

## UNIVERSITY COUNCIL FOR GRADUATE STUDIES

### MINUTES, Meeting 373

5 October 2007

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

**PRESENT:** L. Bennett (CAS), R. Cox (ESCI; L. Bennett, proxy), C. Danehower (FCBE; C. Langstraat, proxy), C. Langstraat (ACCT), M. Logan (CCFA), C. Menifield (PADM), D. Patterson (JDST, L. Bennett, proxy), H. Perkins (ICL), E. Rakow (COE), L. Schranze (MUSIC; M. Logan, proxy), D. Sherrell (MKTG), S. Slack (ENGR), N. Wallace (ART), E. Watson (GSA), L. Weiss (HSS), C. Williams (ENTH)

**ABSENT:** D. Arant (UNIV), R. Koch (NURS), E. Perry (Faculty Senate), D. Wark (AUSP), K. Weddle-West (VPGS), J. Brownlee (Graduate School)

**GUESTS:** G. Boller, A. Edwards, D. Lumsden, S. Sandeford, D. Scott

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In the absence of Dr. Weddle-West, L. Bennett called the meeting to order at 2:08 pm when a quorum was achieved.

- 373.1 Approval of Minutes of Meeting 372, 9/7/07: E. Rakow moved (2/M.Logan) that the minutes be approved. The motion was carried by voice vote.
- 373.2 Announcements
- 373.2.1 Ford Foundation Diversity Fellowships: L. Bennett urged members to circulate this announcement of a valuable program that will increase diversity among young faculty
- 373.2.2 On-Line Application (Embark to New SSB Application): Angelia Edwards explained that there are no longer any paper applications. All applications are now done in Self-Service Banner. Applications are found online at: <http://admissions.memphis.edu/apply.shtml>. At the present time payment (by credit card) must accompany every application, although the applicant can request a refund on fees paid after the first time. Admissions is working to bypass this requirement. It now takes 2 days to process 41 applications; hopefully they can batch them. The full application cannot be viewed in Matrix; you have to use different streams to see different kinds of information. Document retrieval is still the same. The DRF is as well, but Banner ID and SSN are not yet linked, although they can be found. Admissions will do training if a department requests it. Address questions to [aedwards@memphis.edu](mailto:aedwards@memphis.edu) or call her at 4014.
- 373.3 Old Business
- 373.3.1 Issues Related to Ph.D. Programs (372.4.4):
- A. Dissertation approval page signatures must be in black ink. They will be returned to be redone if not.

- 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. N. Hurley proposed the several revisions of the description in the online Thesis/Dissertation Preparation Guide. M. Logan moved (2/R. Rakow) that the suggested revisions clarifying the existing Graduate School policy be approved. The motion was carried by voice vote. [The revisions were loaded on 8 October 2007.]
- 373.3.2 Minimum Number of Thesis Committee Members: It has come to the attention of the Graduate School that there is no catalog statement regarding minimum number of members (372.4.5) on a student's thesis committee. Following discussion, C. Menifield moved (2/L. Weiss) that a minimum of three members be required and that the makeup of the committee be revisited in a later meeting. The motion was carried by voice vote. [The minimum number of members has been added to the Minimum Requirements section of the Graduate Catalog.]
- 373.3.3 Graduate Faculty Status for Visiting Professors: L. Bennett suggested that visiting professors (who had been eligible for Affiliate membership, which made them ineligible to chair committees) be made eligible for full membership. In editing the Guidelines for this, N. Hurley, noticed some other areas that could be clearer. M. Logan moved (2/S. Slack) that the changes be made. During discussion, it was decided to make visiting professors eligible for Associate membership as well, to make the other changes suggested by N. Hurley but to have the departments revisit the questions about Adjunct, Adjunct Teaching, and Affiliate membership. The motion, revised as per the discussion, was carried by voice vote. [Graduate Faculty Guidelines and Summary of Roles and Criteria were revised online on 8 October 2007. No changes were made to Adjunct, Adjunct Teaching, or Affiliate membership.]
- 373.3.4 World Education Services (WES) Task Force: a draft list of members was distributed. Faculty members Balaji Krishna and Tom McInish were suggested as representatives from the Fogelman College of Business and Economics.
- 373.4 New Business
  - 373.4.1 Graduate School Website To Feature Distinguished Alumni: Members were asked to identify alumni to highlight and send suggestions to the Graduate School by the end of October. S. Slack will forward information about getting informed consent from the nominees. L. Bennett suggested that members check out the profiles in the Alumni Hall of Fame on the Herff College of Engineering homepage.
  - 373.4.2 GRE® General Test to Include New Question Types in November: L. Bennett explained that the new GRE question types, sent via email, are experimental for data gathering purposed; scores will not be affected.
  - 373.4.3 ProQuest Advance Notice of 2008 Fee Increase: L. Bennett drew members' attention to the news release from ProQuest (distributed by email). The cost

of publishing theses and dissertations will increase by \$10 at the beginning of the 2008-2009 academic year. This is the first increase in eight years. She noted that ETDs would not have to pay this fee as they would be published on the web.

- 373.4.4 Academic Misconduct/TURNITIN Presentation: Dwayne Scott outlined the reporting procedures in cases of suspected plagiarism. He stressed that it is important to send a letter of notification even if the student admits guilt. Copies of everything should be sent to his office (213 Mitchell Hall). Address questions to [dscott@memphis.edu](mailto:dscott@memphis.edu).

Sandy Schaeffer presented a PowerPoint on the plagiarism identification tool, TurnItIn. The url for access is: <http://www.turnitin.com>. Faculty can submit individual papers or an entire class; student can also submit their own papers. The resultant "Originality Report" highlights duplicated information, gives percentage of content that has been flagged, marks up citation format. He suggested sending the report to the student as a learning tool. To get started go to the Advance Learning Center website (<http://alc.memphis.edu>) and click on "Academic Integrity." At the present, this program can read MSWord, text files, Word Perfect, and perhaps pdf files; Sandy will look into whether it can deal with spreadsheets.

- 373.4.5 Graduate Enrollment (President's Emphasis on the 3 Rs - Recruitment, Retention and Research) . Final figures not available at time of meeting.

- 373.4.6 Unclear Policy Regarding the Cumulative GPA Required for Graduation: Suggested revisions to clarify this SACS requirement were distributed, which elicited a good deal of discussion, particularly about why there are two GPAs and why courses older than time limits do not count but the grades are figured into the GPA. It is a system problem: courses cannot be isolated to put in the GPA. C. Williams moved (2/D. Sherrell) that the revisions be approved. The motion was carried by voice vote. [Revisions were loaded into the graduate catalog on 8 October 2007.]

M. Logan requested that Council members be ready to nominate members for the Graduate Grade Appeals Committee at the next meeting. The committee needs three faculty and 3 faculty alternates, as well as three students and three student alternates. Although there have been no grade appeals so far this semester, it is best to be prepared.

There being no further business, the meeting was adjourned at 3:30 pm.

Minutes respectfully submitted by Nancy Hurley, MA.