

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
Graduate Council Minutes
August 29, 2012

Members Present: David McAlpine, Angela Hunter, Karen Kuralt, Roger Dorsey, David Dearman, Sung-kwan Kim, Betty Wood, Amanda Nolen, Chyrle Cantrell, Radu Babiceanu, Kenji Yoshigoe, Maureen James, Tara DeJohn, Stacy Moak, Lillie Wichinsky, Mark Seigar, Brian Berry, Yupo Chan, and Matthew Cox

Members Absent: Lirong Zeng, Md Zakir Hossain, and Michael Bauer

Others Present: Patrick Pellicane, Johanna Miller Lewis, Karen Wheeler, Laruen Merritt, Dana Steele

Meeting called to order at 3:02 by Amanda Nolen

Introductions

Election of Officers:

Mark Seigar nominated Amanda Nolen for Chair.

Dr. Nolen was elected by acclaim and continued chairing the meeting.

David McAlpine nominated Mark Seigar for Vice Chair.

Dr. Seigar was elected by acclaim.

Chyrle Cantrell (and various others) nominated Karen Kuralt for curriculum sub-committee chair.

Dr. Kuralt was elected by acclaim.

Yupo Chan nominated Angela Hunter for personnel sub-committee chair.

Dr. Hunter was elected by acclaim.

Sub-Committees:

Amanda Nolen distributed sign-up sheets for council members to select the sub-committee on which they will serve.

Amanda Nolen gave a basic description of the sub-committee's duties. Karen Kuralt and Angela Hunter gave the time that their sub-committee would meet so that members could make an informed choice for their service.

Old Business:

Minutes from April 25, 2012 were amended to strike the question from the personnel committee's last paragraph. Amended minutes were approved.

Amanda Nolen reported on the Chancellor's Leadership Retreat. She talked briefly about STAMATS. It was noted that the retreat was mostly undergraduate based with little mention of graduate education.

David McAlpine expressed concern because he attended the retreat last year and the graduate education level was not talked about.

Patrick Pellicane stated that the graduate issue is under a larger umbrella of issues. He stated that he had requested a cap estimate on master degree programs. He had given to the deans a template that would help with their programs estimated caps. Patrick said he will share the template with the graduate council via email. He went on to state that he feels that graduate education will get more attention from the new enrollment person.

Deans report:

- Doctoral student health plan in place. It will subsidize to at most \$800 for doctoral students that have a full time GA position.
 - o Bid went out: No one wanted to bid on this. Finally got a bid but campus decided that it was not something we cared for.
 - o Thought we could hook up with Fayetteville. Cost of last year was \$1300 and we felt that students could get a better deal at a lower cost elsewhere.
 - o Since we are not sure what health care will look like in the future, we decided to take the modest approach of \$800 – this is now implemented.
- Student Numbers – get numbers every day. Right now we are in the negative numbers. If things don't change, this will mean about an \$880,000 decrease. COB and COE have notable decreases other areas have some up and down.
- STEM – will be working with ASU/UAF on trying to put together a proposal for placing a college part of the STEM programs. Will see if it is something we will do and will know in about 4-6 weeks.
- Summer - it is difficult to deal with student issues in the summer. We had some issues come up right after graduation that went all summer.
 - o Policies are not robust enough
 - o People were not around to serve on committees

This committee has a good spot to review policies and exceptionally how to help students in the summer. We need ground covered to see if we can look at policies – Amanda Nolen states that appeals was an item on the Chancellor's spring agenda.

Associate Deans report:

Johanna Miller Lewis echoed Patrick's statement. If anyone has had students in distress or grade appeals, ask yourself – how graduate students fair with procedure – not very well. Dr. Drale in the provost office makes sure graduate faculty and students are on the boards but that is not required of her to do.

It is hard to talk about doctoral issues (especially in the sciences) on dissertations (and thesis for masters) when those that are on the board don't deal with those items. We need fairness to faculty and students.

Question asked about a Graduate Student handbook – we do not have a complete one yet. We do have an orientation guide booklet. Stacey Moak expressed an issue with rewriting their departmental handbook. She states that it is hard and that items will always come up. Yupo Chan commented on the

interpretations and on who can render decisions. Angela Hunter stated that we need to have an overall strong policy area so that departments can pull from that area when doing their handbooks.

Academic Partnerships (AP) – Karen Wheeler, Stacy Moak are getting ready for online

- Patrick Pellicane inserted a few comments:
 - o Some items are coming up. Responsible conduct of research training – for anybody responsible outside funding projects must do the city training.
 - o Similar policy for export control – transfer of information and equipment to foreign country or citizen in foreign country – must be completed before funding for travel (includes shipping).
 - o Hot Courses – we have contracted with a company out of Boston to set up mini websites for our campus in various international markets in their native language. He will send out a template for review of the wording that will be used in the 7 page mini websites.

Amanda Nolen commented that we need to update the graduate council website. She expressed an interest in setting up a graduate council Blackboard community.

Moved into executive session at 3:55 p.m. (discussion only – no actions). . Amanda Nolen took over the taking of the minutes. At 4:15 p.m. moved out of executive session by motion of David McAlpine and seconded by Brian Berry.

Sub- Committee Sign-up sheet:

Personnel Committee

Chair: Angela Hunter

Kenji Yoshigoe	EIT
David McAlpine	AHSS
David Dearman	COB
Betty Wood	COE
Stacy Moak	CPS
Tara DeJohn	CPS
Sung-Kwan Kim	COB
Lirong Zeng	CSAM
Yupo Chan	EIT

Curriculum Committee

Chair: Karen Kuralt

Radu Babiceanu	EIT
Roger Dorsey	COB
Maureen James	Library
Chyrle Cantrell	COE
Matt Cox	Student
Lillie Wichinsky	CPS
Brian Berry	CSAM