

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 374

2 November 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), H. Perkins (ICL, E. Rakow proxy), E. Rakow (COE), L. Schranze (MUSIC), D. Sherrell (MKTG), S. Slack (ENGR), N. Wallace (ART), D. Wark (AUSP), E. Watson (GSA), L. Weiss (HSS), C. Williams (ENTH); K. Weddle-West (VPGS)

ABSENT: D. Patterson (JDST), E. Perry (Faculty Senate), J. Brownlee (Graduate School)

GUESTS: W. Akey (VP, Enrollment Services), S. Stokes-Eley (Recruitment Representative), D. Wallace (Director, Admissions)

The meeting was called to order at 2:05 pm.

- 374.1 Approval of Minutes of Meeting 373, 10/5/07: L. Bennett moved (2/M. Logan) that the minutes be approved. The motion was carried by voice vote.
- 374.2 Announcements
- 374.2.1 Graduate Education Week– March 31-April 4, 2008. K. Weddle-West noted some changes from last year. Student representatives from each graduate program in the state will now spend a full day with the Legislature. On Wednesday there will be a display on the Legislative Plaza of research that impacts the state.
 - 374.2.2 Student Research Forum – April 1, 2008.
 - 374.2.3 GSA members needed for leadership council. Erica Watson reiterated the need for repopulating this council, since there are a number of university committees to serve on, including travel abroad, which oversees all graduate requests for travel. We need to have 2 representatives from each college.
 - 374.2.4 Phi Kappa Phi Scholarship
 - 374.2.5 First Generation Ph.D. Fellowship – deadline 11/15/07. This fellowship includes all terminal degrees, such as the MFA. We need more applications; can be nominated or can self-nominate.

- 374.2.6 Faculty Research Grants – N. Hurley announced that the electronic application process is being refined and a website will go live on 1 December.
- 374.2.7 Curriculum Revision Meetings in December, 12/7/07 – If you cannot attend this very important meeting, make sure you have given your proxy to another member of the Council.

374.3 Old Business: There was no old business.

374.4 New Business

- 374.4.1 Graduate Admissions and Graduate Enrollment/Paper Applications – Bill Akey introduced the topic. Growing enrollment to 23,000 in 2010 (25,000 by 2012) is a tall order—how can it be reached? Non-traditional and working students are a substantial audience. Banner is contributing to the challenge, though there should be less difficulty next year.

David Wallace made a Power Point presentation, noting that U of M is a global representation of the whole TBR system: both headcount and FTEs are down at U of M (only schools that do not use Banner were up—UTMartin will be offering classes at Jackson State). Overall the system is up slightly; UTK up about 1%, MTSU undergrad enrollment is higher. Applications are up, but admissions are down due to the increased undergraduate ACT mean. Banner does not handle late applications or quick loads well; what was a difficulty is now a disaster. Non-degree graduate students are up 13.51%. About 600 applications are not in the statistics; these are change-overs (not new to the institution, but new to the category, such as non-degree to degree seeking).

Enrollment trends: the decrease in continuing students more than offsets the increase in first time enrollments, particularly at the master's level, though doctoral is up. We have a very dynamic student body; about one third of them were not here last year.

Bill Akey introduced Stephanie Stokes-Eley, Graduate Recruitment Representative in his office, who does both in-state and out-of-state recruiting. She has recruited 114 new graduate students at graduate fairs at Miami, Vanderbilt, Atlanta, Fisk, Mississippi State, and El Paso. Graduate Preview Day was very successful: in-house prospecting, marketing strategy, targeted messages, complement other strategies. She requested that each graduate coordinator prepare a letter or packet to send to prospective students, as graduate students really seem to like having something in their hand; D. Wallace has an online packet. It was suggested that another Graduate Preview Day be scheduled for the Spring, before 1 March.

Note: If you don't apply through Banner, you can't see your status. It is important that all links to Embark, including those in archived files, be changed to Banner.

- 374.4.2 GRE scores/ETS prohibits published/stated cutoffs – K. Weddle-West reiterated the ETS policy and drew Council members' attention to the statement from ETS in their packets. There is no scientific basis for admitting students based on small scale score differences (using them can

lead to legal problems). Have to conduct a validity study in order to use cut-off scores. It is acceptable to state a range if it is based on actual data (such as: “Applicants with GRE scores of 400-500 verbal and 440-500 quantitative are typically successful.”). Check to make sure that websites do not state cutoff GRE scores. Programs must comply with the legal requirement not to apply capricious or arbitrary requirements.

- 374.4.3 Grade Appeals Committee – M. Logan called for three volunteers from the Council to serve on this committee. L. Weiss, C. Menifield, and D. Sherrell volunteered. Three faculty (not on the Council) will be appointed by K. Weddle-West and M. Logan as alternates. The Graduate Student Association has already provided six names.
- 374.4.4 National Growth Trends: New York Times Article, “Master’s Degrees Abound as Universities and Students See Windfall”—K. Weddle-West urged development of new master’s and certificate programs, since enrollment in most established master’s programs here has not increased (although doctoral enrollment has). She noted that the more external funds, the better.
- 374.4.5 Additional Council member from University Libraries – It has been suggested that, since University Libraries has an ex officio representative on the University Undergraduate Council, there should be a parallel representative on the University Council for Graduate Studies. D. Wark so moved (2/L. Weiss); the motion was carried and Betsy Park was recommended. [She has agreed to serve.]
- 374.4.6 Electronic Theses and Dissertations (ETD) – All necessary infrastructure is in place. Some institutions now require ETDs; however, Dr. Weddle-West did not recommend this. We do need to find ways to facilitate creation of ETDs here. About 300 students have expressed interest; there is great interest in the GSA, particularly with technology. Templates already exist for the front and back matter, which use different formats than plain text. There is a need to address changing software requirements and to develop a review process to determine if special requirements—such as music or streaming video—can be supported. A task force, consisting of L. Weiss, R. Koch, L. Bennett, and a representative from each college and school, was formed to address this issue.
- 374.4.7 Notification to Former Departments Regarding Students’ Decisions to Change majors – Tabled.

Minutes respectfully submitted by Nancy Hurley.