

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 357

2 September 2005

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

PRESENT: D. Arant (UNIV), L. Bennett (CAS), P. Betts (SUAP), L. Brooks (MIS; proxy, C. Danehower), S. Chrietzberg (T&D), T. Dalle (ENGL), C. Danehower (FCBE), J. Frazer (GSA), M. Logan (CCFA), J. Marchetta (MECH), K. Hendrix (COMM), E. Rakow (COE), T. Sayger (CEPR), S. Slack (ENGR), L. Weiss (HSS); K. Weddle-West (AVPGS), A. Meyers (VPR), J. Brownlee (Graduate School), C. Serex (Curriculum Planning)

ABSENT: R. Koch (NURS), D. Larsen (ESCI), T. McInish (FIR), S. Pezeshk (CIVL), D. Wark (AUSP); C. Schiro-Geist (VPAA)

GUESTS: A. Edwards (Graduate Admissions), L. Goins (IEI)

357.1 L. Bennett moved (2/E. Rakow) that the minutes of Meeting 356, 5/06/05, be approved. The motion was carried by voice vote.

357.2 Announcements

357.2.1 Thesis and Dissertation Workshops: J. Brownlee and M. Stout will conduct workshops covering preliminary requirements leading up to as well as writing theses and dissertations. Workshops will be held by college; faculty (particularly new faculty) are urged to attend as well students. The schedule is posted on the Graduate School website: <http://academics.memphis.edu/gradschool/>. This is part of the attempt to lower the university's ABD rate.

357.2.2 Faculty Research Grants Deadlines: N. Hurley drew attention to the announcement of the Faculty Research Grants and noted that the application is available on the Research Support Services website: <http://www.people.memphis.edu/~ressvc/frg06.html>. A. Meyers announced that the deadline for all internal faculty awards—including the Alumni Awards for Distinguished Research and Creative Activity and the Engaged Scholarship Award as well as FRGs—will be the same: the last working day of January, the 31st in 2006.

357.2.3 Admission Deadlines: A. Edwards announced that the Fall admission deadline has been moved back to 1 July. This decision, which mainly affects undergraduates, had been made last year but had not been well publicized. It does not affect programs that already have earlier deadlines. Directors were urged to discuss this with their college councils to isolate any possible problems, such as for Business, which prefers the old 1 August deadline, and identify need for exceptions.

- 357.2.4** Curriculum Review Deadlines: C. Serex and N. Hurley drew attention to the Curricular Revision memo announcing this year's deadline and new procedures. The deadline is 24 October 2005 for revisions to take effect Fall 2006. Please limit major changes, whenever possible, to accommodate the 2007 change-over to Banner.
- 357.2.5.** J. Frazer reported that the New Graduate Student Orientation had been a great success. Students seemed to be particularly glad to meet with their college directors, but also made some suggestions, which will be collated and distributed. There needs to be better coordination, particularly for international students. The Graduate School and GSA are starting now to set things up for next Fall. He also distributed announcements about the Graduate School Fair (29 September) and urged faculty to announce it in all upper division classes. The fair will also be useful for students planning to move from a masters to a doctoral program and those interested in cross-disciplinary studies.
- 357.3 Old Business**
- 357.3.1** MPS (356.3.1, May 2005 Minutes): D. Arant reported that the MPS proposal is being reviewed externally and TBR will consider it at their September meeting. It will then need to be reviewed by THEC.
- 357.4 New Business**
- 357.4.1** New TOEFFL/SPEAK Test Scores: Lisa Goins reviewed the necessity for and kinds of changes to TOEFL. Because of the emphasis on grammar in teaching ESL abroad, many applicants who did very well on the old test could not communicate well. Grammar is now embedded in all four sections of the test: listening, speaking, reading, and writing. Students have to engage in multiple parts, several of which will be recorded. The new procedure will reveal more about ability to communicate than just grammar. Use of the new test will start in September so new scores need to be determined. ETS recommends using subscores for each area; L. Goins recommends a score equivalent to the computer-based test. It was decided informally to require 26 for ITAs on the TOEFL-iBT. Students may not be required to take the SPEAK test on entering, but will be able to take it as a retest, rather than retaking the full TOEFL. Several layers of security are in place to insure that the test-taker is the actual student. Old TOEFL scores will be accepted for two years.
- 357.4.2** Bylaws Changes for the University Council: Dr. Schiro-Geist recommended revising the Council bylaws to reflect her role and Dr. Meyers' reduced role. The changes include: removing the words "and Research" from the title of the Council; changing the ex officio members to remove the Vice Provost for Research and add the Vice Provost for Academic Affairs, the Director of Curriculum Planning, and Director of Graduate School Services; and allowing associate members of the Graduate Faculty to serve on the Council. M. Logan moved (2/L. Bennett) that the revisions be approved. The motion was carried by voice vote. N. Hurley reminded Council members that the Bylaws require that if they can not attend a meeting, they must give their proxy to another member and notify the recording secretary.

- 357.4.3** SACS Report and Recommendation: K. Weddle-West asked Council members to discuss with their faculty and college councils the SACS recommendation that a policy similar to the 4000/6000 policy be instituted for 7000/8000 level courses. D. Poje is looking into the perception that doctoral students are funded at a higher level than masters students are. This discussion will be continued in October.
- 357.4.4** IP 4/6000 Level Courses: Because the IP grading system was not being properly implemented at the undergraduate level, grading had been changed in a number of 4000 courses with 6000 cognates. For simplicity's sake, L. Weiss moved (2/E. Rakow) that grading the 6000 cognates be changed accordingly. The motion was carried by voice vote.
- 357.4.5** Academic Probation Policy for Non-Degree Students: There are about 1000 non-degree students each semester, mainly in the College of Education licensure program. There needs to be some sort of probation policy for non-degree students who are in licensure and certificate programs. K. Weddle-West will draft a policy for consideration in October; meanwhile, this should be discussed in college councils.
- 357.4.6** Updates on Ad-Hoc Committees:
- 357.4.6.1.** Growing Graduate Enrollment: 200 new graduate students are needed each year, beginning in Fall 2006; funds will be reallocated for assistantships; certificate programs are a quick and easy way to increase enrollment (a disability studies certificate is being developed) so ideas are solicited.
- 357.4.6.2.** International Graduate Student Admissions: Increasing international admissions is a priority; due to changes in Council membership, T. Dalle and J. Marchetta volunteered to replace members who have left; members from the general faculty are also needed.
- 357.4.6.3** Fundraising Committee: Healthcare for GAs and enhancing GA stipends are still high-priority areas; new members include J. Frazer, L. Weiss, and S. Chrietzberg.
- 357.4.7** J. Frazer announced that GSA representatives are still needed from Engineering, College of Fine Arts, and University College, at least two from each college.
- 357.4.8** J. Frazer also urged Council members to make sure that their constituents give feedback on proposed changes to Commencement by 12 September.

There being no further business, the meeting was adjourned at 3:35 pm.

Minutes respectfully submitted by Nancy Hurley