

# UNIVERSITY COUNCIL FOR GRADUATE STUDIES

## MINUTES, Meeting 391

December 10<sup>th</sup>, 2009

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

**PRESENT:** L. Bennett (CAS), M. Parris (BIOL), D. Patterson (Judaic Studies), J. Dhaliwal (Business), D. Sherrell (MKTG), M. Logan (CCFA), S. Utt (Journalism), E. Rakow (COE), M. Grant (ICL), L. Weiss (HSS), R. Meier (CIVL), D. Wark (AUSP), R. Koch (Nursing), P. Stevens (University College), L. Klesges (Public Health), B. Park (Library), S. Connable (GSA president), K. Weddle-West (VPGS), J. Brownlee (Graduate School),

**ABSENT:** J. Berman (PSYC, Faculty Senate), J. Jackson (ART), L. Schranze (Music), S. Slack (Engineering; R. Meier Proxy), C. Williams (Eng Tech; R. Meier Proxy), H. McCree (University College), T. Woodman (Graduate School)

**GUESTS:** Allecia Powell, Andrew Olney, Judy Simon

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K. Weddle-West opened the meeting at 2:05pm when a quorum was attained.

391.1 Approval of Minutes of Meeting 390, November 6<sup>th</sup>, 2009: M. Parris moved to approve the minutes from meeting #390 (2/J. Brownlee), and the motion was carried by a voice vote.

391.2 Announcements: none

391.3 Discussion Items:

391.3.1: Search Engine Optimization recommendations: Allecia Powell returned to discuss what is being done in order to increase our presence in search engine results. One solution is the addition of 8-10 meta-keywords to each webpage. Powell asked that each department begin thinking about which words people use most often when searching the internet for information about their specific program. A web committee will also meet throughout the spring 2010 semester in order to facilitate this process. Powell asked that at least one point person per college join the committee. Although adding these meta-keywords will be helpful, Powell reminded the council members that search engines are constantly changing, making this issue "a moving target." Thus, our methods will have to change as

the search engines change. \*Please, email any committee member suggestions to: [marykyle@memphis.edu](mailto:marykyle@memphis.edu)

391.4 Old Business: none

391.5 New Business: 2010-2011 Curricular Revisions:

- **Graduate Certificate in Cognitive Science (AS 134):** Andrew Olney summarized the Psychology department's proposal for a new graduate certificate in Cognitive Science, noting that no new courses or faculty are being requested. He discussed the need for such a certificate at the U of M, arguing that, "there is a deficit of providers in this region." D. Wark mentioned that the AUSP courses listed in the proposal are restricted, and will require his approval in order for a psychology student to register, but supported the proposal. Olney assured the council members that they won't overload these AUSP courses with psychology students. E. Rakow asked that the language concerning "peer institutions" be changed to remove the word "peer," as TBR has very specific definitions for such terms. E. Rakow motioned to approve the proposal with the noted revisions (2/ L. Bennett). The motion was carried by voice vote.
- **Graduate Certificate in Business Information Assurance (BUS 40):** Judy Simon summarized the Management Information System department's proposal for a new graduate certificate in Business Information Assurance. She clarified how this certificate differs from the existing Information Assurance certificate, assuring council members that there is a need for a certificate focusing on the application, management of, and business of information assurance issues. Simon then discussed how this certificate related to the University's designation as a Center of Academic Excellence in Information Assurance Education (CAEIAE). She noted that this certificate requires no additional monetary investments. E. Rakow motioned to approve the proposal (2/ M. Logan). The motion was approved by voice vote.
- **College of Arts & Sciences:** L. Bennett summarized the college's requests, asking that BINF 7092 (Research), ENGL 7507 (Empirical Mtds Ling Rsrch), and MATH7xxx-8xxx (Partial Differential Equations) be tabled until more information can be gathered. It was requested that the Catalog Copy for Philosophy (specific sentence located on page 2, section C, number 3) be tabled until next year. After discussing the number of hours this course can

be repeated, BINF 7092 was tabled. Council members agreed that the course should have a limit of 6 hours, instead of the 12 hours stipulated on the request. It was recommended that coordinators from Computer Science and Bioinformatics meet in order to resolve any confusion regarding cross-listed courses. While reviewing the numerous course descriptions submitted by the English department, L. Bennett noticed that ENGL 7474 was not included on the Curricular Revisions log. She agreed to send the missing information to M. Kyle. In the course catalog K. Weddle-West suggested that the language pertaining to test scores and GPAs be changed from an exact range, to “scores between X-Y are typically considered competitive.” *This suggestion applies to all departments. We want to emphasize the competitive aspect of admissions.* ENGL 7507 (Empirical Mtds Ling Rsrch) was tabled, pending a change in the language of the course description. HIST 7020/8020 (Sem Teaching Asstnts) was deleted from the log, as the change requested will not occur. E. Rakow requested an editorial change be made to MATH 4xxx-6xxx (Dynamical Systems/Chaos) in order to clarify the course requirements. The vote on MATH7xxx-8xxx (Partial Differential Equations) was tabled due to the title of the course being essentially the same as two 6000 level courses. Several editorial changes were suggested and agreed upon. M. Kyle noted each edit and will correct all documents. Recall that the Psychology Graduate Certificate in Cognitive Science (AS134) was approved earlier in the meeting. Also, the new Master’s in Social Work (AS 150 – 167) was approved by the Council on October 2<sup>nd</sup>, 2009. \_\_\_\_ made a motion (2/\_\_) to approve all requests except for those items previously tabled during the discussion. (\*Please contact M. Kyle ([marykyle@memphis.edu](mailto:marykyle@memphis.edu)) if you have the names of people who made and seconded the motion to approve the proposal.) The motion was carried by voice vote.

- **Fogelman College of Business & Economics:** J. Dhaliwal summarized the college’s requests. Note that Judy Simon presented Graduate Certificate in Business Information Assurance (BUS 40) earlier in the meeting and it was approved. K. Weddle-West again pointed out the need to change the language regarding cut-offs for GPAs or test scores. After going through each request a motion was made by L. Bennett (2/E. Rakow) to approve all requested changes. The motion was carried by voice vote.
- **College of Communications & Fine Arts:** M. Logan summarized the college’s requests. J. Brownlee noted that the changes requested in ARTH 7135 (Grad Prob Medieval Art) and ARTH 8135 (Grad Prob Medieval Art) cannot be made. This is a sequencing issue that we

cannot change because courses listed in the catalog are pulled directly from Banner. P. Stevens moved (2/ J. Dhaliwal) that the curricular revisions proposed by the College of Communication and Fine Arts be approved. The motion was carried by voice vote.

- **College of Education:** E. Rakow summarized the college's requests, noting that HPRO 7250 (Prog Plan/Eval Hlth Promotion) had been withdrawn. K. Weddle-West noticed that the proposal for the PhD in Counselor Education was not submitted in the correct format. E. Rakow agreed to correct the forms before submission to TBR. Council members agreed to approve the Counselor Education PhD proposal pending the receipt of the corrected forms. A question arose regarding the title of SPRT 7650 (Law for the Sport Manager) containing the word "law." L. Weiss agreed to check with the Law School to ensure they are okay with the title of SPRT 7650. J. Dhaliwal moved (2/B. Park) to approve the curricular revisions proposed by the College of Education pending receipt of the appropriate forms for the proposal for the PhD in Counselor Education. The motion was carried by voice vote.
- **Herff College of Engineering:** Due to the absence of S. Slack, R. Meier summarized the college's requests. An editorial revision was made to the catalog text as listed in the department's summary of changes (ENGR 9) in order to clarify the statements found on the second page. The three courses MECH 6994, 7994, 8994 (Mechanical Engineering Topics) were tabled until further information can be gathered regarding the repeatability/maximum number of hours allowed for these courses. A motion was made by L. Weiss (2/ S. Utt) to approve the remaining curricular revisions proposed by the Herff College of Engineering. The motion was carried by voice vote.
- **Loewenberg School of Nursing:** R. Koch summarized the college's requests. After some discussion regarding the clarification of course titles, it was decided to table the vote on the curricular revisions requested by the School of Nursing.
- **School of Audiology and Speech-Language Pathology:** D. Wark summarized the college's requests. After reviewing all of the curricular revisions no questions were raised by any of the council members. L. Bennett (2/ R. Koch) moved to approve the curricular revisions proposed by the School of Audiology and Speech-Language Pathology. The motion was carried by voice vote.

- **School of Public Health:** L. Klesges summarized the college's requests. L. Bennett noted that the following courses had not been discussed outside of the School of Public Health. Therefore, PUBH 7126-8126 (Prin Exposure/Risk Assessment), PUBH 7127-8127 (Air Pollution), PUBH 7601 (Org Context Emergency Mgmt), PUBH 7602 (Deal w/ Public Hlth Emergencies), PUBH 7603 (Threat Analys/Pub Hlth Response), PUBH 7604 (Emerg Preparedness Capstone) were tabled until a more in-depth discussion and review takes place. L. Klesges agreed to meet with L. Bennett regarding this issue. S. Connable moved (2/ L. Bennett) to approve the remaining curricular revisions proposed by the School of Public Health. The motion was carried by voice vote.

There being no further business, K. Weddle-West wished Happy Holidays to all and adjourned the meeting at 4:30 pm.

Minutes respectfully submitted by M. Kyle.