

UA Little Rock Graduate Council
October 9, 2019, 3:00 p.m.
Ottenheimer Library, Room 535

Minutes

Members Present:

Qingfang He, Roger Dorsey, Gary Geissler, Sung-Kwan Kim, Laura Ruhl, Trisha Rhodes, Karen Kuralt, Jerry Stevenson, Natalie Snow, Nicole Godfrey, Bryce Jackson-Litteken, Rebekah White, T. Greg Barrett, John Nichols, Gail Hughes, Donna Rose

Members Absent:

Nawab Ali, Adelene McClenny, Mengjun Xie, Lynne Larsen, Jim Grover, David Manry, Yupo Chan

Others Present:

Paula Baker, Dana Steele, Ross Bradley, Barbara Brewer, Brian Berry, Quinshell Smith

Meeting called to order at **3:04 p.m**

Old Business

- Approved minutes from September 25, 2019 meeting.

New Business

- **Report of the Curriculum Committee**

19-6002	MCOM	4377/5377	New Course APPROVED	PR Ethics
19-6007	MCOM	4370/5370	New Course APPROVED	Hip Hop Music & Culture
19-6008	MCOM	MA/early entry	New Program APPROVED	
19-6009	MCOM	4372/5372	New Course APPROVED	Sports Journalism
19-6010	MCOM	4378/5378	New Course APPROVED	Govt PR

19-6056	CPSC	5377	Suspend Course Tabled	Advanced Game Programming
19-6057	CPSC	5384	Suspend Course Tabled	Computer Networks
19-6058	CPSC	5367	Suspend Course Tabled	Mobile Apps Development
19-6067	ENSS	PhD	Catalog change Tabled	

- **Report of the Policy and Personnel Committee**

- **Nominees for Graduate Faculty Affiliate Status:**

- Turaj Ashuri Doctorate Arkansas Tech CEIT
Tabled
- John A. Barbuto Post-Graduate UA Little Rock CEHP
Approved
- John R. Duke Doctorate Harding University CALS
Approved
- Jody A. Fields Doctorate UA Little Rock CEIT
Approved

- **Nominees for Full Graduate Faculty Status:**

- Joseph Otundo Doctorate UA Little Rock CEHP
Approved
- Abbas Quamar Doctorate UA Little Rock CEHP
Approved
- Janea Snyder Doctorate UA Little Rock CEHP
Approved

Dean's Report

Policies for Degree Time and Leave of Absence

- At the end of the spring semester, the Graduate Council worked on policies for Degree Time and Leave of Absence.
 - Dr. Kuralt and Dr. Berry met with the Faculty Senate executive committee to discuss the exec committee's questions and comments. The exec committee wants Grad Council to address these questions before bringing the legislation to the full senate.

- Dr. Kuralt and Dr. Berry are going to revise the policies and then send the revisions to the full Grad Council for comment. In response, feedback from the Graduate Council members will be needed.
 - Graduate Council members have the freedom to think about the policies in a new way and are not bound by the language of the previous policy (which had not been approved as policy by the Senate).
 - Members need to let Dr. Kuralt and Dr. Berry know how these new policies will affect their department. Things to think about:
 - How do these policies help or impact students and programs?
 - What happens to students when a degree or course times out?
 - Under what circumstances should students have to redo certain work?
 - If a student completes a certain component of their degree should their work freeze?
 - Should certain courses be completed and then be good forever?

Grad Explore Event

- The Grad Explore Event was a success. The event had good traffic.
 - Attendance was higher this year than last year.
 - More students applied for Graduate School at the event. 20+ students applied.
 - Marketing strategies for the event didn't change, but the waiver of the application fee was a hit.
- Discussion of Students CRM Recruit.
 - If struggling please let Grad School know about these issues so they can be fixed. We don't want students to give up the applying process. Please forward any issues to Dr. Berry.
- Shout out to the IT Department and their wonderful service at the Grad Explore Event. This department was quick to fix technical issues that happened during the application process.
 - **Question:** Is there a way to get ahead of this application issue that students are having?
 - Currently, this application process has been used for about a year.
 - **Suggestion:** Create a usability testing group.

- Doing this will help the faculty to see what students are seeing. Being able to see what students see can help faculty members by providing advice and assisting students.
 - Contemplation about having the Graduate Council go through the application process or doing a test run during coordinator meetings.
 - **Issues:** Applicants are calling and explaining issues that they are having, but they can't be worked through the issues. The student cannot be helped easily.
 - These issues are then handled by routing the student to the Grad School or by routing them to IT.
 - If there is a program issue, Paula Baker from the Grad School can be contacted (pebaker@ualr.edu).
 - If there is an issue of the student being locked out, Lucas Crosland can be contacted (lscrosland@ualr.edu).
- Discussion about how it would be nice to have two applications. One application process for Undergraduate and Graduate. The probability of this happening is slim.
 - One mishap with the application can mess the whole process up.
 - Example: Having to pick Grad four times.
- **Question:** Can unfinished applications be seen?
 - **Answer:** Yes.
 - Discussion occurred about adding applications to the CRM Dashboard to show faculty applications that have been started and stopped.
- **Question:** Can a computer major student fix this issue?
 - **Answer:** Unfortunately, no.
 - There is limited control of certain features in the software.

Recruiting

- Discussion about a current recruitment campaign for Texas and Arkansas that is in the works.
 - The goal is for the campaign to drive traffic to the Graduate School website and have students apply.
 - Students aren't sure of programs that are under what college.
 - On the new Academics Page, make sure to check your department and college information. If the information isn't correct, notify your Chair. This information will need to be updated by the Communications Department.

RFI

- If you find yourself copied on an email to a student, please (RFI forward) respond. The Graduate School can only do so much.
 - Pursue the student.
- RFIs are dumping into a spreadsheet, but there is a discussion about wanting to build a tool in Argos that will allow faculty to pull prospects.
 - This will open doors to the students, faculty could invite them to program events on campus.
 - **Question:** How open should this potential tool be?
 - **Answer:** This tool could have the potential to reach out to students and to notify them about similar programs that they might be interested in.
 - The tool could also have a bulk email function.
- The release of this tool is still to be announced.

Coordinator Meetings

- CEHP is the next coordinator meeting to occur on 10/10/2019.
- Following CEHP is EIT.
 - Dr. Berry is trying to get meetings in, but the semester is running out.
- Questions to think about:
 - How do I serve you?
 - What do you need?

Open Forum

- Discussion about the repeat grade process.
 - Students here for past degrees and took the class, should the new course be excluded if coming back for a new degree?
 - **Example:** Took a class and their degree closed. Seeking a new degree and the class needs to be taken again. Should this class be excluded or included?
 - **Question:** What are the circumstances?
 - Back for a new degree, why should they have to repeat the same class?
 - **Example:** Students took the class as an Undergrad and now they need to take it again as a Doctorate.
 - **Answer:** Do not get rid of the old one. Keep the previous course for GPA purposes.
 - If there are any issues with repeat course in the system used by the Records and Registration office, IT will be consulted.

Meeting adjourned **3:45 p.m.**