

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 392

February 5, 2010

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

PRESENT: L. Bennett (CAS), J. Berman (PSYC, Faculty Senate), M. Parris (BIOL), D. Patterson (Judaic Studies), J. Dhaliwal (Business), M. Logan (CCFA), J. Jackson (ART), S. Utt (Journalism), E. Rakow (COE), M. Grant (ICL), L. Weiss (HSS), S. Slack (Engineering; R. Meier Proxy), R. Koch (Nursing), P. Stevens (University College), L. Klesges (Public Health), S. Connable (GSA president), K. Weddle-West (VPGS), J. Brownlee (Graduate School), T. Woodman (Graduate School)

ABSENT: D. Sherrell (MKTG; J. Dhaliwal Proxy), L. Schranze (Music), R. Meier (CIVL), C. Williams (Eng Tech; S. Slack Proxy), D. Wark (AUSP), H. McCree (University College), B. Park (Library),

GUESTS: Michelle Stout, John Evans, Joseph Matesich, Chris Renfro

Due to the absence of K. Weddle-West, E. Rakow served in her stead. He opened the meeting at 2:05 p.m. when a quorum was attained.

392.1 Approval of Minutes of Meeting #391, December 2009: A few minor corrections to the minutes were noted by E. Rakow. L. Bennett moved to approve the minutes from meeting # 391 with the previously discussed corrections (2/ L. Klesges). The motion was carried by voice vote.

392.2 Announcements: Please note that item 392.2.11 was moved to the top of the agenda to allow our guests to present their information first.

392.2.11 ETD Update: John Evans, Joe Matesich and Chris Renfro attended the meeting in order to update the council on the Electronic Thesis/Dissertation Repository. Using the computer projector, Evans demonstrated how the new electronic archiving website functions for both students and administrators. After his demonstration Evans, along with Matesich and Renfro, answered questions from the council. Michelle Stout also helped clarify how the ETD Repository will affect the thesis/dissertation submission process. J. Berman noted that we must increase the availability of Adobe on campus if we are going to

require students to use this program. Council members expressed the most concern about the publishing and copyrighting aspects of the electronic archive. J. Brownlee suggested that students should be able to decide the access level. Many council members were in agreement with this statement. Members also agreed that it may be beneficial to form a committee to take a deeper look at these issues.

392.2.1 Hobsons Training Overview: M. Kyle used the computer projector to demonstrate exactly what she will cover during the upcoming Hobsons training session for faculty and staff members. M. Kyle inquired if February 19th would be a good date to hold the training and requested that all faculty members send her the names and email addresses of anyone that needs to attend. L. Bennett noted that more than one session will be necessary in order to accommodate all of the College of Arts & Sciences personnel. M. Kyle agreed to discuss scheduling a second training session with K. Weddle-West upon her return.

392.2.2 Scheduling thesis/dissertation workshops: J. Brownlee asked that all council members think about which dates would work best for them, taking into consideration that the graduate school staff will come to you. This workshop will highlight errors that occur frequently.

392.2.3 Hyperion Training Registration: J. Brownlee announced that Hyperion training will be scheduled soon. She requested that someone from every department attend this training, as Hyperion has many useful reports that contain valuable information.

392.2.4 Report from Dissertation Coach: Trish Woodman provided the council members with an update on her progress working with students. She also included ways in which we can help her improve even more. Her main request was that she get feedback from faculty. She also wants advisors to get involved with her, urging them to provide their input. Please email trishawoodman@mac.com with your questions, comments, and ideas. L. Klesges suggested including this information in the thesis/dissertation workshops being held by the Graduate School.

392.2.5 Graduate Recruitment Fair in March: E. Rakow announced that our next Recruitment Fair will be held on Tuesday, March 16th from 1:00 – 5:00 p.m. in the Rose Theatre. This year there will be an emphasis on more graduate student participation and less faculty involvement. Some council members questioned the strategy of recruiting our own undergraduate students. However, it was noted that the upcoming recruitment fair is just one of many efforts underway to increase enrollment.

392.2.6 April 5 – 9, 2010 – Graduate Education Week in Tennessee: The dates for Graduate Education Week in Tennessee have been set. This year Graduate Education Week will take place April 5th - April 9th.

392.2.7 April 7, 2010 – Graduate Education Week on Legislative Plaza: K. Weddle-West, along with one graduate student, will travel to Nashville, Tennessee on April 7th, 2010. They will represent the University of Memphis Graduate School on Legislative Plaza. The graduate student has not yet been selected.

392.2.8 April 5, 2010 - Student Research Forum – Need judges to volunteer: J. Brownlee will coordinate judges with their area of expertise when possible. We try to have at least 2 judges for each student. The deadline for student submissions has not been set yet, but it will be around the middle of March, after spring break.

392.2.9 “Master Calendar” for the Graduate School: A hardcopy of the Graduate School calendar of events and deadlines was distributed to all council members.

392.2.10 Keywords for search engine optimization: M. Kyle once again asked that council members email her a list of 8-10 keywords specific to their programs. These words are needed in order to increase our search engine results. The words can be any terms you believe a person would type into a search engine, such as google.com, when looking for information on your program. Email to: marykyle@memphis.edu

392.2.12 Graduate Student Association: Sean Connable distributed a list of Graduate Student Association members. He informed the council that he is seeking to get as much representation from as many people/departments as possible.

392.3 Discussion Items:

392.3.1 Appeals policy for credit by exam/course validation: The council discussed the lack of policy statement prohibiting a “grade appeal” for a student who does not make the equivalent of a “B” or better on a course validation or credit by examination. The council must decide whether or not to allow such “grade appeals,” which would require setting up a separate appeal procedure. In previous courses the policy has been that if a student fails validation then they must take the course again. Council members thoroughly discussed the various aspects of this issue, arguing both for and against allowing “grade appeals.” J. Brownlee reiterated that regardless of the decision, a statement must be added to the Graduate Catalog to clarify this issue. A consensus could not be reached and therefore the discussion was postponed until the next meeting. Members should be prepared to revisit this issue at the March meeting.

392.3.2 New Graduate Certificate proposals: E. Rakow stated that the Graduate School is now accepting new graduate certificate proposals on a case-by-case basis, with emphasis on encouraging students to

formally apply to the graduate certificate program, as well as formally apply to graduate from the program. It is important to stress this point to students, and not allow them to wait until they complete their Masters.

392.3.3 Tentative dates for Graduate School orientations: E. Rakow announced that the Teaching Effectiveness Workshop for Graduate Teaching Assistant is tentatively scheduled for August 25th, 2010. The New Graduate Student Orientation is tentatively scheduled for August 27th, 2010. None of the council members expressed having any problems with either date.

392.4 Old Business:

392.4.1 Vote on items tabled during December curricular review:

College of Arts and Sciences:

- 1.) BINF 7092: Regarding the issue of limiting the number of hours this course can be repeated the instructor, Prof. Ramin, said that he did want it to be taken up to 12 hours. He wants all GAs to take this each semester they are a GA as a way to monitor their progress through their research and degree.
- 2.) ENGL 7507: The revised course description language was found to be acceptable by all council members.
- 3.) ENGL 7474: There were no objections to this proposal.
- 4.) MATH 7/8xxx (Partial Differential Equations): L. Bennett helped explain the reasoning behind the course instructor's request to keep the title as it is instead of changing it. Although there are course with similar titles, the course descriptions of each course are significantly different. It was also noted that this higher level course will only be taken by students in a very specific area of study. S. Slack noted that he did not object to leaving the title as it is, "Partial Differential Equations."

Having discussed and resolved each item tabled from the College of Arts and Sciences, L. Weiss made a motion (2/ S. Slack) to accept all changes as agreed upon. The motion was carried by voice vote.

College of Engineering: S. Slack presented the council with proposed solutions to each item tabled.

- 1.) MECH 6994: proposal withdrawn
- 2.) MECH 7994: limit course repeatability to a maximum of 3 hours
- 3.) MECH 8994: limit course repeatability to a maximum 9 hours

S. Slack noted that MECH 7994 and MECH 8994 could be taken for more than the maximum number of hours stipulated, but that this additional time would not count as credit. There were no objections to these proposed solutions. M. Logan moved (2/ R. Koch) to accept the changes, and the motion was carried by voice vote.

Loewenberg School of Nursing: R. Koch informed the council that due to the issue with the term “for RNs” in the title of NURS 6317, a new title has been proposed. NURS 6317 will be titled “Population Focus Nursing for RNs.” R. Koch also noted that the same change has been requested for the 4000 level course and it is in the process of being approved. L. Weiss moved (2/L. Bennett) to accept the proposed title change. The motion was carried by voice vote

392.5 New Business:

392.5.1 PhD in Epidemiology proposal: Before voting on the new degree proposal as listed on the agenda, R. Koch requested the council vote on the addition of a course to this program. R. Koch then motioned that an 8000 level cognate be added to the course NURS 7103 Advance Pathophysiology. As there were no objections, J. Berman made a motion (2/ L. Bennett) to approve the proposal. The motion was carried voice vote. L. Klesges then presented the council with the School of Public Health’s proposal for a doctoral program in Epidemiology. She noted that many of the courses included in the proposal come from Public Health and Social & Behavioral Sciences. Only three new courses are being proposed. L. Bennett highlighted a few minor grammatical errors, which L. Klesges agreed to correct. It was also noted that the term “regional” weakens the proposal politically. After reviewing the proposal and discussing any issues, M. Logan moved (2/R. Koch) to approve the proposal. The motion was carried by voice vote.

Once all official business had been addressed M. Logan made an announcement. She informed the council members that the Chair of the Communication Department passed away earlier that day.

M. Logan stated that, “this is a great loss to all of us in the department and to our university.”

There being no further business, E. Rakow adjourned the meeting at 3:55 p.m.

Minutes respectfully submitted by Mary Kyle.

