

## UNIVERSITY COUNCIL FOR GRADUATE STUDIES

### MINUTES, Meeting 361

3 February 2006

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

**PRESENT:** L. Bennett (CAS), P. Betts (SUAP), L. Brooks (MIS), T. Dalle (ENGL), C. Danehower (FCBE), J. Frazer (GSA), S. Griffin (EECE), R. Koch (NURS), D. Larsen (ESCI), M. Logan (CCFA), J. Marchetta (MECH), C. Purtle (ART), E. Rakow (COE), T. Sayger (CEPR), S. Slack (ENGR), L. Weiss (HSS); K. Weddle-West (AVPGS), C. Serex (Curriculum Planning), J. Brownlee (Graduate School)

**ABSENT:** D. Arant (UNIV), S. Chrietzberg (T&D), T. McInish (FIR), D. Wark (AUSP); C. Schiro-Geist (VPAA)

**GUESTS:** D. Lattimore (Extended Programs), M. Stout (Graduate School)

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361.1 Approval of Minutes of Meeting 360, 12/02/05. L. Brooks moved (2/E. Rakow) that the minutes be approved as printed. The motion was carried by voice vote.

361.2 Announcements

361.2.1 Intent to Graduate and Candidacy Forms for Certificate Programs: M. Stout announced that she has posted a candidacy form for graduate certificates on the Graduate School's website with the other candidacy forms. Only by filling out and submitting the form will the student be recognized in the graduation program and receive a paper document.

361.2.2 Computational Physics Description: Although the concentration in Computational Physics was approved several years ago, the department has not submitted a program description for the catalog. N. Hurley announced that as soon as she receives the description, she will post it in the online graduate catalog.

361.2.3 Selecting Style Manuals for Dissertation/Thesis per Discipline: J. Brownlee asked that departments not using one of the approved style manuals submit a list of no more than two journals that their students will be urged to follow. An exception was made for the Department of Health and Sport Sciences, which contains very different concentrations. J. Frazer noted that RefWorks on the library page can automatically format a paper in the style

of any one of hundreds of scholarly journals. More information can be found at: <http://exlibris.memphis.edu/resource/refworks/announce.html>

- 361.2.4 Approval of Graduate Certificate in TESL: K. Weddle-West announced that TBR has approved the English Department's Certificate in Teaching English as a Second Language. N. Hurley asked that T. Dalle submit a description for the online catalog.
- 361.2.5 GMAT and GRE as Acceptable Tests for Admission to FCBE: K. Weddle-West announced that the GRE was approved by UCGS via E-mail vote. N. Hurley asked C. Danehower to provide a suitable statement for the catalog.
- 361.2.6 Dianne Horgan's Visit: our former Dean was on the panel developing questions for the NRC Assessment of Doctoral Programs and will visit campus March 30-31 for workshops. This will include a meeting with relevant graduate faculty, probably on the 31<sup>st</sup>.

### 361.3 Old Business

- 361.3.1 Taskforce on Graduate Faculty Status Report on "Updating of Guidelines for Graduate Faculty Status" (Rakow, Slack, Chrietzberg, Hurley; 359.3.2): This taskforce has not yet met, but will try to have a report for the March meeting.

### 361.4 New Business

- 361.4.1.a Importance of Checking Attendance to Avoid Retroactive Enrollment: Noel Schwartz went over the problems that retroactive enrollment can precipitate, particularly in Banner. This is most often a problem with contract courses, which must go through several layers of approval, including the Chancellor. She urged the development of guidelines to ensure timely enrollment, especially in contract courses, which have to originate with D. Lattimore.
- 361.4.1.b She also provided more information on Banner implementation, calling attention to the handout sheets. Do combination seniors have to apply or can the Registrar use a permit and limit hours taken? K. Weddle-West replied that the Graduate School needs an admission policy, which will be critical for students outside the University who are in a 3+2 program. She and N. Schwartz will look into making the system less cumbersome while still keeping students from over-reaching.

It was decided that law students with a baccalaureate degree can enroll in graduate courses, but with some limits such as being admitted to a program before qualifying for a degree.

Banner does not allow unlimited cross-listing of courses between departments (see “Plan” on handout); cross-listing will be done when demand arises.

Instructional method, called “schedule type” in Banner, is mainly important for scheduling of space. There is no moratorium on new courses or programs, but changes to title and number are discouraged.

361.4.2 Procedure for Contract Courses: Dan Lattimore explained the procedure for these courses, which are used when the program has to teach a specific group of people at an off-campus location. These contract have to go to the Chancellor for final approval, after approval on campus by the Provost and President, as well as involvement of the Registrar, Bursar’s Office, and Institutional Research. Therefore, programs wishing to offer contract courses must go through Dean Lattimore’s office. Although such courses provide publicity for the university, the downside is that no FTE money is involved so the President does not always approve the application; programs should make sure that the information can only be delivered in this manner. Approval of the Provost at least should be obtained prior to applying for such a grant.

361.4.3 Faculty Senate Motion - Faculty Involvement in Academic Decisions: Dan Larsen provided background information on this motion and the response of the Provost. K. Weddle-West raised the question whether the Council should be consulted about restructuring or termination of programs. The topic elicited a great deal of discussion leading to a general feeling that it comes down to funding and control of programs. Discussion will continue at the next meeting. However, some expressed the feeling that the joint committee proposed by the Provost could do work that the University Council for Graduate Studies could perform, such as going through TBR reports and budgetary functions. Relevant faculty ought to be involved in such decisions, particularly those relating to termination of programs, since they may have specialized knowledge that may be important to such decisions. Program reviews as they are conducted now frequently do not involve the faculty; a related issue is the lack of meaningful faculty input into library decisions.

361.4.4 TTD (Time to Degree) and Graduate Assistantships: K. Weddle-West and J. Brownlee addressed this issue. Studies show that TTD is a variable in predicting student success: higher stipends and longer assistantships not unsurprisingly often lead to longer TTD. K.W.-W. asked whether the Graduate School should recommend limiting assistantships to four years;

there is currently no university limit. Some members felt it should depend on the program. J.B. asked departments to let her know what limits they currently have, if any.

- 361.4.5 3 + 2 Programs and Senior Combination Status: S. Slack pointed out early admission problems with the joint program in BME and Rhodes College undergraduate students. Would such early admission apply to contract students as well? A subcommittee—consisting of S. Slack, S. Griffin, and K. Weddle-West—was formed to look into the requirements for such programs. The Rhodes College program description will be forwarded to Council members.
- 361.4.6 Calculation of GPA Revised Statement: E. Rakow raised the question of why the Graduate School makes a distinction between cumulative GPA and GPA for graduation. If the course is not counted toward graduation, why is the grade included in the GPA? J. Marchetta recommended a Fresh Start policy for graduate students for 10-year old courses that are outside the time limits. The consensus seemed to be that if the grade is counted, the credit should be as well. This issue will be revisited in March, before which time it should be brought before the college councils.
- 361.4.7 Policy on Repetition of Course and “S”/”U” Courses: J. Marchetta moved (2/E. Rakow) that the suggested revision be approved. The motion was carried by voice vote. The catalog will be revised to read: “. . . *only if the earned grade was a ‘U’ or lower than a ‘B’ (3.0) . . .*”
- 361.4.8 International Student Enrollment Survey: K. Weddle-West drew members’ attention to the enclosed handout.

There being no further business the meeting was adjourned at 4:15 PM.

Minutes respectfully submitted by Nancy Hurley.