



Graduate School

Date: October 17, 2019
To: Members of the UAMS Graduate Council
From: Dr. Melanie MacNicol, Chair
Subject: Graduate Council Meeting Minutes – October 17, 2019

Members Present: Drs. Melanie MacNicol, Joshua Phelps, Frank Simmen, Boris Zybaylov, Andrew James, Jerry Ware, David Ussery, Karl Boehme, and Antino Allen

Members Absent: Drs. Gunnar Boysen, Patricia “Trish” Wright, Naveen Nagaraj, and William Fantegrossi

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

Approval of Minutes from Previous Meeting:

Dr. Melanie MacNicol began the meeting by asking for approval of the minutes from May. The May 2019 Graduate Council minutes were approved by the committee.

Administrative Items:

Dr. Robert McGehee

Dr. McGehee provided an update on administrative items and events since the last Graduate Council (GC) meeting. He began with the success of the 2019 Research Induction Ceremony that was held in September. Dr. McGehee was pleased to have 28 students receiving white coats and other awards at the ceremony. Dr. McGehee then shared his assessment of this year’s Career Day. He informed the GC that there were 156 registrations, but only half of those who registered attended the event. Dr. McGehee stated that this year’s Career Day had the second highest number of registrations and the highest number of participants who did not show up for the event. He stated that in previous years, Career Day had about 25% of registrants to not show and a 10% was the lowest percentage of no-shows in all years. Dr. McGehee explained that although participants received reminders of the event, he is not sure why there was a large number of non-attendees. He stated that the only major change this year was the day of the week; the event was held on Wednesday instead of Thursday. Dr. McGehee stated that although the date was changed, there was still a large number of registrations, yet also a large number of no shows. Schools that normally attend, such as Jackson State, were not registered for this year’s Career Day; that did not seem to affect registrations.

Dr. McGehee went on to discuss his plans for next year’s Career Day and ways to improve the event. Although he was approached by the GSA to have Emily Roberts as a guest for the Career Day workshop on graduate student finances, many of the Graduate Students did not attend. Dr. McGehee discussed possible changes for next year’s Career Day that will involve adding more speakers and giving participants additional time to interact

with representatives from each of the programs. He would like to invite three more speakers from various biomedical careers including former graduate students. Dr. McGehee mentioned that more details on next year's Career Day would be communicated soon.

Dr. McGehee shared details of the memorial event for Kyle Urquhart. He stated that the Provost authorized the memorial event and awards. He further discussed the awards that were created and presented at the event. Dr. McGehee then shared details on the posthumous PhD degree that was presented to Kyle's family. The degree was framed and presented to Kyle's parents, and posted in the GSA 4th floor student lounge. Dr. McGehee mentioned that UAMS faculty and students started an annual travel award of \$500 to allow graduate students to participate in conferences or travel to receive additional training. The first award was presented to one of Kyle's closest friends while in the Graduate School.

Dr. McGehee informed faculty about the Arkansas Department of Higher Education (ADHE) program evaluations. Dr. McGehee stated that he worked with Pharmaceutical Sciences on the ADHE evaluation that was due a few weeks ago and is currently working with Pharmaceutical Evaluation & Policy led by Dr. Bradley Martin on an upcoming ADHE program evaluation. Dr. McGehee stated that overall the program evaluations went well. He gave a special thanks to Drs. Allen and Martin for their assistance with the Pharmaceutical Sciences program evaluations. He mentioned that Drs. Allen and Martin did an excellent job compiling all documentation before the ADHE site visit deadline, October 1, 2019. Dr. McGehee briefly mentioned that the Nutrition program would be evaluated next year and would be led by Joshua Phelps and Dr. Hakkak.

Dr. McGehee reminded everyone of the presentation that was given by Dr. Kristen Sterba to discuss new requirements from the Higher Learning Commission (HLC). Dr. Sterba mentioned that HLC now requires an annual program-level assessment for all UAMS programs. Dr. McGehee briefly discussed the new HLC academic program annual assessment report and the ongoing Quality of Improvement Initiative called Vision 2020 that needs faculty representation from all programs and tracks. He mentioned that a committee was being established to work on Vision 2020 and a new committee was needed to assist with developing a program assessment plan for all Graduate School programs. He stated that Dr. Prince has been meeting with Dr. Sterba and others on campus to better understand the annual program assessment requirements. Dr. McGehee stated that a newly formed program assessment committee will be required to develop a plan for receiving feedback on program performance. The program assessment committee will be developed using members from the GC. The program assessment committee will need to develop a plan to show that program goals and outcomes are being assessed annually.

Latrina Prince

Dr. Prince mentioned that there is currently an institution level program assessment in place that is scheduled by the Provost's office every two years. Dr. Prince discussed three new UAMS policies that were approved since the last GC meeting. The Deceased Student Policy was approved and outlines procedures that the institution will follow in the event of a student death. The Drug Testing for Cause Policy also was approved since the last

GC meeting. This policy states that students are subject to drug testing if reported by faculty or another student. Lastly, the Missing Student Policy was recently approved and describes procedures for reporting a missing student after the student has been missing for 24 hours.

Report from the Graduate Student Association (GSA)

Mr. Cord Carter mentioned that the GSA research symposium will be held on Friday, October 25, 2019. Mr. Carter stated that the GSA has 22 poster presenters and 8 oral presentations. He informed the committee that Madeline Bush from St. Jude would be attending the event as the keynote speaker. Mr. Carter stated that Mrs. Bush was invited to attend this year to give students the opportunity to gain professional development counseling. Mr. Carter also stated that the GSA was preparing to send the top five students to visit St. Jude in June 2020. Mr. Carter shared more details on the GSA research symposium and mentioned that students from Audiology, New York Technology Institute from Jonesboro, and other universities would be attending. He also mentioned that it was unusual to have a participant from outside of UAMS to attend the event and present a poster. Mr. Carter informed the committee that this outside participant learned about the GSA Research Symposium online and decided to attend since they missed their own event.

He informed the committee that the GSA will have the opportunity to meet the top 40 undergraduate students in the U.S. Mr. Carter took a moment to share the importance of the GSA program and recap the story of the GSA founders. He invited the Graduate Council to the November Thanksgiving Potluck and asked Dr. McGehee to cut the turkey for the event. The potluck is scheduled for Thursday, November 21st, 2019, in the Helen Guinn Adams Atrium.

Old Business:

None.

New Business:

GUS

Dr. Prince stated that there were no updates to report regarding GUS, but reminded faculty that students can register for IPE courses in GUS at any time during the semester. Dr. McGehee mentioned that GUS will be replaced in two years by a new system called Work Day and more details would be shared at a later time.

IPE

None

Committee Reports

Curriculum Committee

Dr. Prince reminded the committee that once course was approved since the last meeting. The Curriculum Committee voted and approved the course by email. The Curriculum Committee also reviewed and approved the cancelation of two biomedical informatics courses. Dr. Prince reminded all faculty on the Curriculum Committee to respond by email on course approvals or deletions when needed.

Dr. Prince informed the GC that Nadine is working on the class schedule for Spring 2020. Nadine will submit the class schedule to Dr. Prince in the last week of October. Dr. Prince will notify the faculty to review the Spring 2020 class schedule and send any changes to Dr. Prince or Nadine. Dr. Prince then informed the GC that the course scheduling spreadsheet has to be completed and submitted every semester. Dr. Antino Allen also mentioned that the course scheduling form has to be updated and submitted each term and it is important to check the course numbers because there are sometimes inconsistencies.

Faculty Committee

Dr. Melanie MacNicol asked if there were any new Graduate Faculty applications to be approved. Dr. MacNicol reviewed the four Graduate Faculty applications that were provided to her at the beginning of the meeting. There were four Graduate Faculty applications from the Biomedical Informatics department. Before voting on approval, there was a brief discussion of the role of Graduate Faculty and the process for gaining Graduate Faculty status. Dr. Melanie MacNicol then made a motion to approve the new faculty and the Faculty Committee voted to approve.

At the end of the meeting, Dr. McGehee took a moment to establish new Graduate Council committees. He shared details from his meeting with the HR strategy team and Vision 2020 and mentioned that each college would need to set up a strategic plan to meet Vision 2020 goals. Dr. McGehee mentioned that he needs one representative from each program and track to assist developing Vision 2020 goals and objectives for the Graduate School. Dr. McGehee then asked for volunteers for each of the Graduate Council sub-committees, including the newly established Program Assessment Committee. The new committee assignments are listed below.

New Committee Assignments

Program Assessment	Faculty Committee	Curriculum Committee
Patricia Wright	Gunnar Boysen	Karl Boehme
Melanie MacNicol	Andrew James	Jerry Ware
Boris Zybaylov	Antino Allen	William Fantegrossi
Joshua Phelps	David Ussery	Frank Simmen



Graduate School

Academic Senate

None

After forming the Graduate Council sub-committees, there was no additional business to discuss and the meeting was adjourned by Dr. MacNicol.

Adjourned at 5:30 p.m.