

## UNIVERSITY COUNCIL FOR GRADUATE STUDIES

Minutes, Meeting 468

October 2, 2020

2:00 p.m., online meeting

**PRESENT:** R. Kreuz (CAS), (M. Conroy (WLL), L. Robinson (PSYC), P. Simone (CHEM), C. Pierce (FCBE), J. Lukawitz (ACCT), T. McInish (FIR), R. Fisher (CCFA), L. Charles (ART), A. Edgar (COMM), 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. Qui (KWS), , L. Weiss (SHS), M. Levy (SPH), J. Gikas (CPLS), C. Chapell (CPLS), M. Harris (LBRY), M. Hasan (GSA), X. Yu (FS), R. Poston (GS), J. Kierulff (GS), B. Meredith (GS)

**ABSENT:** L. Mendel (SCSD)(proxy: M. Levy)

**GUESTS:** Victoria Jones, Counseling Center

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R. Poston called the meeting to order at 2:00 p.m. when quorum was attained.

**468.16:** R. Poston informed the group that the update on the Mental Health/Student Wellbeing Initiatives for Graduate Students Taskforce will be addressed before any other business. Ms. Victoria Jones, a representative from the Counseling Center, provided the council with an update on the current services offered by their office. She noted that she has been working with the Graduate Student Association (GSA) on workshops for graduate students. Ms. Jones thanked the GSA president, M. Hasan, for working with her to increase exposure and communication with graduate students. M. Hasan thanked Ms. Jones for her willingness to work with the GSA on this important topic. R. Poston also thanked Ms. Jones, applauding the focus on the specific needs of graduate students.

**468.1** C. Chapell moved (2/M. Levy) to approve the minutes from meeting #467. The motion passed unanimously.

**468.2:** B. Meredith provided the council with an enrollment management update. He noted that the Graduate School Recruitment and Retention Coordinator, Anna Grisham, will be reaching out to departments about prospective student leads with in-progress applications. There was much discussion about application fee waivers and the ability to refund the application fee. R. Poston acknowledged that this issue needs to be discussed further and asked J. Kierulff to organize a meeting on the subject.

**468.3:** M. Kyle announced that the first ever virtual Graduate and Professional School Information Fair will be on October 29-30, 2020. The event will be organized using zoom and M. Kyle is working with the university's Digital Communication Director on the website that will host the event. She noted that more information is forthcoming as event details get finalized.

**468.4:** M. Kyle provided the council with an update on the Graduate School's recruitment activities at other institutions this fall. She noted that the Graduate School staff has signed up for and participated in online recruitment events at various institutions. The list of events was shared with the council.

**468.5:** J. Kierulff provided the council with an update on UniCAS. He noted that UniCAS needs to be updated to reflect new or revised application deadlines and the inactivation of users.

**468.6:** R. Poston announced that the fall 2020 Tennessee Conference of Graduate Schools (TCGS) meeting will be held online on October 16, 2020. M. Kyle will distribute the meeting information, including the zoom link, once it is available.

**468.7:** R. Poston informed the council that the tentative deadline to submit nominations for the TCGS Master's Thesis Award to Graduate School is November 17, 2020. After this date one nominee from the university will be submitted to the statewide TCGS Thesis Award Review Committee by December 1, 2020. She noted that during the fall TCGS meeting updating the award requirements in several ways to be more inclusive of non-thesis options and the variety of types of research done by graduate students will be discussed.

**468.8:** R. Poston reminded the council that all annual curricular revisions due to the Graduate School on November 6, 2020 and must be submitted in Curriculog. All curricular related questions can be sent to M. Kyle at [marykyle@memphis.edu](mailto:marykyle@memphis.edu).

**468.9:** R. Poston provided the council with an overview of the need to update the Graduate Admissions webpages regarding English Proficiency Requirements. B. Meredith informed the council of the exact changes being proposed to webpage. He noted that the section of the Graduate Catalog pertaining to English Proficiency Requirements will also need to be updated. S. Zanskas moved (2/ R. Meier) to approve the updated language and replace this section in the Graduate Catalog with a link to the appropriate webpage on the Graduate Admissions website. The motion passed unanimously.

**468.10:** The Graduate School's Graduate Analyst, Jennifer Beech, reviewed the upcoming deadlines pertaining to commencement.

**468.11:** B. Meredith reminded the council that revisions to the departmental lists of Graduate Faculty Status members are due on October 15, 2020. These revisions can be emailed to B. Meredith at [bmeredth@memphis.edu](mailto:bmeredth@memphis.edu).

**468.12:** M. Hasan provided the council with a presentation on the Graduate Student Association. The presentation contained information regarding the election of representatives, the development of more professional development seminars, and new awards the organization wishes to offer. R. Poston recognized M. Hasan for his hard work as president of the GSA. The details regarding the new awards are forthcoming, following a

meeting between R. Poston and M. Hasan. All questions, comments, and input can be sent to the Graduate School.

**468.13:** R. Poston announced that the schedule of Professional Development Seminars for the fall semester can be found in Appendix D, as well as online.

**468.14:** R. Poston informed the council that the tentative date for the Student Research Forum is March 29, 2021.

**468.15:** R. Fisher provided the council with information about the upcoming Arts and Health Initiative online meeting. He noted that everyone is invited and encouraged to attend the October 8 zoom meeting. J. Beech announced that an email will be sent to all graduate students regarding this meeting.

**468.16:** Taskforce Updates (continued)

- R. Meier provided the council with an update on the progress that has been made by the Transfer credit/Shared credit/Second Master's degree catalog language taskforce. He noted that the taskforce was separated into two sub-committees, with one group reviewing the language related to transfer credit and the other reviewing the language regarding shared credit.
- B. Meredith informed the council that the taskforce evaluating the allotment of UCGS representative per college/school will meet the week of October 5, 2020 to review the data gathered and ideas exchanged via email.
- R. Poston provided the council with an update on the Master's level GA Allocation Review Taskforce. She noted that data is being gathered for a proposal to be presented during meeting with the Provost.
- J. Kierulff informed that the Expired Course Grade Removal from Cumulative GPA Form and Procedures Taskforce will be reviewing rough drafts of policy, procedures, and form updates.

There being no additional business the meeting adjourned at 3:11 p.m.

Minutes respectfully submitted by M. Kyle.