidates for the position are currently being vetted.

466.7: M. Kyle provided the council with an update on the new academic program proposals currently in the process of evaluation by THEC. The proposed Urban Affairs PhD will be presented for approval by the full commission at the May THEC meeting. The proposed Data Science MS will be presented for approval by the full commission at the July THEC meeting. The Graduate School anticipates receiving feedback on the proposed Doctor of Physical

Therapy program and the Applied Physiology and Neuromechanics PhD program by the middle of May 2020.

466.9 and 466.10: B. Meredith provided the council with an update on current enrollment management tactics. He noted that the virtual open house the graduate school hosted on April 29, 2020 was well attended, with roughly 70 people in attendance. The Graduate School will continue to hold these virtual open house events throughout the summer. R. Poston informed the council that the Office of Institutional Research updated the format of their website. She demonstrated how to use the reformatted site to pull various data sets.

B. Meredith shared with the council details regarding the re-organization of the Graduate School Office. The Graduate School now has two Admission Counselors, a Recruitment and Retention Coordinator, and a System Support position. The Graduate School is grateful that Deborah Holder has agreed to assist with this transition, as she retired on April 30, 2020. There being no further business to discuss the meeting was adjourned at 4:05 p.m.

466.11: R. Poston addressed the credit/no credit grading option for the spring 2020 semester. She informed the council to review the webpage containing the details of the grading option (<https://www.memphis.edu/aa/aaunits/gradeoptions.php>)

466.12: R. Poston presented the council with a proposal for the future support of accelerated bachelors/master's programs. She noted that SACSCOC's requires an "appropriate justification" for the existence of such accelerated programs. The Graduate School has worked with the head of the undergraduate council, as well as Colton Cockrum, the Assistant Vice Provost of the Institutional Effectiveness, Accreditation, & Academic Assessment Office on the development of the following four items being proposed for approval. A document detailing each item was distributed to the council for their consideration. R. Poston clarified that the changes in the document distributed have been approved by the undergraduate council.

- **466.12.1:** L. Weiss moved (2/C. Chapell) to approve removing ABM program entries from the Graduate Catalog, instead linking them to the Undergraduate Catalog. The motion passed unanimously.
- **466.12.2:** M. Levy moved (2/A. Mary) to approve updating ABM procedures, including raising the GPA requirement from 3.0 to 3.25. The motion passed unanimously.

- **466.12.3:** M. Levy moved (2/L. Weiss) to approve the three items of appropriate justification for ABM programs that will appear in the undergraduate catalog. The motion passed unanimously.
- **466.12.4:** A. Mary moved (2/M. Levy) to approve the student eligibility requirements for acceptance into an accelerated program. The motion passed unanimously.

466.13: R. Poston thanked the council for their help making the first online Student Research Forum a success. The Graduate School plans to continue offering a version of the online option for participating in the event each year.

466.14: Jennifer Beech provided the council with details regarding graduation rates for spring 2020. She noted that the number of students earning a doctoral degree has increased by 43 students this semester. R. Poston reminded the council that such a large increase will help us in achieving our Carnegie I goals.

466.15: Jennifer Beech worked closely with the central Marketing and Communications Office to create a virtual hooding webpage. The council was provided with an example of the images that will appear on the page. R. Poston noted that the webpage will not be published online until the week after spring 2020 commencement.

466.16: R. Poston informed the council that the Graduate School is currently exploring online options for offering Graduate Student Orientation virtually. More information will be disseminated once it is available.

466.17: R. Poston informed the council that the Graduate School is also exploring options for offering a virtual version of the Teaching Effectiveness Workshop for Graduate Teaching Assistants. More information will be disseminated once it is available.

466.18: M. Kyle echoed the message in the previous two items. Options for hosting this event online are being explored. The event will be held at the end of September 2020. More information will be distributed once available.

466.19: R. Poston thanked D. Peksen and S. Brown for serving on the UCGS, as their terms are over. She noted that their hard work and participation is greatly appreciated and valued.

L. Weiss thanked R. Poston for her great leadership and dedication. Many members echoed this sentiment.

466.20: R. Poston welcomed newly elected UCGS members, Leslie Robinson and Amanda Edgar. She thanked them for their willingness to serve on the UCGS. She also thanked C. Chapell for agreeing to serve another term on the UCGS.

466.21: R. Poston reminded the council that the Graduate School Part-Time Master's Fellowship deadline is May 15, 2020.

466.22: R. Poston asked the members to review the Graduate School calendar online for all upcoming deadlines.

There being no additional business the meeting adjourned at

Minutes respectfully submitted by M. Kyle.