



Graduate School

Date: April 26, 2019  
To: Members of the UAMS Graduate Council and All Other Graduate Faculty  
From: Dr. Melanie MacNicol, Chair  
Subject: Graduate Council Meeting Minutes – April 25, 2019

Members Present: Drs. Melanie MacNicol, Joshua Phelps, Boris Zybaylov, Patricia “Trish” Wright, Jerry Ware, David Ussery, Karl Boehme

Members Absent: Drs. William Fantegrossi, Andrew James, Gunnar Boysen, Antino Allen, Naveen Nagaraj, Frank Simmen

Non-voting Members: Dr. Robert McGehee, Latrina Prince, Marlon Louzeiro, and GSA President Cord Carter

**Approval of minutes from previous Meeting:**

We started our meeting with Dr. Melanie Macnicol asking for approval of the minutes with all members involved in the previously meetings. All Members present agreed on the approval and we moved forward our meeting with Dr. McGehee.

**Administrative Items:**

Dr. McGehee shared a few topics about UAMS programs. He shared that CSD program would be moving to UAMS and would no longer be considered a joint program with UALR. UAMS will be making several changes based on HLC recommendations.

Dr. McGehee mentioned the success of Graduate School students has each year including for this spring 2019 semester.

Dr. McGehee also shared that all faculty roles for commencement has been identified. Dr. McGehee mentioned that there would be a graduate faculty and program director’s meeting coming up soon. He would send an email with the date, time and location for a both meetings. There is no agenda for either meeting at the moment. Dr. McGehee will share additional information regarding both meetings at a later time.



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He also discussed the financial difficulties the University of Arkansas at Little Rock (UALR) is going through this year and how it will interfere with our affiliation with UALR graduate programs. Possible changes in the Speech pathology and audiology program were discussed.

Dr. McGehee finished his topic with discussion of upcoming changes to course syllabi. He mentioned that more information on course syllabi would be coming soon and that each UAMS course must have a syllabus. Dr. Ussery addressed a concern regarding two UAMS course syllabi from last year. He shared an incident where the syllabus did not contain enough information regarding the course.

Dr. Latrina Prince decided to begin the discussion of administrative items with new requirements for course syllabi. She informed the committee that there is a new requirement for all course syllabi. Latrina agreed to email the new course syllabi requirements to all program directors and the Graduate Council. All courses will need to follow the new template and the revised syllabus will need to be submitted to the link on the form by September 1, 2019. After this fall semester, there will be periodic audits of all course syllabi to make sure they everyone is following the new requirements.

Dr. Prince continued her discussion with information on the new UAMS common catalog. UAMS will have one catalog for the entire university. All edits for the first draft of the Common Catalog are due to Clinton in the registrar's office on May 3, 2019.

Clinton Everhart is interested in attending curriculum committee meetings. Since the curriculum committee communicates and approves curriculum changes by email, Latrina wanted to know if it would be okay to include Clinton in email regarding new or revised curriculum changes. The committee did not have a problem with notifying Clinton in advance of upcoming curriculum changes.

Dr. Prince discussed the new course and instructor evaluation software called Enterprise. Course and Instructor evaluations are a requirement for accreditation purposes. UAMS is required to show how they are making sure all courses are meeting goals and objectives. There is no standard survey template or set of questions to be used. However, OED has sample surveys that can be used if needed. Grad School programs can evaluate their courses and instructors using any software they choose; however, Latrina recommends using Enterprise because it's user-friendly and makes it easy to deploy surveys to multiple courses and instructors at once. Latrina mentioned that she and Tremaine met with OED last week to get additional information on Enterprise and to receive training. Thirty of the Graduate School courses were being evaluated using a program that no longer exists. Therefore, these courses have been transferred to Enterprise and the course instructors have been trained to deploy the surveys. Since so many of the Graduate School courses have more than one instructor, it will be too much work for Tremaine and Latrina to deploy course and instructor evaluations for all Graduate School courses. OED has agreed to train all program directors and track



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leaders how to use Enterprise. They will also assist with getting the surveys setup in the new system. OED will serve as a resource for any questions or problems with Enterprise.

The final topic by Dr. Prince was UAMS policies. Latrina mentioned that there is a link on the Graduate School webpage with all UAMS policies that have been reviewed and approved. Some of the policies Latrina briefly discussed were the new Formal Complaint Resolution Policy, the License Plate Scholarship policy, and the Student Health Screening policy. Latrina stated that there have been several new and revised policies since the last meeting. Therefore, she will email the Graduate Council a table that lists all new and revised policies since the last Graduate Council meeting.

### **Report from the Graduate Student Association**

Our new GSA President, Cord Carter briefly discussed topics that were previously discussed by the former GSA president, Williams MacCain. Mr. Carter mentioned upcoming GSA activities such as food & coffee the week of finals. Food and coffee will be provided using funds from the GSA. He mentioned that the GSAA would be sponsoring a food drive for all graduate students. The GSA will collect food in both Biomed buildings and will distribute food to students in need.

Mr. Carter addressed the cost of student's health insurance. He mentioned that health insurance is a school requirement but some students can't afford to pay for health insurance.

Also, Mr. Carter asked for guidance from the Graduate Council on a new Peer Mentoring Program that the GSA is working on. He gave newly developed Peer Mentoring Program handouts to the committee to review. Mr. Carter shared that the GSA might need help with deciding on qualifications for student mentors. He mentioned that the peer mentoring program would be helpful for first and second year students. Dr. Mcgehee recommended that Mr. Carter share information on the Peer Mentoring Program through email so the committee members can review and provide feedback before the summer semester.

### **Old Business:**

None.

### **New Business:**

Dr. Latrina Prince discussed IPE and GUS updates simultaneously. The IT department has been working to get GUS and BlackBoard to communicate regarding IPE requirements. The new system will be tested in May. Beginning this fall, IPE activities will have a course number and will be listed in the Common Catalog. Students will be able to sign-up for IPE activities in GUS. Once the IPE activity is completed, it will be recorded as a milestone in GUS. This will be easier to track IPE completions.



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Latrina mentioned that there have been no changes to IPE requirements for the Graduate School. The Graduate School's IPE exposure workshop for new students is scheduled for August 14<sup>th</sup>.

### **Reports of Committees**

Curriculum Committee:

None.

Faculty Committee:

None

Academic Senate:

None

Adjourned at 5:20pm.