

**UNIVERSITY COUNCIL FOR GRADUATE STUDIES
AND RESEARCH**

MINUTES

7 November 2003

Meeting Number 343

Present: L. Bennett (CAS), S. Blanton (POLS), L. Brooks (MIS), L. Clemens (HMSE), C. Danehower (FCBE), D. Franceschetti (PHYS), M. Logan (CCFA), T. McInish (FIR), J. Mo (MECH), A. Proffitt (TECH), E. Rakow (COE), S. Slack (Herff); K. Weddle-West (Assistant VPGS), L. Weiss (HMSE), J. Brownlee (GS)

Absent: D. Arant (MALS, M. Logan, proxy), J. Campbell (COMM), B. Ching (ENGL), K. Kreitner (Music; M. Logan, proxy), R. Koch (LSN), J. Pazar (GSA), D. Wark (AUSP), A. Meyers (VPR)

Guests: Mike Butler (GSA), C. Powell (CERI)

The meeting was called to order at 2:05 pm.

343.1 L. Bennett moved (2/C. Danehower) that the minutes of Meeting 342, 10-3-03, be approved. The motion passed by voice vote.

343.2 Announcements

343.2.1 Faculty Research Grants: N. Hurley announced that the 2004 deadline is 30 January and pointed out the changes in the application.

343.2.2 New Graduate School website: On behalf of M. Stout, N. Hurley announced that the website has moved from the people server to the Academic Affairs server. The new URL is <http://academics.memphis.edu/gradschool/> and bookmarks will have to be updated.

343.2.3. Graduate faculty status for graduate coordinators: K. Weddle-West announced development of a policy requiring Graduate Coordinators to have either Full or Associate Graduate Faculty status. L. Bennett moved (2/M. Logan) that such a policy be written and included in the policy changes to be taken up in February.

343.2.4. Graduate Student Association Update: In J. Pazar's absence, K. Weddle-West went over the GSA update that J. Pazar had prepared and introduced Mike Butler, the vice president. K. Weddle-West was very pleased at how active the association has become this year.

343.3 Discussion Items

- 343.3.1. Maximum number of on-line courses applied to a degree: Dr. Weddle West asked for feedback from council members, resulting in a good deal of discussion, such as: Does it include transfer hours? (only if the student is trying to transfer on-line hours). Legally hard to enforce, but we need to include such a policy in the students' best interest; it will alert them to pay attention. It is the department's responsibility to oversee, to manage their programs. Doubt was raised that SACS would approve of such a limitation, since they require that online and on-site courses be held to the same standards. KWW considers it a residency problem: are courses that are offered online and on-site simultaneously considered in residence? How important is contact between student and faculty? In many departments only a few faculty teach on-line courses, which can limit the number of faculty who feel they know the student well enough to serve on his or her committee. This new policy would not pertain to well-thought-out and well-managed online degree programs like Journalism. Exceptions, as for on-line degrees, are possible. A. Proffitt moved (2/D. Wark) that the statement be inserted into the catalog after the section on Transfer Credit. The motion carried by voice vote, with D. Franceschetti abstaining.
- 343.3.2. Minimum number of members on thesis committees: It was decided that the statement in the catalog will be rewritten to include a minimum of 3 members, the majority in the discipline but not necessarily to include anyone from outside, retaining the limitation on adjunct/affiliate members. A statement should be drawn up governing project supervision; some departments set up internal committees, while others rely only on the instructor.
- 343.3.3. SPEAK test scores: Since so few students who had earned a 45 the first time they took the SPEAK test had retaken it, it was impossible to tell how they had improved. So it was decided to retain 50 as the passing score.
- 343.3.4. Graduate Faculty exceptions: C. Powell presented two requests from the Earthquake Center for faculty (Chris Cramer and Mitch Withers) in hazards mitigation. This is a new area of emphasis among the students, but CERI has few faculty in the area. Since there is already a precedent for awarding Full Graduate Faculty Status to people who are not tenure-track faculty here (Joan Gomberg and Robert Smalley), M. Logan moved (2/E. Rakow) to approve the exceptions. The motion was carried by voice vote.
- 343.3.5. Recruitment of Graduate Students: The President would like to increase the number of graduate students by 1500 by 2012. K. Weddle-West would like to see us increase graduate students by adding our own online degrees—ones that we can monitor and will bring us the tuition money—instead of relying on RODP. The Provost supports an increase in graduate stipends. There was acknowledgement and discussion about the difficulty of recruiting new students in the face of shrinking resources. However, some recruitment efforts will not require additional resources, and the departments should be encouraged to develop targeted, strategic recruitment goals. Bill Akey, AVP for Enrollment Services, William Winstead, who was hired for graduate recruitment, and Karen

Weddle-West will be visiting the colleges to assist with the development of strategic and realistic recruitment goals and for suggestions.

343.4. New Business

- 343.4.1. In some isolated cases, The University is out of compliance with the first part of SACS standard 20f (that graduate teaching assistants must have a master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations). We must enforce the 18-hour requirement. Therefore, the Verification of Academic Credentials must be submitted with each contract; contracts will not be signed without it. Questions were raised about how we are documenting faculty terminal degrees; L. Bennett will find out for the College of Arts & Sciences. It was noted that Institutional Research records the number and type of graduate assistants.
- 343.4.2. The syllabus for the Spring 2004 GTA seminar was distributed and will be e-mailed to the college directors and departmental coordinators.
- 343.4.3. S. Slack asked if any decision had been reached on the maximum number of 6000 credit hours counted toward a doctoral degree. No decision has been made. Karen Weddle-West said that she would include this as an agenda item for the February meeting.

There being no further business, the meeting was adjourned at 3:30 pm.

Minutes respectfully submitted by Nancy Hurley