

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 419

February 7, 2014

2:00 p.m., 261 University Center

PRESENT: L. Bennett (CAS), G. Emmert (CHEM), M. B. Mader (PHIL), S. Neely-Barnes (SWRK), Q. Chu (FINANACE), D. Sherrell (MSCM), M. Logan (CCFA), E. Rakow (CEHHS), J. Byford (ICL), L. Weiss (HSS), W. Haggard (ENGINEERING), A. Curry (BIOMED), R. Meier (CIVL), D. Wark (SCSD), G. Shiba (NURSING), D. Irwin (UNIV. COLLEGE), M. Levy (SPH), K. Duckett (GSA), J. Brownlee (Graduate School), L. Griggs (Graduate Admissions)

ABSENT: J. Dhaliwal (FCBE)(proxy=Q. Chu), M. O'Nele (THEATRE), C. Stewart (COMM)(proxy=M. Logan), R. Evans (FACULTY SENATE), B. Park (Library), K. Weddle-West (Graduate School)

GUESTS: Beverly Jacobik, IRB Administrator, Research Support Services

E. Rakow opened the meeting at 2:04 p.m. when a quorum was attained.

419.1 Approval of minutes: L. Bennett moved (2/D. Sherrell) to approve the minutes from meeting #418, held December 13, 2013. The motion was carried by voice vote.

419.5.1 Our guest, Beverly Jacobik, an IRB Administrator from Research Support Services was invited to address the group at the beginning of the meeting. She spoke to the council about IRB procedures and the current review of certain protocol. She distributed a handout containing information about the expedited review of these protocols. She also offered to attend individual College/School council meetings to further discuss this issue.

419.2.1 E. Rakow informed the council that information on the 2014-15 SREB Doctoral Scholars Program had been distributed electronically. He noted that THEC/TBR will only award Dissertation Fellowships this year, which is a change to the program. The award is \$25,000 per recipient and they must complete their dissertation within one year.

419.2.2 E. Rakow informed the council that two documents pertaining to the upcoming deadlines for scholarships/fellowships had been distributed electronically. This information is also available online through the Graduate School website, http://www.memphis.edu/gradschool/ga_awards_fellowships/gainfo.php.

419.2.3 E. Rakow announced that Graduate Education Week in Tennessee will be March 31-April 4, 2014. However, one aspect will be different this year in that the Graduate School will travel to Nashville on March 26, 2014 to meet with the state legislators.

419.2.4 The Student Research Forum will be held on March 31, 2014. A handout was distributed at the meeting.

419.2.5 As E. Rakow previously mentioned, Graduate Education Week at the Legislative Plaza will be on March 26, 2014. The council needs to start identifying students that would be able to present their research at the Student Research Forum and in Nashville to our legislators. E. Rakow asked that the council members send the names of any nominees to their College Directors.

419.2.6 E. Rakow announced that the next Graduate School Recruitment Fair will be held on March 20, 2014, in the Rose Theatre, from 1:00 p.m. until 6:00 p.m. During the Recruitment Fair there will be two GRE Workshops being held at 2:00 p.m. and 5:00 p.m. E. Rakow reminded the council that it is time to start lining up people to man their booths at the event. In the past Faculty and current graduate students have filled this role. He also noted that we are still working through how we will advertise the event and to which markets.

E. Rakow also brought the council's attention that an item had been mistakenly omitted from the agenda. There are several tabled items from the December curricular review that the council needs to vote on. E. Rakow suggested that these items be distributed electronically next week so that the council may take an e-mail vote. At this time L. Bennett and R. Meier agreed to work on resolving tabled item ENGR 9, which has to do with the cross-listing of a course.

419.3.1 E. Rakow informed the council that we will not vote on procedures for closing and opening of graduate program admissions, as the procedures still need to be articulated. He reminded the council that this is regarding the issue of closing admissions to a program earlier than the date stated in the Graduate Catalog.

419.4.1 E. Rakow informed the council that two documents were distributed at the meeting regarding the standard language in the Graduate Assistant Letter of Offer. One document is an example of the standard letter, and the other document is an example of a good letter from the department of Health and Human Sciences. It was stressed that the following phrase, Graduate Assistantship awards are renewable based on outstanding performance, availability, and funding." must be included in all letters. There was some discussion among the council members regarding the precise language in this statement. There were also questions about the length of the contract. E. Rakow assured the council we will follow up on this matter at our next meeting.

It was also noted that on the new Research website (<http://www.memphis.edu/research1.php>) undergraduate research is featured much more prominently than graduate research. M. Kyle stated she would look into how we go about contacting the right person to change the webpage.

There being no further business to discuss the meeting was adjourned at 2:44 p.m.