

**UNIVERSITY COUNCIL FOR GRADUATE STUDIES
AND RESEARCH**

MINUTES

6 May 2005

Meeting Number 356

Present: D. Arant (UColl), L. Bennett (CAS), S. Blanton (POLS, L. Bennett proxy), L. Brooks (MIS), M. Butler (GSA), Linda Clemens (HSS), K. Kreitner (Music), R. Koch (NURS), D. Larsen (ESCI), M. Logan (CCFA), C. Purtle (ART), E. Rakow (COE), T.V. Sayger (CEPR), D. Wark (AUSP);

Ex Officio: J. Brownlee (GS), Chrisann Schiro-Geist (VPAA), K. Weddle-West (Assistant VPGS)

Absent: C. Danehower (FCBE), T. McInish (FIR), J. Marchetta (MECH), S. Pezeshk (CIVL), S. Slack (BIOM), B. Weltman-Aron (FLL), A. Meyers (VPR)

Guests: D. Wallace (Dir., Admissions), Stephanie Thompson (Assoc. Dir, IR)

The meeting was called to order at 2:10 pm.

356.1 L. Bennett moved (2/T Sayger) that the minutes of Meeting No. 355, 1 April 2005, be approved. The motion was carried by voice vote.

356.2 Announcements

356.2.1.1 K. Weddle-West drew members' attention to the chart of TOEFL score comparisons and noted that the Admissions Office handles this, but departments might be interested to see the range of scores.

356.2.1.2 There is a grade appeal from the Nursing School, so the Grade Appeals committee needs a replacement for R. Koch. D. Larsen volunteered.

356.3 Old Business

356.3.1 Master of Professional Studies: D. Arant presented the revised MPS proposal; new material is in boldface. He pointed out that a number of changes have been made and that all concerns raised at the April 2005 Council meeting have been addressed. The addition of a portfolio option in lieu of the GRE elicited a great deal of discussion. The need to figure comparative success rates of students admitted with a GRE score and those with a portfolio was noted. Rubrics for evaluating both portfolios and writing samples need to be carefully developed and presented in the program description. Summarizing remarks by several Council members, K. Weddle-West suggested that the type of professional work experience acceptable (Format PS, G) should be clarified. She also requested that a disclaimer be added that the University of Memphis does not grant

conditional admission.

L. Bennett noted the lack of specificity in the title and description of the program: what does this degree mean for the student and potential employers? She made the following suggestions:

- a) in the Purpose section (goals and objectives) of the Summary, add specific descriptions of what is meant by “professions” (ie: commerce, information flow, mass media, government, health care, education, information technology) to strengthen the focus and specificity of the entire program.
- b) In the Need section of the Summary describe the kinds of students who have indicated a desire for such a program—what kinds of jobs they have now and what kind they are aspiring to enter—so that we can evaluate the fit between the program and their career needs (this could be expanded in Student Interest/Demand in Format PJ).
- c) Labor Market evidence (Format PJ) needs to be developed. The question “Will such students be competitive for new jobs and/or advancement in their current places of work on the basis of this particular master’s degree?” needs to be addressed through marketing data to support the need for such a program.

M. Logan moved (2/ E. Rakow) that the University go forward with the proposal with the understanding that D. Arant will work with the TBR committee to address the Council’s suggestions. The motion was carried by voice vote.

356.3.2 Approval of amended “Comprehensive Examination Results” form: D. Wark moved (2/ R. Koch) that the form be approved with the addition of a place for dates for each signature. The motion was carried by voice vote.

356.4 New Business

356.4.1 Report by Stephanie Thompson on SAS statistical analysis program: This program is used by Institutional Research and most major employers (it is much more prevalent than SPSS). Representatives will be on campus May 18-19 to introduce the program, which includes credit risk and time series analysis, as well as biomedical and pharmaceutical resources and qualitative analysis. SAS provides free resources to faculty for research and classroom use. IR is acting as a central point to coordinate licensing and is looking for a dedicated SAS lab. One goal is to become an accredited training center for fee-based training of people outside the University, since the nearest one currently is in Atlanta. She asked that members spread the word about the orientation meeting to their faculty and graduate students. An email has been sent to all department chairs.

356.4.2 Report by David Wallace on document imaging: There are 2 thrusts to the University’s new document imaging program, Onbase by Matrix. It replaces Optidoc, which is only used for archiving. It improves workflow by creating electronic images of admission documents that can be sent around campus, with space for comments, and that can be printed with the comments. It is most useful in replacing the departmental recommendation forms. The applications will be sent as they are complete. Each coordinator has to have a workflow license and concurrent licenses if all committee members are to view the documents at once; otherwise, admission committees can meet in a smart classroom where the images can be projected onto a screen. One caution:

confidentiality issues are very important, so users must close the queue when leaving their workstations.

- 356.4.3 Report by Mike Butler on GSA: The highlights of this year were a very successful orientation program and Student Research Forum and finalization of the statement of graduate student rights and responsibilities. Next year the major thrust will be health care, perhaps through the Church Health Center. The president next year will be Joe Frazer from History. The second New Graduate Student Orientation will be on 23 August 2005; an orientation for new graduate teaching assistants will be sometime in that same time frame. Graduate student representatives are needed from each area.
- 356.4.4 Biology Program Description: L. Bennett presented the revised program description for the Biology Department that now includes the former Microbiology and Molecular Cell Sciences Department. There was discussion about prerequisites for teaching assistantships and what constitutes the comprehensive examination. E. Rakow moved (2/D. Arant) that the proposed description be approved with clarifications. The motion was approved by voice vote. L. Bennett will contact Biology about the Council's concerns.
- 356.4.5 Thesis/Dissertation Issues: J. Brownlee discussed the large number of theses and dissertations that could not be accepted without revisions. A large number of approval pages also had to be returned for corrections. Therefore, she proposed holding workshops for faculty and students in late summer.
- 356.4.6 Catalog revisions: In connection with Agenda item 356.4.5, N. Hurley proposed adding the following statement to each program description: *Students electing to write a thesis or dissertation should familiarize themselves with the Thesis/Dissertation Preparation Guide at <http://www.people.memphis.edu/~gradsch/tinfo.html> before starting to write.* She also proposed renaming Retention Appeals Termination Appeals to more accurately reflect their actual purpose. D. Larsen moved (2/R. Koch) that both proposals be approved. The motion was carried by voice vote.

There being no further business, the meeting was adjourned at 3:45 pm.

Minutes respectfully submitted by N. Hurley