

4301 West Markham, #801  
Little Rock, AR 72205-7199  
501-686-5454  
501-686-5661 (fax)

**UAMS**  
**GRADUATE SCHOOL**

---

## Memorandum

Date: February 21, 2014

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

From: Dr. Alesia Ferguson, Chair

Subject: Graduate Council Meeting Minutes- December 19, 2013

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

Members Absent: Dr. Atcherson

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

Non-voting Members Absent: Dr. Kristen Sterba

Attendees: Mrs. Regina Dennis

Dr. Ferguson called the meeting to order.

1. Approval of Minutes

The December 19, 2013 minutes were approved.

2. Administrative Items

Dr. McGehee introduced Ms. Regina Dennis. She is a new employee in the Graduate School as we implement the new Student Information System. SIS is still in the discovery phase of the project. A website has been created to update the campus community on the project ([sis.uams.edu](http://sis.uams.edu)). Emails will also be sent to faculty from Academic Affairs with updates regarding the project. If you have any questions regarding SIS, please contact Dr. Sterba. There is discussion regarding a centralized Registrar's office during this process.

Dr. McGehee stated admission letters were discussed in the recent Program Director's meeting and requested that programs wait until official letters of acceptance and rejection were sent from the Graduate School office before sending letters from the program. Dr. McGehee requested copies of the program correspondence be sent to the Graduate School Office for the student's files.

Dr. McGehee stated that some doctoral dissertation committee forms and qualifying examination forms have not been received in the Graduate School Office. All forms should be received for the student's official files. Dr. McGehee stated he is working with the Graduate School Office to develop a checklist for the student's file for performance tracking forms. Dr. McGehee asked that

when these committees meet that correspondence regarding the meeting outcome be sent to the GS office. Although programs choose to meet varying number of times per year with a student to discuss progress, the recommendation is two meetings per year.

Dr. McGehee asked for volunteers for Commencement Marshals. Dr. Mick Tilford will serve as Ph.D. Marshal, Ms. Becky Butler as M.S. Marshal and Dr. Howard Hendrickson as Up-Ramp Marshal.

Dr. McGehee announced there are budget cuts underway. He stated he has suspended student travel awards and is working with Ms. Toni Emerson on the 3% provisional budget reduction for FY15.

Dr. McGehee stated that the tuition disbursement to colleges is undergoing change. Currently Graduate School hasn't been affected, but will be in the future.

Dr. McGehee announced that this year any NIH grant with training in it must have Individualized Development Plans (IDP) including post-doc and pre-doc. The basic science students complete IDP's as part of the Scientific Communication and Ethics I and II courses.

Dr. McGehee stated he hopes to have a Graduate Faculty retreat in the Fall.

In Dr. Sterba's absence, Dr. McGehee stated the following from her report.

The Summer Undergraduate Research Program (SURP) will be held again this Summer. It is held over a weekend. If there are faculty interested in mentoring students, please contact Dr. Sterba.

Dr. Laura Smith-Olinde presented on Active Learning Strategies earlier this month. On Monday there will be a hand-on workshop regarding Prezi. Dr. Sterba is still trying to confirm the last speaker for the GSTCA symposium which will be held May 20. Registration will open for that early May. All UAMS students are invited to attend the symposium.

The Student Leadership Academy is now taking applications. Additional information can be found at [gradschool.uams.edu/sla](http://gradschool.uams.edu/sla). Students must graduate May 2015 or later and have a 2.85 GPA (M1 students in the College of Medicine need to have passed all modules) to be eligible to apply. Please encourage your students to consider applying for the academy. The application deadline is February 28.

#### Report from the Graduate Student Association

Ms. Emily Reichard reported the following:

- Graduate School T-Shirt contest
  - 2 designs were submitted
  - working on getting the shirts printed
- Museum of Discovery Volunteer Day
  - Feb 2<sup>nd</sup>
  - 5 students participated
- Research Day Mini-Symposium Idea
  - Students can select option to be considered for a 15 min talk
  - 5 students to present, with 1 winner
  - Event held day before or after
  - Email has been sent to Linda Williams to better figure out details
- Upcoming events
  - Paintball – March
  - Habitat for Humanity – April

- Crawfish Boil – May
- Canoe Trip – June

Ms. Reichard stated the 12<sup>th</sup> Street Clinic is holding March Man-Ness for Men's Health including door prizes on March 22.

1. Old Business

Dr. McGehee asked for 2 volunteers or nominations for Graduate School representatives on the Academic Senate. Dr. Helen Benes volunteered. Dr. McGehee will send an email to all Graduate Faculty to request another volunteer.

2. New Business

None

3. Reports from Committees

Faculty- Dr. Crook reported the Committee recommended five applications for approval. Dr. Antino Allen, Pharmaceutical Sciences, Dr. Tiffany Haynes, Health Promotion and Prevention, Dr. Donghoon Yoon, Interdisciplinary Biomedical Sciences, Dr. Geoffrey Curran, Health Systems and Services Research and Dr. Brenda Booth, Health Systems and Services Research. The Council approved these recommendations.

Curriculum- Dr. Gray stated there is no report from the Committee.

Academic Senate- Dr. Hendrickson reported that the Communications Committee chaired by Dr. Dana Gaddy and the Research Committee chaired by Dr. LeeAnn MacMillan-Crow have met and developed goals and outcomes and submitted them to the Chancellor. The Faculty Affairs Committee chaired by Dr. Cesar Compadre will meet in the near future.

4. Announcements- None

The meeting adjourned at 5:00 p.m.