

4301 West Markham, #601  
Little Rock, AR 72205-7199  
501-686-5454  
501-686-5661 (fax)

**UAMS**  
GRADUATE SCHOOL

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## Memorandum

Date: December 20, 2013

To: Members of UAMS Graduate Council and All Other Graduate Faculty

From: Dr. Alesia Ferguson, Chair

Subject: Graduate Council Meeting Minutes- November 19, 2013

Members Present: Drs. Atcherson, Basnakian, Crook, Davidson, Fuhrman, Gray, Greene, Hendrickson, Heo, Post, Prather, Tilford, Wight, Ms. Becky Butler and Ms. Emily Reichard.

Members Absent: Drs. Atcherson, Benes and Ferguson

Non-voting Members Present: Dr. Robert E. McGehee, Jr., Dr. Kristen Sterba, Mr. Jackie McRoberts and Ms. Pattie Hamilton

Non-voting Members Absent:

Attendees: None

Dr. McGehee called the meeting to order in Dr. Ferguson's absence.

1. Approval of Minutes

The November 19, 2013 minutes were approved.

2. Administrative Items

Dr. McGehee announced he sent the Graduate School newsletter by email to everyone today.

Dr. McGehee announced there will be a new process for approving new programs. The Council of Deans will meet and discuss the new process.

Dr. McGehee stated the campus will soon be implementing the Student Information System and Dr. Sterba is a team leader for one of the four core functions of the system. Due to the time she will be out of the office working on this project, the Graduate School received approval to hire a 2 year employee to help with work load during implementation. The new employee is Regina Dennis and she will start in the Graduate School office December 27. Dr. McGehee stated he would bring her to the January Council meeting for introductions.

Dr. McGehee announced that the campus will develop a Bursar's office which will handle the financials associated with the Student Information System. It will also be tied to the current compliance issues for students, (i.e. flu shot, TB skin test, etc).

Report from Dr. Sterba included the following:

Graduate Student Teachers of Central Arkansas

Built new GSTCA website

Students paired with UCA faculty for spring

Scheduled 3 activities for spring 2014

1. February 3: Dr. Laura Smith-Olinde lecturing on "Active Learning Strategies"
2. February 24: Heather Smith will lead an interactive workshop regarding Prezi. Space is limited to 12 and will require registration
3. May 20: GSTCA symposium.

Finalizing schedule now. Topics to be covered include first year experiences as a teacher, using your voice for effective teaching, and electronic academic portfolios. Registration open to any UAMS student or postdoctoral fellow.

Alternative careers panel will be held in spring.

Panel: Dr. Kristen Sterba (administration), Dr. Rich Dennis (government research), 3<sup>rd</sup> panelist TBD

Student Information System update

Kick off meeting held December 9 to announce plans for project. January and February will be fit gap sessions with staff from colleges to begin the process is to have the SIS system online to accept applications starting in July 2014.

UAMS SURP to Increase Diversity in Research

If you know any undergraduates who may be interested, application deadline is February 14.

Report from the Graduate Student Association

Ms. Emily Reichard reported

- Habitat for Humanity
  - Nov 23<sup>rd</sup>, NLR
  - 9 people participated
- The 12<sup>th</sup> Street clinic is closed until January
- Thanksgiving Potluck
  - Nov 22<sup>nd</sup> in Biomed 1 atrium
  - Prizes were given to best dishes

1. Old Business

None

2. New Business

Dr. Patty Wight asked if the campus would be adopting the plus minus scale for grades in the new Student Information System. Dr. Sterba will address it at the Student Information Meetings and report back to the Council.

### 3. Reports from Committees

Faculty- Dr. Crook reported the Committee recommended one faculty application for approval. Ms. Diane Heestand Skinner, Genetic Counseling. The Council approved this recommendation

Curriculum- Dr. Gray reported the Committee recommended two course approval forms for approval, PHSC 5303, Health Literacy for Healthcare Professionals and HPPR 5843, Effective Crisis Communication. The Council approved the recommendations.

Academic Senate- Dr. Hendrickson reported the Senate was charged with the task of the 2013 survey for faculty. There are subcommittees working on each goal. The goals included thus far are 1. Teaching is valued, 2. Increase team-based science and increase faculty involvement in developing/implementing research priorities, 3. Improve colleges' mentoring and retention and 4. Improve communication among faculty. If anyone has any suggestions they can send them to him or Dr. Thomas Kelly.

Dr. McGehee will submit a draft document to the January Council meeting for electing new Graduate School members for representation on the Academic Senate.

### 4. Announcements- None

The meeting adjourned at 5:00 p.m.