

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 420

March 7, 2014

2:00 p.m., 261 University Center

PRESENT: L. Bennett (CAS), G. Emmert (CHEM), M. B. Mader (PHIL), S. Neely-Barnes (SWRK), J. Dhaliwal (FCBE), Q. Chu (FINANACE), M. Logan (CCFA), C. Stewart (COMM), (E. Rakow (CEHHS), J. Byford (ICL), L. Weiss (HSS), W. Haggard (ENGINEERING), R. Meier (CIVL), G. Shiba (NURSING), D. Irwin (UNIV. COLLEGE), M. Levy (SPH), R. Evans (FACULTY SENATE), B. Park (Library), K. Weddle-West (Graduate School), K. Duckett (GSA), J. Brownlee (Graduate School), L. Griggs (Graduate Admissions)

ABSENT: D. Sherrell (MSCM)(proxy=J. Dhaliwal), M. O'Nele (THEATRE), A. Curry (BIOMED)(proxy=W. Haggard), D. Wark (SCSD),

GUESTS: Bridgette Decent, Office of Institutional Research

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

420.1 Approval of minutes: E. Rakow moved (2/L. Bennett) to approve the minutes from meeting #419, held February 7, 2014. The motion was carried by voice vote.

420.5.1: Bridgette Decent visited the council to provide a demonstration of the Office of Institutional Research (OIR) website capabilities and functions. She gave a brief overview of the OIR website and demonstrated how to use the tools available such as the daily enrollment tracker and the enrollment report generator. Ms. Decent informed the council she is willing to attend individual College or School meetings to share this information with their faculty and staff as it helps influence decision making regarding courses and enrollment.

420.2.2: K. Weddle-West announced that the Graduate School Recruitment Fair will be held on March 20, 2014 in the Rose Theatre Lobby from 1:00 p.m. until 6:00 p.m. There will be two GRE Workshops held at 2:00 p.m. and 5:00 p.m. K. Weddle-West reminded the council that we still need the names of the people staffing their tables at the fair. She also encouraged the members to distribute the event flyers that were disseminated.

420.2.1: K. Weddle-West informed the council that we will start distributing the Application Activity reports electronically as they are released. This report is also

available on the following website, http://www.memphis.edu/provost/application_activity_reports.php.

420.2.6: K Weddle-West announced that we would like to process in the Office of Graduate Admissions “readmit” applications for Master’s students who have not been enrolled for 2 (two) years or less and who are in good standing. G. Emmert moved (2/E. Rakow) to approve allowing the Office of Admissions to process these students. The motion was carried by voice vote.

420.2.3: K Weddle-West informed the council that Graduate Education Week in Tennessee will be March 31, 2014 through April 4, 2014.

420.2.4: K. Weddle-West reminded the council that Graduate Education Day at the Legislative Plaza will be on March 26, 2014. She announced that the student presenter attending this event will be Kelsey Ford. Ms. Ford is a civil engineering student who is doing research on developing safe routes to school for children. She is quite involved in her department and very passionate about her work.

420.2.5: K. Weddle-West informed the council that the Student Research Forum will be held March 31, 2014 in the University Center ballroom. She reminded the council that we still need judges for this event and asked that everyone please encourage their faculty to serve.

420.2.7: K. Weddle-West announced that we need one faculty member to serve as an alternate on the Grade Appeal Committee. The position is not time intensive and is a good way to participate and get involved in the University. Please inform your College Director of any potential candidates for this position.

420.4.2: K. Weddle-West informed the council that the late processing penalty fee proposal has been sent to the President’s Office and is awaiting approval before being submitted to TBR.

420.3.2: K. Weddle-West proposed that the April 4, 2014 UCGS meeting be cancelled as there are no pressing issues which must be addressed. G. Emmert moved (2/R. Meier) to approve the cancellation of this meeting. The motion was carried by voice vote.

420.4.1: K. Weddle-West provided a brief overview of the tabled curricular items from the December 13, 2013 curricular review. M. Logan moved (E. Rakow) to approve the tabled items. The motion was carried by voice vote.

420.3.1: The procedures for closing and opening of graduate program admissions will be distributed to the council via email. We will vote on these procedures at the May UCGS meeting.

420.5.2: K. Weddle-West explained that the School of Nursing is seeking to change the name of the on-ground MSN "Advanced Practice" concentration to "Family Nurse Practitioner." This is mainly due to the fact the RODP MSN program concentration name was recently changes from "Advanced Practice" to "Family Nurse Practitioner."

After addressing all of the agenda items K. Weddle-West provided the council with an update on our search for a solution to the problem of health insurance for graduate assistants. Provost Rudd looked into the issue and found that there are fulltime employees at the university that do not have health insurance. Therefor we cannot put part time graduate assistants ahead of full time employees. The Graduate School is working the Graduate Student Association to help students know that we are cognizant of the issue and are working on finding a solution. This is not a dead issue; rather it will be a dynamic and on-going discussion.

There being no further business to discuss the meeting was adjourned at 3:00 p.m.