

UNIVERSITY COUNCIL FOR GRADUATE STUDIES AND RESEARCH

**1 October 1999
2 p.m., Mitchell 223**

Present: L. Bennett (A&S), J. Baur (CCFA), K. Davis (Biol), A. Graham (Comm), M. Hamrick (HMSE), W. Janna (ENGR), E. Rakow (CEPR), D. Sherrell (Bus), D. Smith (Tech), W. Smith (Bus), D. Tucker (Hist), K. Weddle-West (COE)

Absent: B. Gholson (Psych, L. Bennett proxy), E. Grusin (Jour, J. Baur proxy), C. Langstraat (Bus), D. Wark (AUSP, D. Horgan proxy)

Position Vacant: Engineering

Guests: Jan Brownlee, The Graduate School

1. The minutes of the September 1999 meeting were approved following a motion by D. Sherrell, 2nd by A. Graham
2. Jan Brownlee gave a brief overview of SCT's "On-Course," a mechanism for tracking students' progress toward their degrees. At the moment, they are working on getting all undergraduate requirements loaded. Then they will start on graduate requirements. The system keeps track of minimum requirements only; programs will still have the option of requiring additional or remedial work. It will ensure that minimum graduate requirements for each program are clearly stated and have been accurately followed.
3. Dianne Horgan addressed the necessity for absolute clarity in catalog descriptions that this system will be dependent upon. She gave several examples of ambiguous statements of requirements that have resulted in problems being brought before the Graduate School. She urged Council members to bring this problem to the attention of their constituents. It will be a major emphasis in the next printed edition of the catalog. She also requested departments to provide copies of program descriptions as approved by TBR. Knowledge of this sort can help resolve disputes when, over time, the intent of the original program can become diluted.
4. Jan Brownlee gave a brief overview of Pipeline, mention of which had come up in the previous discussions. It is an extension of the Web for Students, by which students and faculty can set up their own web pages among other features. Eventually, students will be able to check their own progress as well as chat with professors.
5. Linda Brinkley announced, on a related topic, that CollegeEdge is now called EMBARK (the company having been bought by another) and will be implemented as soon as the contract can be approved.
6. Announcements:

Dianne Horgan urged departments to get GA contracts in as early as possible because the Financial Aid office cannot determine who has an assistantship until after the contract has been fully approved and is entered online. The Bursar's Office has one staff member to enter all GA contracts. This impacts student loans; federal loan deadlines are immutable and exceptions cannot be made.

Copies of the new Graduate School brochure were distributed. W. Janna complimented the production and suggested including some Memphis city websites. The program director page will be updated to reflect the new School for Urban Affairs and Public Policy. The program listing will be clarified.

D. Horgan urged any departments that have programs unique within the Academic Common Market area to submit a nomination for inclusion in the program.

L. Brinkley drew attention to UC Berkeley's Chancellor's Postdoctoral Fellowship Program for Academic Diversity and urged departments to make nominations.

L. Brinkley also asked departments and colleges to submit "promising practices" in doctoral education to the "Re-envisioning the PhD" project at the University of Washington and to send her copies. She also hopes that this will stimulate discussion of possible changes to address societal needs of the 21st century.

7. M. Hamrick moved, 2/E. Rakow, that the proposed by-laws for the University Council for Graduate Studies and Research be approved. The motion was approved unanimously.

8. New Business:

Pursuant to #6 above, D.L. Smith raised the problem of students having both an assistantship and a student job, which is against regulations. Human Resources has left it to the departments to sort out together, but he thinks it should be the responsibility of Human Resources to ascertain whether or not the student is already on a GA contract and if so to fill out the additional assignment forms. D. Horgan responded that that is what she has asked HR to do and will reiterate the request. J. Baur remarked that is the way HR has been handling their GAs.

L. Brinkley drew attention to the official enrollment figures, which show that overall we are doing slightly better than holding our own against national trends towards declining graduate enrollment. She has spoken again to Dr. Legg about getting a permanent budget increase for doctoral stipends. If he is successful, 50% will go to selected departments and 50% into competitive fellowships administered by her office.

9. Old Business:

Guidelines for Graduate Faculty Status will be revised for clarity (content will remain the same) and be circulated for vote by e-mail. Until then, current guidelines will be in force.

There being no further business, J. Baur moved (2nd M. Hamrick) that the meeting be adjourned. The motion was carried by voice vote and the meeting was adjourned at 3:10 pm.

Minutes respectfully submitted by N. Hurley