

UA Little Rock Graduate Council
March 13, 2019 3:00 p.m.
Ottenheimer Library, Room 509

Minutes

Members Present:

Annie Childers, Brian Berry, Gail Hughes, Jim Grover, Yupo Chan, Karen Kuralt, Nicole Godfrey, Bryce Jackson-Litteken, Rebekah White, Judith Hayn, Donna Rose, Brian Delavan, Trisha Rhodes, Sung-Kwan Kim

Members Absent:

Qingfang He, Nawab Ali, Gary Geissler, Adelene McClenny, Mengjun Xie, Laura Ruhl, Jerry Stevenson, Roger Dorsey

Others Present:

Dana Steele, Ross Bradley, Abhijit Bhattacharyya

Meeting called to order at **3:02 p.m.**

Welcomed Dr. Daryl Rice to the meeting.

- Dr. Rice brought to the Committee a copy of updated Post-Bac Subcategories (See Post-Bac Subcategories Document).

Updates include:

- Post-Bac route of Post-Bac students for the purpose of advising.
- Previously there was only one type of Post-Bac, now there are 5 types of Post-Bac.
- Dr. Rice meets weekly with a University Advising Committee to process issues. Many students are told that they must declare a major to get financial aid. This is false. It is fraud to tell a student that they must declare a major to receive financial aid.
- Dr. Rice wants the Committee to look over the Post-Bac document and think of ways to improve the routing experience for faculty involved and Post-Bac students seeking financial aid.
- Suggested that a campaign occurs to make sure that all of the faculty at UA Little Rock know the facts surrounding Post-Bac students and financial aid.
- Suggested that the online form that is available for faculty and staff be reviewed and potentially updated.
- Committee agreed that chairs of departments need this information badly. In fact, many Committee members weren't 100% sure about the rules and regulations surrounding the subject of Post-Bac students and financial aid. Committee agreed that this needs to change.

- Committee members were curious about how this applied to students that are seeking a second degree. Do students need to be met with and go over their degree plan? How to document this? Some documents require a signature from a student's chair, but there isn't a line to sign.
- Concerns of how much information should be shared with a student because there is fear that they could game the system for financial aid.
- Dr. Rice announced that an "all things advising policy" is in the works. The Committee suggested that this policy could be added to chair member handbooks.

Old Business

- Approved minutes from February 27, 2019 meeting.

New Business

- **Report of the Curriculum Committee-**

- **College of Education and Health Professions**

19-1002	SPED	4320/5320	New Course APPROVED
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19-1003	SPED	4323/5323	New Course APPROVED
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19-1004	SPED	4344/5344	New Course APPROVED
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19-1031	CNSL		Program Change APPROVED
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- **College of Business**

18-6111	BINS		Early Entry APPROVED
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- **Report of the Policy and Personnel Committee**

- **Graduate Faculty Nominees for Full Status**

■ Rhet Smith	Doctoral	UA Little Rock	COB APPROVED
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- **Graduate Faculty Nominees for Affiliate Status**

■ Timothy Holthoff	Juris Doctor	Arkansas Supreme Court	EIT APPROVED
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■ Jennifer Davis	Juris Doctor	Arkansas Department of Information Systems	EIT APPROVED
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■ Venkat Kodali	Master's	CARTI	EIT APPROVED
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Dean's Report

N/A

Open Forum

Graduate Faculty Status Definition

- The Committee revisited the issue regarding the current Graduate Faculty Status Application Form (See Graduate Faculty Status Definition Document).
- Draft of new language for the Affiliate Graduate Faculty Status was discussed. The following tweaks were agreed upon:
 - Add the word “rare” and bold it in the following line: “...however, in **rare** situations where the applicant has expertise in a designated research area and with justification from the Chair of the Committee...”
 - Remove “Department Chair” from the definition.
 - Remove “terminal degree” from the definition.
- Committee members were curious about how terminal degrees work when it comes to a bachelor’s degree.
- Committee questioned to what extent do they want to accommodate applicants when it comes to their degree versus experience? Do exceptions bend the rules? Example: Would you deny Bill Gates a spot on the Committee?
- The Committee talked through concerns about once an applicant receives affiliate status and how their information is entered into Argos.
 - Question: Is there a way to know what an applicant has been approved to do? Concerns about someone teaching a class that wasn’t approved to teach classes.
 - Question: Why have checkboxes on the form? Can this be changed?
 - Question: Can the form be transformed into the database? Answer: Will talk to IT Specialist to see if modifications can be made.
- Concerns expressed about how the form truly can/can’t be enforced. Fear of someone gaming the system and risk of an individual going above the Graduate Council’s head.
- Agreed that programs should be advised to keep copies of their Graduate Faculty Status Applications. Currently, the Graduate School keeps copies.
- Discussion about changes to the application form. Committee agreed that they need to figure out a better method of keeping track of what responsibilities nominees have been approved for. Considering grandfathering in old applicants and enforcing a new system starting with new applicants.

Reviewed 509.11 Graduation Requirements Document

- Visited updates on language for Graduation Requirements Policy (See 509.11 Graduation Requirements Document).
- In the first paragraph Committee members motioned for the word “consecutive” to be added in the following sentence.
 - “Master’s students are required to complete their degrees within seven consecutive calendar years from their date of first enrollment; doctoral students are required to complete their degrees within ten **consecutive** calendar years.”
- The Committee was curious about how the final statement in the last paragraph worked.
 - “If there has been a lapse of enrollment of at least 7 years for a master’s student or 10 years for a doctoral student --- such that the entire degree has technically “timed out” --- **the program coordinator must require that the student take at**

least 18 hours of new coursework or research hours in order to graduate with the degree.

- The Committee was curious about how these “18 hours” work.
 - Depending on how long the student has been out of their program, will these hours address curriculum changes? Will they have to take classes to satisfy new requirements that apply to the current catalog?
 - Can any new requirements of the current catalog count towards a student’s 18 hours? Is a student able to retake classes that they once took? A lot can change between the time they once took a class and how it is taught now.
- The Committee suggested that the 509.11 document set a minimal number of hours (at least 6 hours) that a student must complete. However, leave the final decision up to the coordinator and programs to decide.
- The Committee was curious about new student applicants and returning student applicants. Currently, 180 students are readmitted graduate students where their degree is timed out.
 - Questions the Committee brought up:
 - Why are they applying?
 - Should there be a degree plan that is worked out before a returning student can apply?
 - Will a returning student wash out again? Will they actually finish their degree this time?
 - Is there a way to benchmark these students? Can a hold be placed on their application?
- Committee members agreed that advisors need to know what makes a student come close to completing their degree. All are in favor of more guidelines being needed. Proposed the idea of having the student complete a degree plan with their advisor before they can apply.
- Committee members don’t want to readmit people that won’t complete their degree. All members agreed that the returning student should know what will need to be done for them to succeed and graduate.
- When it comes to placing an application hold, training of staff would need to occur. Currently, there isn’t anything that denotes students as readmits in the system. Proposed that there is an admittance checklist created. Another solution, add a tickbox to the current system. This tickbox will notify that the student is a readmit.

Discussion of 509.12 Leave of Absence policy postponed until next meeting

(See 509.12 Leave of Absence Document).

- Committee members asked to think about the questions included in the “Points for Discussion” section of the handout.
- In particular, the Committee was asked to think about when a student asks for a leave of absence. Typically, a student asks for a leave of absence, not the semester before they need it (like policy states), but they ask for it during the semester they are in.

- Lastly, Committee members were asked to think of when a student actually takes a leave of absence (spring semester versus fall semester).

Meeting adjourned **4:13 p.m.**