

UNIVERSITY COUNCIL FOR GRADUATE STUDIES AND RESEARCH

MINUTES

4 October 2002

Meeting Number 334

Present: L. Bennett (CAS), J. Campbell (COMM), B. Ching (ENGL), J. Clay (PADM), D. Franceschetti (PHYS), John Johnston (ICL, proxy E. Rakow), C. Jones (FCBE), D. Kemme (ECON), K. Kreitner (Music), M. Logan (CCFA), T. Miller (MGMT), J. Phillips (GSA), E. Rakow (COE), S. Slack (BIOM), D. Wark (AUSP, proxy K. Weddle-West), L. Weiss (HMSE), K. Weddle-West (Interim Assistant VPGS); P. Bridson (Interim VPR)

Absent: W. Janna (Herff), J. Mo (MECH)

Guests: W. Akey (AVP Enrollment Services); J. Brownlee (GS); M. Luttrell (LSON); S. Maxwell (ICL); C. Powell (CERI); M. Anderson Sanderson, Marketing Coordinator for the University; Rob Hoerter of Sossaman & Associates

The meeting was called to order at 2:15 pm, when a quorum was achieved.

334.1 J. Campbell moved (2/L. Bennett) that the minutes of Meeting No. 333, 6 September 2002, be approved. The motion was carried by voice vote.

334.2 Announcements

334.2.1 K. Weddle-West drew attention to enrollment figures, noting that graduate enrollment was up by 50 this semester. Diversity is increasing and retention rates of graduate students are increasing. The number and types of assistantships are comparable to national figures, although dollar amounts are not. The Office of Institutional Research can produce all sorts of department- or program-specific data if requested.

334.2.2 K. Weddle-West announced that the request to delete seven concentrations from within the MBA degree was sent to TBR on 19 September 2002.

334.2.3 Jason Phillips distributed sample student travel requests and asked that they be sent to all departments. He drew attention to the deadlines (3 weeks before domestic travel and 6 weeks before international). KWW added that there is a finite sum available, so it is best to get a request in as soon as possible. Last year 129 travel grants were approved, 128 to graduate students, so the popular conception that the Student Government Association ignores graduate students is false. He also

distributed a list of graduate students who have expressed a willingness to serve on the GSA Organizational Council.

334.2.4 N. Hurley reminded everyone of the 21 October deadline for catalog changes and promised to get FRG announcements out around the 15th of the month. FRG announcements will be sent to the College Directors for distribution to their departments.

334.3 Discussion Items/Old Business

334.3.1 Nursing proposal—M. Luttrell distributed a handout which included additional information about the budget. She stated that KWW informed her of questions relating to the budget posed by the council members at last month's meeting). She explained that Dr. Faudree's office has provided additional support to support doctoral studies by their faculty. Four have completed degrees in the last few years, one will complete in December 2002, and two expect to finish in May 2003. They have all been given reduced loads while they were finishing up, but by the time the program is in place, all will be teaching full loads. That is why there is no need for additional faculty. Three and a half new administrative positions are in place as of Fall 2002: Assistant Dean for Students, Associate Dean for Academic Programs, a full-time LSP, and a part-time Business Officer. She also addressed necessary changes in the summer salary line if all proposed courses are taught in the summer and pointed out that all practicum students are assessed an additional \$60 fee per course. D. Kemme recommended adding a tuition premium for the Nursing program in toto, as is done in Business and Law. There was a good bit of discussion after Dr. Luttrell was excused. Linda Bennett stressed the usefulness of the information on the handout in the decision-making process. Ken Kreitner emphasized the importance of including this budget explanation in the proposal. KWW stated that the additional budget information will be submitted with the proposal to Faudree. Larry Weiss (2/Don Franceschetti) called the question, which was carried by voice vote. The proposal will be forwarded to D. Poje and Dr. Faudree.

334.3.2 KWW reminded everyone of the need for the Graduate School to maintain a file of program protocols for administering and evaluating comprehensive exams. She set a deadline of 25 January 2003 for programs to send the protocols to Lorraine Allen, her assistant (lallen@memphis.edu). She also asked for each program to submit detailed degree sheets at the same time.

334.3.3 Research Co-Mentor—Three possibilities were presented to the Council: no change in categories, a new category, or adding it to the adjunct category. There was a good deal of discussion, much of it repeating what was said at the September 2002 meeting. D. Kemme proposed adding a new type of adjunct—Adjunct-Research Mentor—instead of an entirely

new category. The proposal was tabled until the November meeting when a vote will be taken.

- 334.3.4 Discussion on limiting the number of 6000 level courses that should apply toward a doctoral degree was also tabled, although the consensus appeared to be two. KWW asked council members to review their degree requirements and be prepared to vote on a MAXIMUM number of 6000 courses that can be used for the doctoral degree.

334.4 New Business

- 334.4.1 Graduate Recruitment—W. Akey gave an overview of undergraduate recruitment materials, noting that at community meetings he receives more questions about the graduate programs than the undergraduate ones. He then introduced Marcy Anderson, Marketing Coordinator for the University, and Rob Hoerter from Sossaman & Associates, who are developing a similar packet for the Graduate School in collaboration with KWW. Ms. Anderson passed out a list of information that they needed departments to provide in order to tailor responses to questions about specific programs. Marcy will send the list of questions to council members via e-mail. There was a good deal of discussion about what is the most effective approach to take with possible graduate students, but there was also interest in participating in the recruitment effort.

- 334.4.2 Ethics in Research—Peter Bridson described a new training program in research ethics, available on the web at www.memphis.edu/RCE, that has been mandated by the US government. It is a set of training modules that each faculty member, staff member, or student will have to take before embarking on research. Each module has a certification page and the certification information provided by each person will be stored in a database. Reports will be generated yearly and sent to department chairs to make sure that everyone is in compliance. L. Weiss suggested that students in research training courses be required to take this training program. Dr. Bridson pointed out that, although animal subject regulations do not apply to all research, human subject regulations apply to nearly all, so everyone should familiarize themselves with the requirements.

Dr. Bridson also talked about Research Incentive Compensation, which can now be an official part of the researcher's salary. If the researcher generates salary recovery, s/he can sign a contract with the chair to have up to 50% (after compensation for additional faculty required to cover released time) returned to the PI. In general, if indirect cost recovery is allowed by the granting agency, regardless of the amount, 10% is returned to the PI, 10% to the department, 5% to the dean, and, if a research center was involved, 5% to that center.

The meeting was adjourned at 4:20 pm.

Minutes respectfully submitted by Nancy Hurley