

**MINUTES
COLLEGE OF ARTS AND SCIENCES
COUNCIL FOR RESEARCH AND GRADUATE STUDIES**

MEETING: September 11, 2017

PRESENT: R. Cohen, M. Conroy, E. Delavega, T. Dooley, D. Freeman, M. Garzon, E. Groenendyk, K. Hicks, R. Homayouni, S. Keith, G. Peterson, C. Powell, S. Roakes, T. Roche, J. Scraba, P. Simone, S. Stein, R. Triggiani

ABSENT: S. Mishra (Physics), A. Antipova (Earth Sciences)

PRESIDING: R. Kreuz; V. Tardugno, recording secretary

Welcome, or welcome back!

Dr. Roger Kreuz, the chair of the College's Graduate Council introduced Tori Tardugno, the College's administrative associate and informed the council members that she will take the minutes. Dr. Kreuz requested that everyone angle their tent cards so that Tori can see the names, because many of the members are new this semester.

1. Introduction of eight new Council members:

BIOL: David Freeman

COMP: Max Garzon

CJUS: Shelley Keith (also new to the university, joining us from Mississippi State)

ESCI: Angela Antipova

HIST: Steve Stein (replacing Dan Unowsky, who's on PDA for the year) **SEMESTER?**

MATH: Roberto Triggiani

PADM: Ty Dooley (also new to the university; earned his master's in Political Science with us 20 years ago, and most recently at the Univ. of Illinois Springfield)

SOCI: Gretchen Peterson

2. Do the minutes from the May meeting require any additions or corrections?

Dr. Susan Roakes informed Dr. Roger Kreuz and Tori about typos. The motion to approve the minutes from May was made by Dr. Gretchen Peterson and Dr. Paul Simone seconded the motion. All were in favor.

3. Review of the Council's purpose, schedule and procedures

Our Council serves as the liaison between the College's departments and the Graduate School and serves as a conduit between the departments and the Dean's office through Dr. Kreuz. Dr. Kreuz is chair the Council and serves as the Director of Graduate Studies for the College, which means he does the following:

- Represent the College at the monthly College Directors meeting, which is a meeting with the Graduate School, and the other ten College Directors.
- He also represents the College at the monthly University's Council for Graduate Studies meetings which is composed of the college directors and 13 other faculty elected by their colleagues.
 - As the largest College, CAS has three elected members (one from each division of the College), who serve three-year terms.
 - Currently, our very own Jeff Scraba (English), Henry Kurtz, former Dean, (Chemistry), and the newly elected Dursun Peksen (Political Science) serve at the University Council for Graduate Studies meeting.
- Council meetings will always start promptly at 3:00 so that we can always end by 4:00. Meetings are held monthly (usually the first Monday) when there is new business or significant announcements. The major business today is to appoint Council members to the Council's subcommittees. All subcommittee meetings will also be held on Mondays at 3:00.

- The major business for the October meeting is curriculum revisions to be discussed and approved. We will start this meeting earlier than normal at 2:30pm instead of 3:00pm. The agenda for next meeting will be distributed electronically (along with any documents) one week before each meeting. The minutes for each meeting will be taken by Tori, edited by Dr. Roger Kreuz, and distributed for approval at the following meeting.

Robert's Rules of Order are followed in this committee. Please see below:

- No parliamentarian, so the chair will make decisions about whether procedure is being followed. *If anyone would like to be the parliamentarian, please let Dr. Kreuz know.*
- A quorum required for all votes (two-thirds, or 13 of the 19 Council members present).
- Members must be recognized by the chair before they can speak to an issue.
- Motions require a second before they can be debated.
- No member can speak twice to the same issue until everyone else wishing to speak has had a chance to do so.
- The chair reserves the right to postpone, limit or cut off debate, or to table motions.
- Contentious or complex issues may be referred to a subcommittee appointed by the chair
- Motions pass by simple majority.
- As the chair, Dr. Kreuz is an *ex officio* member, which means that he doesn't vote, except to break ties.

Importance of having proxies

- If a committee member is absent from three meetings in an academic year, that member will be excused from the Council, and the department forfeits representation for the remainder of the academic year. Proxies can serve in place of absent members and can vote. If possible, please alert us before the meeting.

Event reminders

Please refer to the Upcoming Deadlines and Events at the top of the agenda.

- The applications and Candidacy forms to graduate were due on September 8th.
- The graduate school information fair is being held in conjunction with fairs at Rhodes and CBU *on September 21, 2017 from 3:30-6:30 PM in the University Center Ballroom*. There will be 30 other schools at our fair and each department will have a table. No one realized that the 21st is Rosh Hashanah. Therefore, the Graduate School will host two alternate recruitment days *on September 22 and in October when the students can contact the Graduate School and then be linked up with the appropriate department.*

General reminders

- Departments can clear advising holds triggered by academic probation. Every department should have a designated person who can do this (must apply for Banner access, <http://www.memphis.edu/registrar/pdf-docs/forms/access.pdf>).
- Graduate certificate programs are financial aid eligible. Contact Lemmie Griggs for more information.
- Tori spent the summer cleaning up the Graduate Faculty status lists.
 - Current status – *Tori had a meeting with Lakesha Herring and we have been able to update the sites a great deal. A hand copy of each departments Graduate Faculty Status page has been printed for you today. These lists have been updated as of Friday afternoon and Monday, Sept 11th morning. She also has the Graduate Faculty Status Award letters. We have learned that expired individuals cannot be deleted unless Lakesha has been informed of such. We still have a little bit more to go on a few of the sites to have them completely up to date. In addition, the Graduate School shares some of your concerns about pages that are being edited by the Graduate School are reverting back to older version. The same event is happening to them.*

- *Dr. Kreuz reminded us that back in May we talked about Dynamic Forms is going away. We do not have a timeframe on that as of yet. Remember, the Graduate School controls the Web pages, not us. This happens about once a month.*
- Dr. Kreuz requested, again, that department not hoard the students' paperwork! Dr. Kreuz and Tori get swamped by paperwork when there are Graduate School deadlines. Like last week, with candidacy forms due on Friday. It is much easier on us if the forms are sent to Scates as they are completed, rather than all at once. Many signatures, from different areas, need to be on these forms in order to be on time. Dr. Kreuz informed us that he may be preaching to the wrong choir, but please make sure that your department's chair and administrative assistants are aware of the issue.

4. Formation of 2017-18 Council subcommittees

Dr. Kreuz explained the awards and how they work. Each Council member serves on one or sometimes two subcommittee(s). Subcommittee meetings are always held at 3:00 on Mondays (same as Council meetings), except for the Travel Enrichment Committee and the Graduate Student Awards committee, each subcommittee has only one meeting. The Travel Enrichment has meetings are in October, March, and early August, so only volunteer for TA if you will be in town in early August. There are electronic participation alternatives if absolutely necessary. This is not a preferable method.

- Subcommittees are chaired by one of the associate deans.
 - Dr. Deb Tollefsen (Philosophy) chairs the undergrad council and is the humanities liaison.
 - Dr. Abby Parrill (Chemistry) assists with research initiatives and is the natural sciences liaison.
 - Dr. Roger Kreuz from Psychology, so he is the social sciences liaison.
- We have five committees, with 20 slots and there are only 19 representatives.
 - Added complication: six slots for humanities reps, but there are only four representatives. Two of the humanities representatives (Jeff, Steve, Tim, Melanie) will have to pull double duty. *We may need to revisit the issue to change this in the future.*

Individuals volunteered for committees. Dr. Roberto Triggiani shared his concern about married faculty members nominating their spouses for the AADRCA and CASDRA award and he has. Dr. Kreuz said that because these are awards are from the Alumni Association he will raise this issue with the Alumni Association. Please see the [17-18 Council subcommittees PDF](#) document in UMDrive for the final results.

5. Report on the College Directors meeting and the University Graduate Council meeting

(30 August and 8 September)

- Robin Poston has been appointed as interim associate dean of the Graduate School. She is a professor and the chair of the Department of Business Information and Technology.
- Enrollment update: As of last week, UG enrollment was down .5%; graduate enrollment was up 1.5%. Jasbir is happy with this, referring to it as "healthy growth". *We should be getting the 14-day census soon.*
- Changes in the curriculum revision process. The undergraduate programs have changed to rolling curriculum changes. The Graduate School has decided to continue approving changes once a year, in the fall; however, they will be approving changes throughout the year as well. This means that we have the best of both worlds. Most changes will be handled in bulk once a year but we now have the flexibility to accommodate new certificates, courses, etc. This will be especially helpful in keeping our 4/6000 courses aligned. Remember that a 6000-level course cannot exist without a 4000-level cognate.
 - Dr. Cohen asked what the policy is on when graduate changes become active. He also expressed concern about the timing of the catalog changes for students and advisors. Dr. Kreuz said that the changes are in place as soon as it appears online and if problems arise to let him know.

- Changes will not happen during the summer. This council meets more often than we do not on a normal basis so this should not increase our meetings by much. Depending on the “size” of the change, the change could be voted or discussed over email or we could discuss submissions every other month.
- Dr. Paul Simone expressed concern on having an early August deadline. Dr. Kreuz informed us that the deadline was in place as a courtesy to Tori and her not having been through this process before. We will talk about making the deadline later in the future.
- Decision Desk is currently being used by Non-degree, University College, and Engineering. This is being rolled out to the other Colleges in waves. For CAS, the rollout is as follows: Social Sciences: late September, Natural Sciences: early October and Humanities: late October. If you think this rollout timeframe is problematic, contact Jim Kierulff, and he can delay it (this was done for Psychology). Dr. Jim Kierulff will be sending out an email with more information.
- Acalog/Curriculog
 - Acalog is the new software system that houses that graduate (and undergraduate) catalog and Curriculog is the software system by which curriculum changes are submitted. Curriculog will replace the forms that are currently used. Acalog goes into effect this month and should have gone live last Friday. Mary Kyle will e-mail departments to have them look over the Acalog entries, this needs to be done by mid-October. Curriculog won't be part of our lives until next year.
- Grade Change forms effective immediately; grade change forms go from the Dean's office directly to the Registrar. Before, the forms went to the Graduate School, and then to the Registrar. The Graduate School realized that they added nothing to the process. This change will be invisible to you, but should speed things up.
- GPA policy change in regards to dropping failed courses that originated from our Council last spring (brought forward by Social Work). It was debated by the University Council in May and had broad support. Dr. Jasbir Dhaliwal referred in May that the details of this policy with regards to the Registrar's office go to a University Council subcommittee. The chair of that subcommittee retired from the university and so a new subcommittee has been formed, composed of Robin Poston and Dr. Roger Kreuz. *We will put the proposal on UMDrive for you to view.*

6. Information Fair table staffing

- Requests were sent out last week as to whom will be staffing your department tables. Preferably two people in order to staff a table. Send your lists of table staffers to Tori as soon as possible because Mary Kyle requires this list by Thursday of this week.

7. Is there any new business to be brought before the Council?

- There is no new business. Dr. Kathryn Hicks motioned to adjourn and Dr. Paul Simone and Dr. Gretchen Peterson seconded the motion.