

**UNIVERSITY COUNCIL FOR GRADUATE STUDIES**

**MINUTES, Meeting 372**

**7 September 2007**

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

**PRESENT:** D. Arant (UNIV), L. Bennett (CAS), R. Cox (ESCI), C. Danehower (FCBE), R. Koch (NURS), C. Langstraat (ACCT), M. Logan (CCFA), C. Menifield (PADM), E. Rakow (COE), D. Patterson (Judaic Studies), H. Perkins (ICL), E. Perry (Faculty Senate), L. Schranze (Music; M. Logan, proxy), D. Sherrell (MKTG), S. Slack (ENGR), N. Wallace (ART), D. Wark (AUSP), E. Watson (GSA), L. Weiss (HSS), C. Williams (ENTH)

**Ex Officio:** K. Weddle-West (VPGS)

**ABSENT:** J. Brownlee (Graduate School)

**GUESTS:** S. Schaeffer (Director, ALC), Stephanie Stokes-Eley (Recruitment Services), Destin Tucker (Recruitment Services), Clay Woemmel (Associate Director, Career & Employment Services)

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The meeting was called to order at 2:12pm, there having been a previous meeting in the same room that ran past 2pm.

- 372.1 Approval of Minutes of Meeting 371, 5/14/07. L. Bennett moved (2/L. Weiss) that the minutes be approved as written. The motion was carried by voice vote.
- 372.2 Announcements
  - 372.2.1 Presidential Management Fellows Program: K. Weddle-West explained that applicants to this fellowship program, which supports a two-year internship in a federal agency, must be nominated by the university. A fall deadline will be announced for college directors to submit their nominations to the Graduate School.
  - 372.2.2 Social Science Research Council Dissertation Proposal Development Fellowship: K. Weddle-West noted that this program is actively recruiting senior faculty to lead small groups of graduate fellows in two sets of workshops (May 29-June 1, 2008, in St Louis and September 11-14, 2008, in Milwaukee). These workshops frame summer pre-dissertation research of 12 graduate students in each research field. A research field refers to sub-disciplinary and interdisciplinary domains with common intellectual questions and styles of research. The emphasis is on interdisciplinary research and mentoring.
  - 372.2.3 Looking for Another Part-Time Master's Applicant: K. Weddle-West announced that there is a second fellowship available for Spring 2008 only and asked for nominations.
  - 372.2.4 Graduate School Fellowships: K. Weddle-West asked that Council members distribute copies of these announcements to their constituents. L. Allen can provide electronic versions.

- 372.2.5 First Generation PhD: K. Weddle-West explained that, despite the name, this fellowship is open to students pursuing other terminal degrees, such as the EdD or the MFA. It replaces the TBR Minority Fellowship and is open to students who are the first generation in their family to pursue a terminal degree. Although the emphasis is on terminal degree students, master's students may apply. At this point, funding is contingent upon the governor approving funds each year.
  - 372.2.6 GSO Induction Ceremony for Doctoral Students: K. Weddle-West reported that President Raines was so pleased with the oath of stewardship composed by the graduate assistants that she added a litany to the ceremony. The Council suggested that the oath could be shortened and that it should include all terminal degrees, not just doctoral. These suggestions will be incorporated into next year's ceremony. K. Weddle-West suggested that colleges should recognize students in some way when they pass their comps, perhaps a letter from the dean, to help reduce the ABD rate. This would also entail timely notification to the Graduate School when students pass their comps.
  - 372.2.7 E-Recruiting - Seeking Graduate Assistantships: Clay Woemmel, Associate Director of Career and Employment Services, demonstrated the use of e-recruiting for students seeking an assistantship and faculty and service offices looking for an assistant. He distributed how-to information and a list of departments that have used the service; there are currently 122 résumés online. He encouraged Council members to persuade faculty, staff, and graduate students to use this system, which is particularly good for service departments.
  - 372.2.8 2007 Requests for 2008-2009 Courses and Graduate Catalog Revisions: N. Hurley announced that curricular revisions are due on October 22 and should be submitted directly to her.
  - 372.2.9 FRG Applications: N. Hurley told Council that there would be no change to the Guidelines; however the Vice Provost for Research is working with AATech to improve the electronic submission process in order to accommodate applicants whose proposals contain mathematical or other symbols.
  - 372.2.10 Graduate School Preview Day: K. Weddle-West
  - 372.2.11 Graduate and Professional School Fair: Stephanie Stokes-Eley and Destin Tucker, both from Recruitment Services, distributed flyers and asked that each program send a representative, such as the graduate coordinator for that program, since attendees will be interested in offerings at the UofM. The Fair will be on Friday, 2 November, in Rose Theatre from 8:30 to 12:30, with lunch at 11:30. The Fair is being publicized to local college students and businesses and to UofM seniors. K. Weddle-West suggested that honors students and late juniors should also be contacted. Recruitment Services will have posters, flyers, and postcards available for departments' use.
  - 372.2.12 Revision of Bylaws: N. Hurley explained that the Bylaws had been edited in light of the termination of the position of Senior Vice Provost for Academic Affairs. C. Williams moved (2/N. Wallace) that the edited bylaws be approved; the motion was carried by voice vote.
- 372.3 Old Business

- 372.3.1 World Education Services (WES) Task Force: K. Weddle-West reopened this discussion, carried over from May 2007, by noting that the problem is two-fold. We are losing potential students because the total application fee is over \$200; however, we have no ability on-campus to authenticate foreign credentials. There was a great deal of discussion about possible options. L. Bennett (2/C. Williams) moved that a task force be formed to investigate the problem and make recommendations by the end of the semester. This task force will be composed of L. Bennett, C. Danehower, E. Rakow, S. Slack, and D. Wark from the Council; international faculty members and a representative from the International Student Association will also be included.
- 372.4 New Business
- 372.4.1 Introduction of UCGS Members: New Council members Charles Menifield and David Patterson were welcomed after everyone introduced themselves. Lenny Schranze was represented by M. Logan.
- 372.4.2 eCourseware Desire to Learn (D2L) Project: Sandy Schaeffer, Director of ALC, provided an update to this work in progress and distributed a summary of where it stands now. He stressed that content and records in SIS+ can not be viewed after 12/31/07, although TBR is going to try and negotiate something with WebCT. Meanwhile, K. Weddle-West noted that INCs must be cleared by that date—no 45-day extensions should be granted on WebCT courses. Grade Appeals can also be a problem if not handled as quickly as possible. C. Williams noted the need to print out sample student work to submit to accrediting agencies; they need the “Update” box back.
- 372.4.3 Issues Related to Ph.D. Programs
- A. Dissertation Format for the Hard Sciences. It is important that all signatures on the Approval Page be in black ink to present a more professional appearance. K. Weddle-West asked Council members to inform their constituents of this.
  - B. Using Journal Articles as Chapters or Sections: The Graduate School requires an overall introduction and conclusion when several articles are submitted as a dissertation. This is necessary to create a unified whole. During discussion, it was suggested that the relevant statement in the Graduate Catalog be edited to read: “*The student must be the primary author of each article submitted.*” This change (from “first” to “primary”) is necessary since authors are cited alphabetically in some disciplines.
  - C. Time Limitations and Counting Masters Hours for Post-Baccalaureate Ph.D. Programs. Each program should specify post-masters hours in their program description. K. Weddle-West asked Council members to discuss this with their constituents for the October meeting.
- 372.4.4 Minimum Number of Thesis Committee Members: K. Weddle-West noted that there is no catalog statement regarding minimum number of members for masters committees. She suggested that the minimum should be three members, the majority of whom should be from the student’s department, and asked Council members to discuss this with their constituents for the October meeting.

There being no further business the meeting was adjourned at 4:10 pm.

Minutes respectfully submitted by Nancy Hurley