

University Council for Graduate Studies and Research

Minutes 10 April 1998

Present: Linda Bennett, Peter Bridson, Linda Brinkley, Michael L. Daley, Dianne Horgan, David Kemme, Dan Lattimore, Ravinder Nath, Dan Sherrell, Gene Plunka, David Wark, Ann Wilks-Penrod

Absent: David Appleby, Tom Buggey, Fritz Claydon, Richard Janikowski, Kenneth Kreitner, Gladius Lewis, Ronnie Priest, John Schifani

Guests: Ramsey Fowler, John Petry, David Tucker

Dianne Horgan called the meeting to order at 2:10 pm. The minutes of the last meeting, 13 February 1998, (the March meeting having been cancelled) were approved.

Dr. Horgan announced a memory book in honor of George Etheridge, who died 2 April 1998, and asked for contributions from Council members.

- I. Master of Arts in Liberal Studies, introductory course UNIV7000. Ramsey Fowler distributed the course outline and described the purpose of the course, noting that there are no similar courses in Arts and Sciences or University College. There was a great deal of discussion, particularly touching on the preponderance of literary works and the narrowness of the disciplines represented (natural and social sciences not included). It was suggested that the course should focus on the analytic process and that the teaching team should be broadened. Dr. Horgan requested a motion to request revision of the course description. So moved by Gene Plunka and seconded by Michael Daley. The motion was carried by a voice vote. Dr. Horgan suggested distributing the new course description and voting by e-mail.
- II. New Meeting Dates: Dr. Horgan announced the need to set a different meeting date for next year and drew the members' attention to a form on which they were asked to show their preference. She also announced that she will bring up suggested revisions to the by-laws at the September meeting.
- III. Institutional Research and Data Collection: Dr. Horgan announced that IR is now part of the division of Academic Affairs under the Vice Provost for Academic Affairs. There are four mandatory surveys that the University must respond to. This office, with the addition on 27 April of Jan Brownlee who will do Focus reports, will organize and help set up databases and send out a calendar in the fall. This should ameliorate the problem of noncentralized data sets.

- IV. GA Contracts: Dr. Horgan announced that she is almost finished revising them. She is creating a matrix of questions and answers and deadlines. She reiterated that the main problem remains late contracts and additional assignments ex post facto. The regulations are not new, but they are being enforced. Dr. Brinkley brought up the problem of how to handle tuition waivers without taking a loss. She is hoping to set up a taskforce to look into the whole question of Graduate Assistants: what is the ideal practice and how close to that ideal can the University come?
- V. Reports on Taskforces: Dr. Brinkley stressed the importance of consistency in procedures. Dr. Horgan raised the issue of quality in dissertations and suggested that each committee should have an outside member and that this should be added to the procedures. Dr. Brinkley strongly recommends this change. It was suggested that the following changes be made to the Doctoral Committee Form: name of department and places for typed names of committee members (as signatures are sometimes illegible.) Taskforce reports are due early in the Fall.
- VI. Curriculum Changes: Nancy Hurley announced that curriculum changes will be due before Thanksgiving, as Noel Schwartz needs to have them approved before Christmas. Ms. Hurley also announced that the course revision form and special topics form are being put on the Web. The same forms and calendar will be used for both graduate and undergraduate curriculum changes. It was suggested that the course revision form include a Yes/No box stating, "This course has been discussed with other departments to ensure against overlap," and that the special topics form include a line for the instructor's name. These suggestions have been forwarded to the persons putting the forms online.
- VII. Affiliate Graduate Faculty Status: Dr. Horgan announced the creation of this new category for academic clinicians, who direct graduate students in the School of Audiology and Speech-Language Pathology. It may also be used by the Loewenberg School of Nursing when their graduate program is in place.
- VIII. Winners: Dr. Wilks-Penrod announced the winners of our fellowships and awards and urged everyone to work to increase the number of applicants.
- IX. Next Meeting: It was decided that the next meeting will be Thursday, 7 May, at the same time and place, since the standard meeting date falls during commencement.
- X. New Business: David Kemme urged that University Council minutes be more widely disseminated, perhaps by linking them to our homepage or sending them out via an e-mail listserv.
- XI. David Kemme made the motion to adjourn, seconded by Michael Daley. The motion was carried and the meeting was adjourned at 3:30pm.

Minutes submitted by Nancy Hurley, 4/20/98