

UNIVERSITY COUNCIL ON GRADUATE STUDIES  
AND RESEARCH

MINUTES  
27 March 1997

**PRESENT:** Linda L. Brinkley, George W. Etheridge, Bill Marty, Gene Plunka, Steven T. Griffin, Cal Allen (for John Haddock), Emin Babakus, Bill Crump, Sandy Utt, Ken Kreitner, Peter Bridson

I. The meeting opened with an explanation by Nancy Hurley of what has been done to change the Graduate Catalog into a two-year format with the least amount of disruption to the current text. Linda Brinkley made clear that the process for making curricular revisions has not changed, only the method of announcing them. George Etheridge urged that all electronic information be up-to-date. It was decided to revise the disclaimer that will be inserted in each college description to read:

**Individual program requirements described in the Graduate School Issue of the 1997-1999 *Bulletin of The University of Memphis* are subject to change. Please consult your department [or college, in the case of Fogelman] or the Office of the Graduate School for changes that may occur before publication of the next issue of this *Bulletin*; or consult the Graduate School website at: <http://www.people.memphis.edu/~gradsch> for the latest catalog updates.**

II. After a lengthy discussion about lifting the 12-hour cap on graduate summer school enrollment, it was decided over-riding the cap on an individual basis was not troublesome enough to warrant lifting the cap. It was suggested, however, that the issue of whether or not the summer session is considered an integral third term should be clarified through discussions with Sidney McPhee.

III. Linda described Dianne's idea for setting up a Graduate Alumni Advisory Board to help with public relations and recruitment. The suggestion was met with guarded enthusiasm; council members were asked to e-mail Dianne with their thoughts, suggestions, and nominations.

IV. Linda passed around samples of promotional literature that the office has been working on, a cheat-sheet of phone numbers for Graduate School information, and checklists that will be required for thesis and dissertation submission. She announced the hiring of a half-time temporary worker to assist Mo with the Southern Women's Show at the Convention Center and the Spring Expo on campus and asked college representatives to coordinate their promotional literature, etc. with Mo. She also announced the new 800 number for foreign and out-of-city students is being installed.

- V. The Graduate School's heavy work load was discussed in order to explain a sometimes slow turn-around time and suggestions for lessening the load were solicited.
- VI. It was announced that there will be two Provost's Fellowships to encourage diversity and that the funds for the projected third one have been moved to the general GA pool. It was also announced that the VanVleet Fellowships, after this year, will be redirected to predoctoral support as a recruitment tool.
- VII. Linda reminded everyone about the necessity of getting parking passes for Commencement at the Pyramid, in view of competition with the Titanic exhibit. She suggested having someone downtown to pass out parking passes, which Sandy Utt thought would be good PR.
- VIII. Addressing the fact of budget reductions, Linda announced that the operating budget for Research Support Services would now come out of indirect cost recovery and that she is trying to set up a formula whereby 1.0-1.25% of indirect costs recovered would be distributed (on a per capita basis) to Arts and Humanities departments that recover no (or negligible) indirect costs.
- IX. Finally, George Etheridge suggested that, in view of the disappearance of typewriters, all Graduate School forms be put on-line. He urged that grant applicants be encouraged to ask for support of the appropriate percent of their full salary, not just the cost of hiring an adjunct replacement, in order for the department to realize some discretionary funds. Linda said she would ask Research Support Services to encourage this. He also requested that the agenda be distributed before the meeting and that minutes be distributed afterward.

Minutes respectfully submitted by Nancy Hurley, 3/27/97