

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

MEETING: September 27, 2021, held via Zoom

MEMBERS PRESENT: D. Baker, F. Botelho, E. Choi, R. Cohen, A. Daily, E. Delavega, D. Downey, W. Duffy, A. Guthrie, E. Groenendyk, J. Loftus, J. McCutcheon, A. Mickelson, T. Roche, D. Ruggiero, X. Shen, O. Skalli, J. Topinka, M. Trapp, D. Venugopal

MEMBERS ABSENT: none

GUEST: G. Emmert

1. Approval of the minutes from the August 2021 Council meeting

R. Kreuz called for additions or corrections, but none were needed. A. Daily motioned to approve the minutes. X. Shen seconded the motion, and all voted in favor.

2. CAS Graduate Research Council

Associate Dean G. Emmert made a presentation on the idea of creating a CAS Research Council, which would parallel the College's undergraduate and graduate councils, as well as the university's research council. The main goals would be to identify new growth opportunities and areas of excellence, and to cross-pollinate and promote interdisciplinary research.

G. Emmert identified one drawback to this plan: it would create another service obligation, particularly for departments in which the faculty may already feel overextended with regard to service. One solution to this, proposed by Dean Parrill, would be that small departments (arbitrarily defined as having 10 TT faculty or fewer) could partner up and be represented by one Council member.

It was also pointed out that the bylaws for the Graduate Council would need to be amended slightly, as the Graduate Council also includes research in its sphere of responsibilities.

3. Dissertation small grants proposal

R. Kreuz had sent out a brief description of a proposal, originating in Social Work, to create a fund for the awarding of small grants to facilitate dissertation research. R. Kreuz reported that it had been discussed by the College's leadership team, but the dean asked for like input on three issues:

- a) The intention is to provide funding for students for their own research (as opposed to their advisors'). It shouldn't be used as a slush fund for faculty who have funded research. For that reason, one option would be to limit these grants to students in the social sciences and the humanities.

- b) Should masters students be eligible for such grants as well?
- c) Dean Parrill had proposed that this could be a university-wide program, funded by the colleges but run by the Graduate School.

The Council members discussed details such as how many grants would be awarded to each division and when doctoral students would be eligible to apply. Perhaps this could be done after receiving IRB approval? There was support for the idea that master's students should be eligible for funding as well. T. Roche asked if the grants could be used for the purchase of books.

4. Report from the September 22nd 2021 College Directors meeting

New personnel. R. Kreuz reported that there is a new admissions counselor in the Graduate School. Mary Newell has a master's degree in college student counseling and personnel services from Arkansas State and was an admission compliance officer at UTHSC. Among other colleges (CCFA and Herff), she'll be working the SUAPP departments in CAS.

New version of WebAdmit. Unicas has released a new version of its software. If any of you are having problems, please let Dean Poston know about them. There will be training for cycle 4 in the near future.

E. Delavega said that she had had problem with assigning reviewers, and R. Kreuz encouraged her contact Jim Kierulff about this.

Graduate information fair. R. Kreuz thank the Council members for working with Anna Grisham to staff virtual tables at this year's event, which will be held on October 5 and 6. It will run on the same platform as last year's, and Anna will be in touch about a tutorial to minimize "day of" confusion. For the first time this year, UMGlobal will be participating. R. Kreuz asked the Council members to send Anna any social media links and let her know who handles social media in each department.

English proficiency criteria. R Kreuz reported that previously, the Graduate School allowed the English proficiency requirement to be satisfied by holding citizenship in a country in which English as the official language. There were 17 countries on that list, as well as some exceptions (e.g., Canada except Quebec). However, this list has proven problematic; it can be found here:

https://www.memphis.edu/graduateadmissions/international/add_requirements.php

The new criteria will be that the student's last degree was from a school where English was the language of instruction, although this is also potentially problematic. This change is being made to the current catalog.

Graduate student spotlight candidates needed. R. Kreuz announced that the Graduate School has no student nominations for a spotlight profile, and the Council members should encourage their students to self-nominate. R. Kreuz put the following link in the chat:

https://www.memphis.edu/gradschool/current_students/graduate_student_spotlight.php

5. New business.

R. Kreuz announced that Jim Kierulff, the Director of Graduate Student Services, will be separating from the university at the end of the year. R. Kreuz is serving on the committee that will find his successor. If all goes according to plan, his replacement will be hired by the end of November so that his successor can overlap with him for a month to learn the ropes.

R. Kreuz reminded the Council members that any previously approved but unmade curriculum changes or additions, or editorial errors in the Graduate Catalog, can now be corrected graduate coordinators by submitting a helpdesk ticket, using the following weblink (“Other Request” => “Undergraduate/Graduate Catalog Correction:

<https://memphis.topdesk.net>

6. Adjournment.

M. Trapp motioned for adjournment and R. Cohen second the motion. All were in favor.

Minutes prepared by V. Tardugno from notes provided by R. Kreuz and edited by R. Kreuz.