

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 394

May 7, 2010

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

PRESENT: J. Berman (PSYC, Faculty Senate), W. Thompson (CAS representative), D. Sherrell (MKTG), L. Snyder (CCFA representative), J. Jackson (ART), S. Utt (Journalism), E. Rakow (COE), L. Weiss (HSS), R. Meier (CIVL), C. Williams (Eng Tech), D. Wark (AUSP), R. Koch (Nursing), P. Stevens (University College), K. Ward (Public Health), B. Park (Library), S. Connable (GSA president), K. Weddle-West (VPGS),

ABSENT: L. Bennett (CAS; W. Thompson, proxy), M. Parris (BIOL; W. Thompson, proxy), J. Dhaliwal (FCBE; M. Gillenson, proxy), M. Logan (CCFA; L. Snyder, proxy), M. Grant (ICL; L. Weiss, proxy), D. Patterson (Judaic Studies), and H. McCree (University College), J. Brownlee (Graduate School),

GUESTS: Michelle Stout (Graduate School)

K. Weddle-West opened the meeting at 2:00p.m. when a quorum was attained.

394.1 Approval of Minutes: R. Meier made a motion to approve the minutes from meeting #393 (2/J. Jackson). The motion was carried by voice vote.

394.2 Announcements:

394.2.2 Pat Stevens retiring – The council members applauded for P. Stevens, upon her retirement. K. Weddle-West presented P. Stevens with a gift to show our appreciation for her years of service to the University of Memphis.

394.2.1 Establishment of scholarship in honor of Steve Slack – The University of Memphis community, in particular the Graduate School, continues to mourn the passing of fellow co-worker, council member and friend, Steve Slack. K. Weddle-West announced plans to honor and celebrate Steve's life through the establishment of a scholarship. More detailed information will be provided once available.

394.2.4 Provost Star Award winner – Graduate Admissions Director, Angelia Edwards, was selected as the winner of the Provost Star Award. K. Weddle-West noted that this award was well deserved, as Angelia has helped transformed the Graduate Admissions Office. Her tremendous work ethic, strong faith, and immense courage are inspiring to us all.

394.2.7 Electronic Thesis/Dissertation Archive – Michelle Stout joined the meeting to provide the council with an update on the new ETD archiving process. Fifty-two ETDs have been submitted for the Spring 2010 semester. No major problems were encountered, and all small glitches have been addressed and solved. Michelle reported that the system is “fairly easy” and the process has gone “smoothly.” K. Weddle-West suggested that we prepare to move forward in making electronic archiving mandatory, based on the success of the soft roll-out. Concerns regarding the back-up system in place and the lack of hardbound copies were addressed by Michelle Stout and Betsy Park. Next, E. Rakow made a motion to mandate electronic thesis/dissertation archiving effective beginning Fall 2010. The motioned was seconded by R. Koch and carried by voice vote.

394.2.10 Graduate Education Week in TN overview – K. Weddle-West was pleased to report that we had a very good graduate education week this year. All of the events planned for the week went very well. K. Weddle-West noted that the legislators in Nashville took great interest in the research presented by graduate student Pam Hurley. She then thanked Sean Connable and the Graduate Student Association for organizing the “Hearts for Haiti” fundraiser. The GSA successfully raised \$2000.00 which was donated to the American Red Cross at a festive celebration held on campus.

394.2.9 Hobsons update – Mary Kyle gave a brief update on the progress of the Hobsons Online Recruitment Software. She reported that everything is running smoothly, with only a few reports of problems. The number of contacts signing up through Hobsons has been steadily increasing since the software was implemented in October 2009. Numbers are particularly high among international students, as well as recruitment fair attendees. Most noteworthy, at least 200 people have gone from signing up through Hobsons to submitting an application to the Graduate School. M. Kyle mentioned that there is always room for improvement, and requested that any comments, questions, or suggestions be emailed to her at marykyle@memphis.edu. Lastly, she thanked all the council members for their assistance with this project.

394.2.8 Dissertation Coach update – Tricia Woodman provided the council members with an update on her progress as the Graduate School’s new Dissertation Coach. Her main objective as a Dissertation Coach is to help students get “un-stuck” and on the path to graduation. T. Woodman has been quite successful since beginning her work in May 2009. Thus far she has worked with a total of 42 students from 8 departments. Within just one year she has managed to help four students graduate and another four successfully defend their dissertations. T. Woodman noted that the problem she encounters most often is a lack of preparation. She hopes to hold more workshops and “dissertation boot-camps” in order to provide students with more explicit directions and help get them prepared. K. Weddle-West noted that the students that work with T. Woodman are very appreciate and grateful for her services. She also stated that it is critical to provide this service for those students who want it, as it contributes to increasing our overall graduation rate. K. Weddle-West thanked T. Woodman for her hard work and said she was “thrilled” to have T. Woodman on board the Graduate School staff.

394.3 Discussion Items: none

394.4 Old Business: none

394.5 New Business:

394.5.1 Vote on Graduate Certificate in Healthcare Informatics Leadership proposal – R. Koch presented the council with the School of Nursing’s proposal for a new graduate certificate in Healthcare Informatics Leadership. Jobs in the field of Health Information Management are expected to grow and this certificate program aims to prepare our students to be successful in this field. The five courses composing the curriculum are already in the course inventory. R. Koch mentioned that they aim to cross-list these courses with the Health Administration department. He noted that he had received revisions from E. Rakow and would be certain to incorporate them into the proposal. K. Weddle-West offered to help R. Koch resolve any formatting discrepancies before submitting the proposal to TBR. D. Sherrell voiced concern over the term “leadership” in the title of the certificate, arguing it could be confusing or misleading to students. It was suggested that one of the five courses become more leadership focused or that language be added to the proposal explaining how leadership is woven into the entire curriculum. Next, S. Connable made a motion to approve the proposal with the aforementioned revisions (2/ E. Rakow). The motion was carried by voice vote.

394.5.2 Enrollment - Readmission reports – K. Weddle-West presented the council with the most recent Application Activity Report and announced that M. Kyle will be distributing this report to all council members on a weekly basis. She then reviewed the data and emphasized the need to process all applications for readmission as quickly as possible. She noted that many students applying for readmission are in good academic standing. K. Weddle-West also mentioned that Dr. Ralph Faudree wants to see some sort of movement on this issue. She recommended that all graduate coordinators need to review readmit applications at least once a month. R. Koch made a motion to adopt this once-a-month review practice (2/ K. Weddle-West). The motion was carried by voice vote.

K. Weddle-West reminded the council members of the unfilled positions on the Grade Appeal Committee. S. Utt kindly offered to chair the committee in M. Logan's absence. L. Weiss and M. Grant also agreed to serve on the committee.

There being no further business to discuss Dr. Weddle-West adjourned the meeting at 3:15 p.m., telling everyone to "have a nice summer!"

Minutes respectfully submitted by Mary Kyle