

UA Little Rock Graduate Council  
January 27, 2021, 3:00 p.m.  
Zoom Virtual Meeting

## Minutes

### **Members Present:**

Laura Ruhl, John Nichols, Lynne Larsen, Chelsea Bradley, Mariya Khodakovskaya, David Manry, Natalie Snow, Sung-Kwan Kim, Roger Dorsey, Nancy Hamilton, Heidi Harris, Kamran Iqbal, Carolyn Turturro, Robert Lytle, Tracy Cook, Jerry Stevenson

### **Members Absent:**

Jennifer Holtz, Donna Rose

### **Others Present:**

Dana Steele, Brian Berry, Paula Baker, Ross Bradley, Karen Kuralt, Nicole Godfrey

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Meeting called to order at **3:01 p.m.**

### **Welcome and Introductions**

- Introduction of Robert “Bob” Lytle to the Graduate Council. Dr. Lytle is the Graduate Coordinator for the School of Criminal Justice.

### **Old Business**

- Approved minutes from December 02, 2020 meeting.

### **New Business**

- **Elect a new Curriculum Sub-committee chair**
  - Heidi Harris elected by the Graduate Council members.
- **Report of the Curriculum Committee**
  - N/A
- **Report of the Policy and Personnel Committee**
  - **Nominees for Graduate Faculty Affiliate Status:**

Jessica Wells  
**APPROVED**

Doctorate

Boise State  
University

CBHHS

James Hurst  
**APPROVED**

Doctorate

UA Little Rock

CBHHS  
\*\*\*Applied for full  
status, but the

committee has approved the individual for affiliate status.

Trisha Rhodes <b>APPROVED</b>	Doctorate	University of Nebraska Lincoln	CBHHS
Elena Alikhachkina <b>APPROVED</b>	Doctorate	Danone Corp	DAF
John Czarnecki <b>APPROVED</b>	Doctorate	UA Little Rock	DCSTEM
Stephen Weinbeck <b>APPROVED</b>	Doctorate	Savannah River Nuclear Solutions	EIT

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

Zeid Nima Alsudani <b>APPROVED</b>	Doctorate	UA Little Rock	CBHHS ***Applied for affiliate status, but committee approved for full status.
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## Dean's Report

- **Enrollment Report**

- Enrollment numbers are looking good. The drop date did not affect the Graduate School. When late registers happen, the university should see a new increase.
- Graduate apps are up 30 percent. There are still a lot of struggles at the Undergraduate level. Dr. Berry appreciates all of the work that the staff and faculty has been doing.

- **Graduate Enrollment Specialist**

- At the end of last semester, the Graduate School got approved to hire a Graduate Enrollment Specialist. This new position will help a lot with students.
  - This individual will help with the application process. They will be on the frontline with applicants to help them with completing things.

- This one-on-one interaction with students will help with retention. This should also help with increasing applications, and recruiting.
    - A job offer letter will be going out soon to the selected applicant.
- **Graduate School and GSA Event**
  - The Graduate School and GSA will be partnering together to host a meet and greet event. The goal of this event is to welcome back students and to encourage them to be more involved.
    - Dr. Berry, Dr. Kuralt, Natalie Snow, and GSA Executive Members will be present.
  - The event will take place on February 4, 2021 at 6:00 P.M.
  - Email [gsa@ualr.edu](mailto:gsa@ualr.edu) for an invitation to this Zoom meeting.
- **COVID-19 Vaccination Availability**
  - COVID-19 vaccinations will be available to UA Little Rock faculty.
  - Students that are in GA roles will also qualify to receive COVID-19 vaccinations.
- **We Heart Our Faculty Award**
  - [We HEART Our Faculty Award](#) has been created by SGA. The organization worked with a local artist ([James Hayes](#)) to create a glass blown heart.
  - The We HEART Our Faculty Award recognizes one teacher or instructor from each UA Little Rock college. These individuals have made a positive influence in the lives of students.
  - There will be Graduate and Undergraduate awards. The law school will also be involved.

## Open Forum

- Resume discussion of the [faculty workload policy](#) and [program coordinator report](#).
  - The Graduate Council members are waiting on these documents to be released for them to resume this discussion.
- **Time of Graduation**
  - Discussion took place about how a student's admission status is under review at the point of their graduation. This can hold up their graduation. Committee members expressed concern about how this can conflict with a student's graduation status.
  - Students are admitted with a regular status before being awarded their

degree. Committee members discussed how this should happen at time of admission and not at a student's time of graduation. This can jam up a student's transcripts.

- When it comes to a student being admitted to the university, they are admitted with a status of regular or conditional.
- Discussion took place about running a report and possibly generating something to send to coordinators to help fix this issue. Coordinators can help by changing a student's status in Argos.
  - The new Enrollment Specialist position may be able to help in this scenario because this helps with retention.
- Records and Registration have gone through graduation applications. Not everyone has been awarded, but individuals have been identified that are affected by this.
- Currently, there is no language to support this issue. Since this is the case, the admission status should not affect graduation.
  - Once a degree is awarded, a student's transcripts are frozen. If the student is listed as conditional admission status, this will be on their transcript.
    - The system isn't locked to where this cannot be changed, it is locked so grades cannot be changed.
- It was proposed that the Graduate Council considers creating a policy where a student cannot be listed as conditional for 2 semesters. This policy would provide the option to dismiss the student or change their status to regularly admitted within this timeframe.
- **Question:** On average how many instances does this occur?
  - **Answer:** 8 or 9 out of 100 awards.
- Dr. Berry proposed getting something sent out mid February to coordinators that would remind them to check and change the status of admission to students that might be affected. This action might help with clearing things up.

- **Student Probation**

- Discussion took place about a student being placed on probation. Right now BANNER cannot track this. Currently, BANNER is set up for Undergrad based on semester.
- Overall, a student's probation can be tricky to track. Probation hours are different depending on the situation
- Looking at other university policies, a student cannot have below a 3.0 for two semesters in a row. A student cannot graduate if they have a GPA below a 3.0. Repeat courses can help a student improve their GPA quicker.
- Graduate Council members are considering a way to simplify the process

over time versus hitting certain hours. The goal would be to take a cumulative overall approach instead of an hours approach.

- The committee is considering creating a policy. If a policy is created, it will exclude students that have withdrawn from the university because this will make their semester a zero.
- The policy will also benefit person-by-person cases. A student that gets an “I” that is rolled over to an “F”, it looks like they have a low GPA for two semesters. Currently, Records and Registration has to pull up cumulative GPA to see when they’ve started their probation.
  - **Question:** What does this mean for the student?
    - **Answer:** This could flag the student for dismissal.
- At the moment, probation status is manually emailed. Members proposed that a system could be put into place to do these emails instead.
- Probation is basically a warning. It lets students know that if they continue down this path, that they will not be getting the degree they are seeking.
- If a student has a bad semester, they should be warned. The new Enrollment Specialist might be able to reach out to these students to find out what is going on and to see if they need any help or resources.
- All committee members would like to catch this issue as early as possible, instead of finding out later. Everyone is in favor of an early intervention.
  - **Question:** What percentage of students does this affect?
    - **Answer:** 35 to 40 students had to be contacted out of almost 1500 students.
- **Minimum Enrollment**
  - Members expressed concern about some classes being offered by their department not making minimum enrollment.
  - With minimum enrollment issues, more people are declaring that some graduate classes are not going to be taught.
  - In some cases, minimum enrollment is linked to graduate admission to certain programs.
  - It was advised that a college’s dean can streamline this and make an exception for minimum enrollment.
  - The IU side to it can be an issue. Courses can run, but credit isn’t given appropriately to those that are teaching them.
  - This could also cause funneling issues for getting grad students out of certain programs.
  - This concern will be brought forth to the Provost Office.
- **Probation Policy Draft**
  - Committee members discussed drafting a new probation policy and looking at it and revising it at a future meeting.
  - One strategy proposed to organize the creation of this policy is to consider starting a bullet list that focuses on key concepts and then going from there.
  - Dr Berry and Dr. Kuralt will be coming up with a draft to bring to the

Graduate Council. Their goal is to have this draft ready for the next meeting.

Meeting adjourned at **4:09 p.m.**