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**UAMS**  
**GRADUATE SCHOOL**

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## Memorandum

Date: March 21, 2014

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

From: Dr. Alèsia Ferguson, Chair

Subject: Graduate Council Meeting Minutes- March 20, 2014

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

Members Absent: Drs. Crook, Gray, Greene and Tilford.

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

Non-voting Members Absent: Dr. Kristen Sterba

Attendees:

Dr. Ferguson called the meeting to order.

1. Approval of Minutes  
The February 20, 2014 minutes were approved.

2. Administrative Items  
Dr. McGehee reported the following for Dr. Sterba:

The GSTCA symposium registration is open for any UAMS student or postdoctoral fellow interested in attending. The event will be held on May 20. Topics will include:

- First year teaching experience and lessons learned
- Electronic academic portfolios
- Using the voice effectively
- The value of team-based presentations
- Creative formats for teaching

Dr. McGehee reminded everyone that tomorrow is the deadline for the annual publications poster and awards.

Dr. McGehee announced the IMSD grant was renewed and we are currently accepting applications.

Dr. McGehee stated the SURP application process is closed. There were a great batch of applicants with 39 institutions represented and 13 states. They will be looking for mentors shortly to host these students.

Dr. McGehee announced that Dr. Sterba attended the Higher Education Users Group meeting last week as part of the SIS project. She felt it was a great experience and the team was able to gather lots of helpful information to help with the project. The team is currently working on recommendations for the SIS academic structure and course numbering system. Dr. McGehee stated that the campus is implementing a Bursar's Office and a centralized Registrar's Office.

Dr. McGehee stated the Graduate School will go back to hosting the Brunch for Graduates this year. It will be held the morning of May 17 to be followed by Commencement at Verizon Arena at 3:00. He stated this event allows the student's family to celebrate with them.

Dr. McGehee stated he spoke the Louis Stokes convention at the Mississippi State University campus. He has received several calls to speak at other universities, as well.

Dr. McGehee reminded everyone that ballots for Graduate Council were emailed. The ballots were confirmed by the Program Directors before being emailed.

Dr. McGehee announced there is a new budget restructure for the Graduate School. The five colleges will receive tuition for classes their faculty teach in the Graduate School. The Employee Discounts granted to students for tuition purposes is under review by the various colleges.

#### Report from the Graduate Student Association

Ms. Emily Reichard reported the following:

- Grad students received an email to create flyers for the 12<sup>th</sup> St HWC instead of going to the clinic
  - Thus far 4 people have volunteered
- Paintball was March 15<sup>th</sup>
  - 19-20 students participated
- Email went out for GSA Research Symposium
  - Abstracts are due April 1<sup>st</sup>

#### 1. Old Business

Dr. McGehee will send an email to Graduate Faculty for a volunteer or nominations for another Graduate School representative on the Academic Faculty Senate. Dr. Benes will serve for one year and the other representative will serve two. This will rotate one representative off each year. One position will be elected by Graduate Council and the other will be elected by the Graduate Faculty.

#### 2. New Business

None

#### 3. Reports from Committees

Faculty- Dr. Post reported the Committee recommended one applications for approval. Dr. Igor Koturbash, Occupational and Environmental Health. The Council approved this recommendation.

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

Academic Senate- Dr. Hendrickson passed out the expectations of the representatives on the Senate (see attached).

#### 4. Announcements- None

The meeting adjourned at 5:10 p.m.

UAMS Academic Senate Council

“Job” Descriptions of College representatives to the Academic Senate

Expectations of College Representatives to the Academic Senate

- I. Attend monthly Academic Senate Council meetings and report on college activities/issues
  - II. Attend the full Academic Senate meetings
  - III. Meet regularly with the Dean (at least quarterly) to discuss Academic Senate and College activities that affect the faculty
  - IV. Serve as the person reporting on Academic Senate activities at college faculty meetings
- In addition, as the primary conduit for communicating to/from faculty in the different colleges, representative should make every effort to:
- a. Introduce yourself and your role as the college’s representative to the Academic Senate
  - b. Inform faculty of the Academic Senate resources and procedures (e.g., website, committees, exit survey, and intranet blogsite)
  - c. Recruit faculty in your college to serve on Academic Senate committees
  - d. Interface with individual departments within your college

Next meeting of the full Academic Senate:

May 8, 2014 at 3:45 pm