

Meeting Minutes
UNIVERSITY COUNCIL FOR GRADUATE STUDIES

Meeting #475
September 3, 2021
2:00 – 4:00 PM – ZOOM

AGENDA ITEMS:

475.1 Approval of minutes from #474, held on May 7, 2021 - APPENDIX A

Roger M – moved to pass. Larry W- Second- Unanimous pass: Vikki Nolen has Colin Chapell's proxy

475.2 Introduction of new members

Vikki Nolan- Asst Dean of Public Health, Ranga Asst professor of Mechanical engineering, Kurt Kraiger, Asst Dean of College of business, Tiffany – registers office, Alletha- registers office

475.3 Vote to approve – Retention and Termination Policy – APPENDIX B -

Roger M. comments ref 1- ambiguous – looking for a better way to write and will send it to Robin.

Vikki asked when will go into effect.

Robin- grandfathering anyone in previous catalog

Robin request everyone with input to send feedback to revisit next month.

Task force will revise and send back for review. Vote tabled until next month.

475.4 Vote to approve – Graduate Forgiveness for Changing Major – APPENDIX C

Joanne- how many times can be used:

- One time during graduate career
- One time at masters one at doctoral

Task member support one time for graduate career (Larry, Steve) Yu- like idea for opportunity

Ryan Fisher- moved to approve

Larry Weis – second

Motion passes – 21 for 1 abstain, 0 against

475.5 2022-2023 Graduate Catalog update – New Curriculog Process - RP- APPENDIX D

Robin – everyone needs to watch curriculum for conflict. If one arises contact Robin and Brian.

4 voting sessions to allow time to address issues.

Shelia will pull log and have ready for voting

Joanne – asked for reminders when curriculog is due.

Shelia – send reminders one week before curriculog is due.

Alletha – deadlines are on the Curriculog calendar

Robin instructed members to submit MyMemphis Help Desk tickets for catalog updates during the transition to our new process.

475.6 New Academic Program Updates:

- Master of Nonprofit Management – Approved
- Applied Physiology and Neuromechanics PhD – Approved
- Doctor of Physical Therapy – Approved

475.7 Enrollment Management, Int'l student recruitment – BM

Domestic non- resident numbers are down. Enrollment numbers are up by 109 due to international

Application fee coupon codes/deferring students to next term/GRE/GMAT waiver have been a positive influence on enrollment.

International push has really paid off and will continue.

Robin – We are up 400 students. Have not lost any students. We would be down on enrollment if we did not have international students. About 4% is international.

475.8 Graduate Faculty Status – Reminder of approved changes – BM

Web services is working on archived pages and to reach out to him if issues found.

475.9 GSA Fall Event - AG APPENDIX I

Maurice - GSA Fall Event presentation and introduced team

Hosting 3 events – See Appendix I from meeting 475

Students can earn certificates

Changes made to make GSA more accessible to students-especially mental health. 1 seminar will focus on mental health

475.10 Centralized Application System (Web Admit) – RP -APPENDIX E

- Statistics on Liaison Customer Service Usage
- Statistics on applied and accepted applications for Summer/Fall2021

Robin's goal is to fix the issues.

Encouraged departments to reach out to in "progress applicants"

475.11 International Student Orientation Numbers – RL

Orientations were in person and virtual. In person was 72 students. 182 virtually. Students are still arising.

A number received Visa at end of August. Students are delayed due to Visa/TB test. Holding makeup orientation for students that were delayed.

Lesson learned – TB test prohibited students from registering

Moving orientation up to a week after classes start to accommodate TB test rule.

Created an online module for continuing supporting students

Asked for any ideas for helping students

475.12 Review the [Graduate School calendar](#) for all upcoming deadlines

Robin encouraged everyone to view the calendar.

475.13 Graduate Student Orientation Numbers / Teaching Effective Workshop for TAs – RP - APPENDIX F

Sessions now staying open during entire semester.

475.14 Fall Graduate School Virtual Information Fair – AG

Robin provided the dates of upcoming Graduate School Information Fair- October 5 and 6th.

475.15 GRE/GMAT waiver extension – AG

Robin- advised everyone to go to Graduate School website to view information. Of 20% not waiving are doctoral students.

475.16 May and August Graduation Totals – PC - APPENDIX G

Peggy- Graduation numbers are going up. Preliminary numbers: 59 certificates – 418 masters

The plan is to move certificates to UMDegree by Spring.

475.17 Educational Support Learning Center (ESP) is willing to add Graduate Student Services. Create Task Force –

Robin – create a task for items graduate students need help with. Team members: Steve Zankas, Roger, Ryan Fisher, Bradley Harrel, Vikki Nolan, Michael Harris

Members instructed to Email Robin and Shelia if they would like to be a member of the task force.

475.18 Graduate Funding Offer Letter examples – RP - APPENDIX H

Robin- letters are examples of ways to offer student funding. Letters will be available on the graduate website.

475.19 Expired Course Grade Removal from Cumulative GPA (Grade Point Average) Form and Procedures. Create Task Force – RP

Robin- need policy to replace form.

Task force: Steve, Larry, Ryan, Joanne, Stormey (email Shelia within a week if you want to be on the task force)

475.20 Other Business

Robin – new item to vote on: English proficiency.

Suggest removing list of English-speaking countries and replacing with a URL to English speaking countries

Brian- the list of countries has rarely come up in admissions applications.

Melanie Conroy- suggest having exception citizenship and language of highest degree (k-12 English- graduate not in English)

Larry – goal is to help students be successful with requiring English speaking requirements.

Robin – IEI programs are great for students. Students have moved on to be successful.

Michael Harris – Be on the lookout for the Dissertation Writers Retreat.

Robin: Meeting closed 3:44 pm.

DISTRIBUTION ITEMS

APPENDIX A – 474 Meeting Minutes

APPENDIX B – Retention and Termination Policy

APPENDIX C - Graduate Forgiveness for Changing Major

APPENDIX D – Graduate Catalog Update - New Curriculog Process

APPENDIX E - Applications and Liaison Customer Support Statistics

APPENDIX F - Teaching Effectiveness Workshop

APPENDIX G - Graduation totals

APPENDIX H – Graduate Funding Offer letter examples

APPENDIX I – GSA Fall Event