

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 417

November 1, 2013

2:00 p.m., 342 University Center

- PRESENT: L. Bennett (CAS), M. B. Mader (PHIL), D. Sherrell (MSCM), M. O'Nele (THEATRE), C. Stewart (COMM), E. Rakow (CEHHS), J. Byford (ICL), L. Weiss (HSS), D. Hochstein (ENGINEERING), A. Curry (BIOMED), D. Wark (SCSD), G. Shiba (NURSING), D. Irwin (UNIV. COLLEGE), R. Evans (FACULTY SENATE), K. Duckett (GSA), B. Park (Library), K. Weddle-West (Graduate School), J. Brownlee (Graduate School),
- ABSENT: G. Emmert (CHEM), S. Neely-Barnes (SWRK)(proxy=L. Bennett), J. Dhaliwal (FCBE)(proxy= Q. Chu), M. Logan (CCFA)(proxy=L. Bennett), R. Meier (CIVL)(proxy= A. Curry), M. Levy (SPH), L. Griggs (Graduate Admissions)
- GUESTS: Dr. Jim Gurney, representing the School of Public Health
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K. Weddle-West opened the meeting at 2:04 p.m. when a quorum was attained.

417.1 Approval of minutes: L. Bennett moved (2/M. O'Nele) to approve the minutes from meeting #416, held September 6, 2013. The motion was carried by voice vote.

417.2.1 New Ford Fellowship Programs for 2014: K. Weddle-West asked the council to share the information about the Ford Fellowship Programs for 2014 with their students.

417.2.2 Philanthropic Education Opportunity Scholar Award for High Achieving Women pursuing doctoral degrees: K. Weddle-West informed the council that there is a small window open for the Philanthropic Education Opportunity Scholar Award for High Achieving Women pursuing doctoral degrees. Therefore all nominees must submit their CV to M. Kyle by November 8, 2013.

417.2.3 Tennessee Conference of Graduate Schools Graduate Thesis Award: K. Weddle-West asked the council to send their nominees for this award to M. Kyle by February 2014.

417.2.4 Standard letter of offer for graduate assistants: K. Weddle-West reminded the council that she is developing a standard letter of offer for Graduate Assistants in order to make all offers consistent. She will meet with Provost Rudd to discuss allowing some variability in the length of time the Graduate Assistant is employed. L. Weiss suggested developing an extension letter. K. Weddle-West agreed to take this under consideration.

417.2.7 Governor's Proclamation of Graduate Education Week in Tennessee: K. Weddle-West announced that the Governor has proclaimed March 31 – April 4, 2014 to be Graduate Education Week in Tennessee.

417.2.5 "How a Little Data Can Solve One of Higher Education's Biggest Problems" article from the Chronicle: K. Weddle-West informed the council that the article is being used a good deal by the President and the Provost. The article finds that students aren't graduating at the rate institutions would like. K. Weddle-West noted that one reason for this is a lack of money. Therefore, departments should consider setting aside a small amount of funds to help get these students back in school. This would be a good way to help increase our retention and graduation rates.

417.2.6 Graduate Yield rate: K. Weddle-West asked the council to review the data from the Office of Institutional Research. This information can help inform our recruitment tactics. K. Weddle-west encourages the council members to get familiar with the Office of Institutional Research website as it has a lot of data on enrollment, registration, etc.

417.2.8 Student Research Forum: the Student Research Forum will be held on March 31, 2014. This event begins the celebration of Graduate Education Week in Tennessee. K. Weddle-West will be contacting the council members about serving as judges. She also noted that we will be working to get Graduate School alumni to serve as judges as well.

417.5.6 Graduate Recruitment Fair: K. Weddle-West informed the council that the next Graduate Recruitment Fair will be held in the spring of 2014, most likely in March. A representative from ETS will be attending the fair to conduct two GRE workshops.

417.2.9 Legislative Plaza visit: K. Weddle-West asked the council to begin thinking of a good student to go to Nashville and present their research to the Legislators.

417.5.1 New Graduate Certificate in Liberal Studies: K. Weddle-West informed the council that a new Graduate Certificate in Liberal Studies has been approved. D. Irwin explained that the certificate is designed to target the declining non-degree student population. Being enrolled in the certificate program would allow these students to be eligible for financial aid. The hope is that these students will matriculate into one of the University College's Masters programs. He encourages the council to tell students that cannot get into their programs to consider enrolling in this certificate program. Please inform D. Irwin and K. Sisson when a student is referred to this program.

417.5.2 Competency based policy: D. Irwin addressed the council, showing them a PowerPoint presentation on competency based policy. He explained that over the last summer a group was assembled to work on competency based curriculum. This would serve as a mechanism for students to enter into accelerated programs based on their prior knowledge. It provides students with the ability to demonstrate what they already know. D. Irwin told the council that he welcomes the opportunity to come to their College or School to further discuss

competency based policy. K Weddle-West encouraged the council to invite D. Irwin to their College level meetings.

417.5.3 Updating Information in Hobson's Recruitment Letters: M. Kyle informed the council that we need to update the recruitment documents in Hobsons. In order to do this M. Kyle has created documents containing all of the current content for each program. These documents will be uploaded to the UM drive for review. The UM drive folder will be ready by November 15, 2013. M. Kyle will share the link to this folder with all of the council members.

417.5.4 New IPEDS categories: K. Weddle-West announced that new IPED categories will be in use when requesting Graduate Assistants for fall 2014. The new standards are more elaborate, detailed description of the various roles Graduate Assistants can assume. She asked the council to become familiar with these new categories. She also noted that Doctoral students will be prioritized over Masters students and research positions will be prioritized over service positions. There is a new Graduate Assistant budget proposal template in place, which will be reviewed by the GA Budget Committee. This committee will make recommendations to Provost Rudd, who will make the final decision as to how much money each College/School is awarded for Graduate Assistantships. K. Weddle-West encouraged the council to think about offering half-time Graduate Assistantships to students, as this amount of money may be enough to entice them to enroll. It is imperative that we think of creative ways to recruit students with this reduced budget.

417.5.5 Vote to approve late processing penalty fee proposal: K. Weddle-west informed the council that the late processing fee proposal is due to the Office of Business and Finance by November 15, 2013. She asked the council if they had any additional changes to be made to the late processing fee form. D. Hochstein noted that due to publishing deadlines the student's name may not appear in the graduation program. There should be a statement making this clear to the student. L. Bennett moved (2/L. Weiss) to approve the development of a late processing fee proposal. The motion was carried by voice vote.

417.5.7 Procedures to request closing of admissions to programs: K. Weddle-West reminded the council that they cannot close admissions to a program before the date stated in the Graduate Catalog. We need to develop procedures to follow when a program wants to close admissions before the date stated in the Graduate Catalog. Please make sure that all faculty members are aware of this rule and understand why they cannot arbitrarily make the decision to close a program.

There being no further business to discuss the meeting was adjourned at 3:20 p.m.