

**UNIVERSITY COUNCIL FOR GRADUATE STUDIES
AND RESEARCH**

MINUTES

1 October 2004

Meeting Number 350

Present: D. Arant (UColl), L. Bennett (CAS), S. Blanton (POLs), L. Brooks (MIS), M. Butler (GSA), Linda Clemens (HSS), K. Kreitner (Music, M. Logan, proxy), M. Logan (CCFA), J. Marchetta (MECH), T. McInish (FIR), C. Purtle (ART), E. Rakow (COE), S. Slack (BIOM), B. Weltman-Aron (FLL)
Ex Officio: J. Brownlee (GS), K. Weddle-West (Assistant VPGS), A Meyers (VPR)

Absent: C. Danhower (FCBE), R. Koch (NURS), D. Larsen (ESCI), D. Wark (AUSP),

Guests: S. Shiva, J. Tignor

The meeting was called to order at 2:15 pm.

350.1. L. Bennett moved (2/M. Logan) that the minutes of Meeting No. 349, 3 September 2004, be approved. The motion was carried by voice vote.

The order of business was changed to accommodate the two guests.

350.4.1. S. Shiva presented a summary of the request by the Computer Science Division for a new major in Computer Science for the MS and PhD degrees. This proposal is actually upgrading concentrations to majors, which graduates need on their resumes for jobs. No new courses, faculty, or other resources will be necessary. There are already 15 full-time computer science faculty and several faculty from related departments who teach part-time in the program. The division's track record in turning out graduates is already very good (last year 41 MS degrees were awarded with a concentration in computer science). L. Bennett moved (2/S. Slack) that the proposal be approved. The motion was carried unanimously by voice vote.

350.4.2. J. Tignor presented a short tutorial on using QuickPlace, where catalog revisions will be stored for members to consult before the December meeting. He stressed that Internet Explorer must be used and demonstrated how to join or begin a discussion, how to access files in the library, and how to use the calendar function, which allows users to add files as well as events. A very useful function is the ability to notify members when changes or additions have been made.

The two guests were thanked and the normal order of business was resumed.

350.2. Announcements

- 350.2.1. K. Weddle-West asked Council members to please distribute the enclosed announcement of the Mellon Fellowships for Dissertation Research in the Humanities in Original Sources. Applications must be postmarked 15 November 2004. Approximately ten \$20,000 fellowships will be awarded for research to begin between 1 June and 1 September 2005 and conclude within 12 months.
- 350.2.2. K. Weddle-West announced that Admissions now requires a course-by-course analysis from WES for students whose latest degree was awarded by an international institution of higher education. She also announced an increase in the fees to \$150.
- 350.2.3. N. Hurley reminded the Council that curricular revisions are due to her by 25 October. She will load them into QuickPlace.
- 350.2.4. K. Weddle-West explained to the Council that the use of S, U, IP grading for theses and dissertations is different from its use for other courses. The grade of S should ONLY be awarded when the student successfully defends the thesis or dissertation; the grade of U should be awarded ONLY when the student fails to defend successfully. Otherwise, the grade of IP should be awarded to indicate that the student is progressing in a timely manner. She also reminded the Council that students must enroll for at least 1 thesis or dissertation hour for each semester (except for summer sessions) that the student is working on the thesis or dissertation. It is very important to use these grades properly to keep manual grade changes to a minimum. The incorrect use of S and U is also very misleading in keeping statistics as we work to increase graduation rates and enrollment as per the new Carnegie classifications.
- 350.2.5. J. Brownlee also pointed out that IP grades in other courses have been abused; they have been awarded in an attempt to avoid reenrollment. However, the student must reenroll in order to receive the grade. She will send lists of courses in which this occurs to the relevant college directors and asked that they make sure their faculty understands the requirements.
- 350.2.6. (not on agenda) K. Weddle-West announced that a retention appeal is upcoming. Materials will be copied and sent to the college directors' offices. Members will be notified when the materials are available for viewing.
- 350.2.7. K. Weddle-West drew attention to the enrollment data that was distributed. In order to meet the projected increase of 1500 students by 2007, the Graduate School needs to grow by 274 students each year. This fall, the increase was 38. There will be an enrollment retreat for the college directors on 3 November to consider ways to increase enrollment and the necessary resources, such as faculty, assistantships, space, and so on.

350.3 Discussion Items

350.3.1. Graduate Student Rights and Responsibilities: A draft of this statement was distributed at the meeting. Discussion ensued, particularly concerning the student's right to request a change in committee make-up without incurring penalties. M. Logan noted that a statement on the form is needed to indicate that all committee members have been notified. Questions arose about who should sign the form. It was finally agreed that the committee chair, the graduate coordinator, and the department chair should all sign before forwarding the form to the college director of graduate studies. D. Arant suggested adding a place for a short explanation or a drop-down box indicating the reason for the change and that other committee members have been notified. C. Purtle suggested redesigning the form to include the above suggestions to bring before the council in November. This idea was warmly received. T. McInish asked about a deadline for faculty input and K. Weddle-West suggested December, since the final document ought to be brought before the Faculty Senate and Legal Counsel before it can go into effect in Fall 2005.

There were several other specific suggestions. Add an introductory paragraph making clear that the statement does not establish legal rights. Revise g) to read: To only perform tasks that are related to their professional/academic development within the confines of a contractual obligation or other university-related tasks. "Committee members' status" in statement n) is too vague; the word "promptly" should be deleted. Isn't statement n) covered by the second clause in m)?

Finally, it was suggested that the whole format be revised so that rights and responsibilities are balanced and concomitant faculty rights and responsibilities are introduced, thus yielding a more comprehensive document.

350.3.2. Certificate Programs: K. Weddle-West drew members' attention to the national information about certificate programs that was included in the council packet. These programs can be a valuable addition to our graduate offerings and can help increase enrollment. But at the moment they are not very visible. The program descriptions need to be pulled together in the catalog and, most importantly, admission requirements need to be formalized. At this time, the Graduate School is only notified after the fact when the student has completed the requisite hours, which are listed on the transcript. There should also be some kind of ceremony or celebration. L. Allen now produces computer-generated certificates that K. Weddle-West signs and that are then mailed to the students. L. Bennett suggested listing the certificates in the commencement program and creating a formal university certificate, but awarding them during ceremonies in the individual colleges. K. Weddle-West agreed to talk to M. Emslie about these suggestions. She also asked members to think about new certificate programs to add.

350.4. Old Business: See above.

The meeting was adjourned at 3:45 pm.

Minutes respectfully submitted by Nancy Hurley