



Graduate School

Date: December 9, 2019
To: Members of the UAMS Graduate Council
From: Dr. Melanie MacNicol, Chair
Subject: Graduate Council Meeting Minutes – November 21, 2019

Members Present: Drs. Melanie MacNicol, Joshua Phelps, Frank Simmen, Patricia “Trish” Wright, Boris Zybaylov, and Karl Boehme

Members Absent: Drs. Gunnar Boysen, Andrew James, Jerry Ware, David Ussery, Antino Allen and William Fantegrossi

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

Approval of Minutes from Previous Meeting:

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

Administrative Items:

Dr. Robert McGehee

Dr. McGehee began by discussing the Thanksgiving Potluck hosted by the Graduate Student Association (GSA). Dr. McGehee encouraged faculty from admissions committees to attend the upcoming workshop on Implicit Bias presented by Dr. Erick Messias, Professor/Psychiatry and COM Associate Dean for Faculty Affairs. He shared details of Dr. Messias’ extensive expertise on bias and mentioned that faculty seminars on bias are now being required more often for training grants purposes. Dr. Erick Messias’ seminar will be held on Monday, December 2nd at noon in Rayford Auditorium. Dr. McGehee stated that he would send a reminder regarding the seminar.

Dr. McGehee reminded everyone about the Graduate School meeting with Human Resources to discuss the strategic plan of 2029. The strategic planning sessions is scheduled for Monday, December 2nd. Dr. McGehee mentioned that the new strategic plan is completely different from others he has been previously affiliated with. He informed the committee that the new Office of Strategic Planning is led by the Provost and designed by Human Resources. Dr. McGehee shared details about the new 2029 strategic vision. He mentioned that a lot information from the new strategic vision is not relevant to the Graduate School, but more applicable to the UAMS clinical strategic vision. Dr. McGehee informed the committee that the upcoming new strategic vision is an ongoing process and not an annual event. He mentioned that Dr. Gardner purchased new software that it is designed to function with this type of strategic plan, and the new software will be tracking the strategic plans

from all colleges to ensure that each matches the campus-wide strategic vision. Dr. McGehee mentioned that a training opportunity to learn the new software will be provided starting on January 22nd.

Dr. McGehee informed the committee about the work in progress with the registrar's office regarding the list of courses available for spring. He mentioned that more details regarding the spring course schedule would be communicated soon.

Dr. McGehee then shared details on the availability of a new Graduate School certificate offered through the College of Public Health (COPH). He discussed four COPH courses that Graduate students may be eligible to enroll in through this new certificate program.

Dr. McGehee continued by asking the committee for assistance reminding faculty to submit syllabi for every course each semester. He mentioned that the new syllabi procedures must become the "new culture" of the Graduate School to follow HLC guidelines. Dr. McGehee informed the committee that course syllabi cannot be the same each semester. Faculty would need to revise or create new syllabi relevant for the specific term. Dr.

Lastly, Dr. McGehee reminded everyone that the Graduate School is working on a plan for the annual assessment for every graduate program.

Latrina Prince

Dr. Prince informed the committee that she received confirmation from Dr. Kristen Sterba that the program assessment plan must be in place by the end of spring semester. Dr. Prince continued by discussing the high volume of questions from applicants regarding use of the IELTS exam for admissions requirements. Dr. Prince shared handouts on the difference between the IELTS and TOEFL test scores. She informed the committee that the COPH is currently accepting the IELTS for their international student applications. After further discussion of both tests, the committee voted on acceptance of the IELTS to satisfy admissions requirements. The committee then discussed the test scores for both tests and recommended using a suggested minimum test score of 6.5. The website will be updated to show that both tests are now accepted and the suggested minimum score for the TOEFL and IELTS will be posted.

Dr. Prince informed everyone about the new leave of absence (LOA) policy that will be coming up soon. She stated the leave of absence policy was developed for three main reasons: (1) financial aid, (2) student access to UAMS services, and (3) program completion requirements. Dr. Prince mentioned that there was a need to develop an official LOA policy since most colleges do not have a formal policy in place. Dr. Prince then shared details on the new attendance flexibility policy that is currently in development. Dr. Prince mentioned that this policy would require the students to work directly with the UAMS Title IX Coordinator. More details on this policy would be shared once the policy is approved.

Dr. Prince informed everyone that the TB skin test will be eliminated soon and students will only be required to answer a questionnaire each year. UAMS is working on a process to handle TB skin testing requirements for

colleges who have affiliation agreements with outside agencies that require the test. More details on this new change will be shared with the committee.

Report from the Graduate Student Association (GSA)

Mr. Carter briefly discussed the GSA symposium held in October 2019. He mentioned the invitation that the GSA received to send a group of graduate students to visit St. Jude in June 2020. Mr. Carter continued by sharing details on the GSA Thanksgiving potluck and stated that about 100 people attended. He then discussed the GSA's idea of having a mental health day for the graduate students. Mr. Carter mentioned the need to support graduate students who have mental stress by having activities, lunches, and other meetings. He ended by informing the committee that the GSA is looking for additional resources to improve students' mental health including the participation of Dr. Thapa.

Old Business:

None.

New Business:

GUS

Dr. Prince informed everyone that very soon GUS will be used to populate the academic catalog. She mentioned the importance of making sure that all courses and credit hours are listed correctly in GUS before this transition is made. She informed everyone that Clinton would be sending a list of all Graduate School courses that are currently in GUS and each program director would need to review and approve the course listings. Dr. Prince also informed the committee that she will re-send the spring course schedule before registration reopens since there were several changes made when the schedule was initially provided. Dr. Prince ended by reminding the committee that Spring 2020 registration opens on December 2, 2019.

IPE

Dr. Prince informed the committee that two IPE faculty development activities were coming up in the spring semester. A faculty movie night is scheduled for January 2020 and a professional wellness workshop will be held in February 2020. She informed everyone that more details on both IPE activities would be emailed soon.

Committee Reports

Curriculum Committee

No report.

Faculty Committee



Graduate School

Dr. McGehee discussed two new graduate faculty applications: Dr. Teresita Bellido and Dr. Michael Birrer. After sharing the qualifications of both applicants, Dr. Melanie MacNicol asked for approval of the new Graduate Faculty members. The committee voted and the new graduate faculty members were approved.

Program Assessment

No report.

Academic Senate

No report.

Adjourned at 5:30 p.m.