

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 402

September 2, 2011

2:00 p.m., 177B Administration Building

PRESENT: L. Bennett (CAS), G. Emmert (CHEM), W. Rushing (SOCIO), J. Dhaliwal (FCBE), D. Sherrell (MKTG), M. Logan (CCFA), B. McKeown (ART), J. Page (MUSIC), E. Rakow (COE), K. Meyer (LEAD), L. Weiss (HSS), D. Hochstein (ENGR), R. Meier (CIVIL), , D. Irwin (UNV. COLLEGE), D. Gentry (SPH), B. Park (Library), A. Mount (GSA), L. Pivnick (Faculty Senate), K. Weddle-West (Graduate School), J. Brownlee (Graduate School), L. Griggs (Graduate Admissions)

ABSENT: J. Phillips (ENGL), A. Curry (BIOMED ENGR), D. Wark (AUSP), G. Shiba (NURSING)

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K. Weddle-West opened the meeting at 2:04 p.m. when a quorum was attained.

**402.2.1 Introduction of new members:** K. Weddle-West welcomed all new members to the council, after which each member of the University Council for graduate Studies provided a brief introduction, stating their name and department.

**401.2.2 Introduction of new Supervisor of Graduate Admissions:** K. Weddle-West introduced Mr. Lemmie Griggs to the council, as he was recently appointed the new Supervisor of Graduate Admissions. Mr. Griggs has worked in the Graduate Admissions office for over two years and will be replacing Ms. Angelia Edwards.

**402.1 Approval of minutes:** from May 6th, 2011 meeting, #401 – E. Rakow noted that the minutes from meeting 401 contained a few minor errors. He then identified the appropriate corrections to be made to the document. D. Sherrell also found a slight error in the document, which he brought to the attention of the council. Once all of the errors in the document had been resolved R. Meier moved (2/K. Meyer) to approve the minutes with the agreed upon corrections. The motion was carried by voice vote.

402.2 Announcements:

**402.2.3 2011-2012 U.C.G.S. meeting schedule:** K. Weddle-West provided the council with hardcopies of the UCGS schedule of meetings for the 2011 – 2012 academic year. She quickly reviewed all of the dates. If another copy of this document is needed, please contact M. Kyle at marykyle@memphis.edu.

**402.2.4 Graduate School Memo regarding curricular revisions:** K. Weddle-West reviewed the main points of importance regarding the curricular review process, noting that this memo contains detailed information on this topic. The memo should be distributed to anyone that helps

prepare curricular changes. M. Kyle stressed the importance of submitting changes in the appropriate format, particularly the catalog text revisions. She asked the council to remind all staff members working on curricular items that catalog text revisions are to be submitted in a word document with track changes. K. Weddle-West informed the group that this memo has already been distributed electronically to the graduate coordinators, but requested that the council members remind their coordinators to carefully read the document in its entirety.

**402.2.5 Graduate School Calendar:** K. Weddle-West notified the council that the detailed Graduate School Calendar for the 2011-2012 academic year is posted online. Anyone can review the calendar by going to the following URL address: <http://www.memphis.edu/gradschool/calendar.php>.

**402.2.6 Review program deadlines:** K. Weddle-West asked the council members to review the information provided on the list of specific program deadlines, checking it for accuracy. Council members were asked to indicate any corrections to be made or items to be added to the list of program deadlines. All changes are to be sent to M. Kyle, at [marykyle@memphis.edu](mailto:marykyle@memphis.edu). The Graduate School posts this list on their website. It can be viewed by going to the following URL address: [http://www.memphis.edu/gradschool/program\\_deadlines.php](http://www.memphis.edu/gradschool/program_deadlines.php)

**402.2.7 Review all online publications that contain information about GRE scores, update text to reflect changes made to the revised GRE test:** K. Weddle-West reminded the council that the revised GRE test was released on August 1, 2011. All language regarding the GRE, especially the scores, has been updated in the Graduate Catalog. However, there are still some individual program websites and other online publications that need to be carefully reviewed and revised. All language referring to specific score numbers must be removed and replaced with, "The GRE is required, and scores are competitive." K. Weddle-West noted that it will take at least one full year to complete the transition to the new score system and during this year the new score system and the old score system will be in use.

**402.2.8 New chair of grade appeal committee needed:** Ms. Sandy Utt is no longer a member of the UCGS, and thus no longer chair of the Grade Appeal Committee. K. Weddle-West called for volunteers to serve as the chair of this committee. Already a member of the Grade Appeals committee, L. Weiss agreed to serve as the chair. This left the committee in need of one more member. R. Meier volunteered to fill this position. M. Logan informed everyone that the guidelines state that the Grade Appeals Committee needs three members and three alternates. K. Weddle-West once again asked if there were any volunteers, noting that members can come from outside the UCGS if necessary. J. Dhaliwal stated that he would ask Ms. Chen Zhang to serve as an alternate member. Other council members agreed to speak with their faculty members regarding serving on the Grade Appeals Committee.

**402.2.9 Enrollment statistics:** K. Weddle-West displayed the most recent enrollment statistics data, which was found using the tool provided on the registrar's website (<http://www.memphis.edu/registrar/faculty/stats.htm>). She reviewed all of the current figures, comparing the numbers from this year to those from the fall 2010 semester, noting a slight decline in our numbers from one year to the next. This decline can be attributed to many factors. K. Weddle-West identified some of the key variables that have impacted our enrollment totals,

such as the economic recession and the Obama Administration's elimination of subsidized loans. She also notified the council that we have seen record graduate rates. K. Weddle-West thanked all of the UCGS members, their faculty and staff that have worked so hard to get students graduated. She urged everyone to keep up the good work.

**402.2.10 Gainful Employment:** K. Weddle-West informed the council that on June 1, 2011 we were notified of the federal government's mandate to provide certain data regarding gainful employment information. The first part of this project required that all gainful employment data be disclosed online by July 1, 2011. K. Weddle-West thanked the council and their faculty for their cooperation supplying the information we needed for this data disclosure. There is a second component to this federal mandate, which is a comprehensive report containing certain information about all students enrolled in gainful employment programs. Originally due in October, the deadline for submitting this report has been moved to November 2011. We have not yet received a report template or any detailed instructions regarding this project. Once such information becomes available it will be distributed to the UCGS.

**402.2.11 Scholarship and Fellowship information:** K. Weddle-West noted that this information was distributed electronically in addition to the hardcopies provided at the meeting. She requested that everyone pass the information along to their students.

402.3 Discussion Items: NONE

402.4 Old Business:

**402.4.1 Continue discussion of accelerated Bachelor's and Master's (ABM) degrees:** K. Weddle-West provided the group with a brief overview of the ABM information discussed during our previous UCGS meeting. She also noted the many benefits of offering ABM programs, particularly that ABM programs are great recruitment tools to attract high quality applicants. K. Weddle-West requested that the council members discuss the idea of offering ABM programs with their individual departments to determine interest levels among their faculty and simply get the conversation started. If there are programs interested in starting an ABM program we will revisit this issue at our next UCGS members. Please inform M. Kyle (via [marykyle@memphis.edu](mailto:marykyle@memphis.edu)) of any interested departments.

**402.4.2 Status of request for in-state tuition rate for dissertation credit hours:** K. Weddle-West reminded the council that during our last meeting we approved allowing dissertation credit only students to be charged the in-state tuition rate. TBR must approve this request in order to put this new policy into place. TBR reviews fee change requests once a year, the next review being scheduled for January 2012. If approved in January the policy would go into effect beginning fall 2012.

402.5 New Business:

**402.5.1 New IRB policy – Jacqueline Reid:** K. Weddle-West informed everyone that our guest, Ms. Jacqueline Reid from the Research and Support Services department, was unable to attend the meeting. Ms. Reid will be present at the next UCGS meeting in order to further explain the new IRB policy and answer any questions. Council members should make a note of

any questions, topics or areas of concern they would like to discuss with Ms. Reid at the October UCGS meeting. K. Weddle-West stated that it is important to get this information out to students, especially those involved in research. She noted that, "Faculty members will be informed of these changes by Research Support Services, but it is up to *you* to make students aware of the new policy."

**402.5.2 Request for exception to criteria for Graduate Teaching Assistantships: K.**

Weddle-West presented the council with a very basic draft of a form to request an exception to the criteria required for Graduate Teaching Assistants L. Weiss moved (2/ E. Rakow) to recommend that this exception request form become a part of the GTA appointment process. The motion was carried by voice vote.

There being no further business to address K. Weddle-West adjourned the meeting at 3:28p.m.

Minutes respectfully submitted by Mary Kyle.