

# UNIVERSITY COUNCIL FOR GRADUATE STUDIES AND RESEARCH

## Minutes 2 April 1999

**Present:** D. Appleby (COMM), L. Bennett (CAS), E. Grusin (JOUR), D. Lattimore (CCFA), R. Janikowski (CJUS, L. Bennett proxy), G. Lewis (MECH), E. Rakow (CEPR), D. Tucker (HIST), D. Wark (AUSP), K. Weddle-West (COE), L. Brinkley (VPRDGS), D. Horgan (ADGS)

**Absent:** T. Buggiey (ICL), F. Claydon (ENGR), M. Daley (ELEC), K. Davis (BIOL), C. Langstraat (FCBE), D. Sherrell (FCBE), W. Smith (FCBE), A. Wilks-Penrod (AVPRGS)

Dr. Brinkley called the meeting to order at 2:15 p.m. when a quorum was achieved.

- I. D. Lattimore moved (2<sup>nd</sup>/G. Lewis) that the minutes of the 5 March 1999 meeting be approved. The motion was carried.
- II. Departing from the agenda, Dr. Brinkley began with the announcements.
  - A. Attention was directed to the list of recipients of fellowships and awards and winners of the Graduate Assistant Meritorious Teaching Award were announced: William Russell McClain in Biology and En Mao in Management Information Systems.
  - B. Dr. Horgan urged departments to send enthusiastic graduate students and faculty to the McNair Conference in Knoxville in July to recruit undergraduates. Heavy emphasis at this conference on minority and disadvantaged students in sciences in particular. She expects to be able to provide some funding.
  - C. Dr. Brinkley talked about TBR's approval process for new programs. She relayed the information that, even if deadlines are met, there is to guarantee that the program will be considered at the desired meeting. There is sometimes a lag time of several years before a program will be considered. This is beyond our control, although TBR is working on developing a tracking system that will at least keep member institutions informed.
  - D. Dr. Horgan announced that there will be an Open House in Graduate Admissions (AD 216) from 1-4 pm on both 29 and 30 April 1999 to familiarize everyone with any contact with that office with the procedures followed, GA procedures, SIS+, and the Graduate Schools homepage. There will be tables in the hall for departmental brochures. Refreshments will be served. Departments that are not represented will be contacted individually.

- E. Dr. Brinkley announced that the Graduate School Policies and Procedures task force has been reconfigured to consist of the college directors of graduate studies. They will be meeting over the summer in order to present findings in the fall. Another summer priority is creation of a master calendar. Departments will be asked to send copies of their graduate student handbooks to the Graduate School so that contradictions will not arise.
  - F. Purchasing is now drawing up an RFP; hopefully CollegeEdge will be up and running within two months of receiving the proposal. The Provost's office will cover \$10,000 of the cost; the remaining \$7,500 will be assessed to the dean's offices.
- III. D. Wark presented a preliminary report on the work of the Standardized Test Task Force. They will put together a report suggesting the best ways to utilize such tests (after asking for comments and suggestions from members); for example, individual departments can work out their own formulae, although it would not be valid for the University to impose a single formula to be used by all programs. The report will be ready in the fall to be endorsed by the Council, although it cannot force compliance.
- IV. D. Appleby summarized the changes in the suggested new Graduate Faculty Policy. After much discussion, including instituting the new category of Affiliate Membership (see definition appended), K. Weddle-West moved (2<sup>nd</sup> /D. Appleby) that the Council approve the concept and submit a revised copy to the Council for formal approval in May. The motion was approved with one opposing vote. L. Bennett requested that the revision be available for the CAS Council meeting on 12 April; K. Weddle-West requested a copy for her college council meeting on 21 April.
- V. N. Hurley brought up the fact that the Faculty Convocation has been scheduled for 5 May when the Council was to have met. It was agreed that the Council would meet at 2 p.m. on Tuesday 4 May in Mitchell 223.

The meeting was adjourned at 3:35 pm.

Minutes respectfully submitted by Nancy Hurley