

# Graduate Council Minutes

## February 27, 2004



The Graduate Council met at 2:00 p.m. in the President's Conference Room. Chair Thomas Berg presided.

### I. Call to Order

Members present: Drs. Frank Bailey, Claudia Barnett, Jackie Eller, Bichaka Fayissa, Michael Hein, Jung-Song Lee, Nuria Novella, Jeffrey Walck, Andrew Worsey, Barbara Young

Ex-officio members present: Robert F. Carlton, Interim Vice Provost for Research and Dean Graduate Studies; Peter Cunningham, Interim Associate Dean College of Graduate Studies

### II. Announcements

#### A. Dr. Thomas Berg, Chair – No announcements

#### B. Dr. Robert F. Carlton

- In December, members of the Faculty Review and Program Committee met to “brainstorm” strengths and weaknesses in the College of Graduate Studies. The results of the session were handed out to the council for their perusal. Dr. Carlton reported that he would like to form an ad hoc Committee on Quality to review the results of the session, establish a roadmap of where to go, and develop an action plan for implementation. The committee will consist of Michael Hein, Chair, Jackie Eller, Andrew Worsey, David Foote, Claudia Barnett and one other to be named later. He asked that all members of the council review the handout and forward any ideas or suggestions they may have to the newly formed committee.
- The Office of Graduate Studies, in an effort to more effectively and efficiently conduct business, will be implementing a new document management system. Currently, student information is gathered in the Office of Graduate Studies and once the file is complete, routed to the department for an admission decision. With the new system, documents will be scanned as they are received and all graduate coordinators, council members and select others will be able to view a student's folder content through the web at any time. The more pro-active we are in completing a student's file, the more efficiently we can make an admission decision, thereby increasing enrollment.
- Realizing that recruitment is a year round endeavor, the College of Graduate Studies has added an Enrollment Management Specialist position to the department. In addition to developing and strategizing new ways to increase enrollment, the person selected will also assume the enrollment and maintenance of undeclared students. After interviewing several candidates, a candidate was selected who possesses a strong marketing and problem solving background; he will start in two weeks.
- The search for Vice Provost for Research and Dean of Graduate Studies is progressing. Candidate announcements and interview itineraries will be going out soon. Due to family medical issues, the first scheduled candidate withdrew his application, however the same itinerary structure will be used for the two remaining ones. The entire council, as a whole, will have the opportunity to meet with each candidate. Dr. Cunningham encouraged each member to attend, if at all possible, to ask questions, discuss vision, and show support.

#### C. Dr. Peter Cunningham

- The Tennessee Board of Regents (TBR) is proposing a RODP Master of Arts in Professional Sciences (MAPS) and would like for it be acted on quickly. This potentially involves two new courses already online at Memphis and ETSU. Dr. Cunningham reported that he told them we are interested in participating but that he is concerned with the speed, as it must go through the regular review process.

### III. Approval of Minutes – January 30, 2004

A motion was made to accept the minutes of the January 30, 2004 meeting. The motion was seconded and carried.

#### **IV. Sub-Committee Reports**

##### **A. Graduate Faculty and Program Review Dr. Jackie Eller**

- Dr. Carlton asked that a subcommittee be established to review the guidelines for graduate faculty membership and propose any necessary changes. The guidelines and necessary documentation for membership need to be explicit and clearly explained to minimize misunderstandings when graduate faculty status is denied. The council voted to pass the issue on to the Policies and Procedures subcommittee for further action.
- Consent calendar attached – all items have been recommended for approval. Motion was made to adopt the attached consent calendar. The move was seconded and carried.

##### **B. Student Affairs and Travel Dr. Fayissa Bichaka, Chair**

- Fourteen student travel grants were awarded totaling \$6,539.36; six faculty travel grants were awarded totaling \$2,000.00 leaving a remaining balance of \$19,641.43.

##### **C. Policies and Procedures Dr. David Foote, Chair**

- The committee was asked to look at the policy allowing undergraduate students to enroll in graduate classes as it relates to the new 120-hour degree requirement. Current guidelines are based on 132 hours and allow an undergraduate student to take 5000 level (or above) classes upon completion of 98 hours. As reported by Dr. Peter Cunningham for David Foote, the committee recommends that 120-hour students be allowed to take 5000 level (or above) classes upon completion of 90 hours. After some discussion, a motion was made to adopt the recommendation. The motion was seconded and carried.

#### **V. Old Business**

- Dr. Claudia Barnett handed out copies and reported on the recommendations of the Ad Hoc Committee on Graduate Faculty Research and Creative Activity. The recommendations include:
  - A consistent definition of research used by the College of Graduate Studies (for faculty review, FRCAC applications, etc.)
  - Change in the guidelines for Graduate Faculty Travel Awards to include, "Priority will be given to faculty who are actively involved in graduate student research, including faculty actively advising theses and dissertations, and faculty whose student co-authors are presenting their joint research/creative activity.
  - Ideas for revision of Graduate Faculty criteria

These recommendations will be forwarded to the Ad Hoc Committee on Quality for further action.

#### **VI. New Business**

- Dr. Michael Hein commented on the Workload Committee's report and Dr. Gebert's response to it. Funding for recommended graduate research and thesis supervision was not approved; this is an injustice to faculty conducting these and a deterrent to doing it in the

- future. Dr. Hein asked that this committee take an in-depth look at the report and make a recommendation to Dr. Gebert supporting the Workload Committee. Dr. Hein further noted that currently there is no limit on the number of research hours a student can sign up for. He feels a cap should be placed on the number of hours so that the system can't be abused. The issue is two fold: 1) thesis/dissertation work and 2) non-classroom work (practicum, independent study, internship, etc.). The issue was referred to the Policies and Procedures sub-committee to review and develop common approaches that upon council approval will be forwarded to the Workload Committee.
- Dr. Jackie Eller brought forth a request from the department of Sociology/Anthropology that the council consider that program evaluations/reviews (both graduate and undergraduate) be done in the same year. Dr. Cunningham stated that they had reorganized the process so that every program within a college is now done at the same time and he felt this request was feasible. The request will need to be formalized and sent by the chair, on behalf of the Graduate Council, to Fay Parham in Institutional Effectiveness.
- Dr. Cunningham asked council members for a consensus on the amount of pre-service and in-service training graduate assistants receive as well as methods of evaluation. Answers were varied, however graduate teaching assistants appear to receive more training and are evaluated more than other graduate assistants. Dr. Cunningham stated that this was an area in which both Graduate Studies and graduate programs need to be more pro-active. He further stated that all graduate assistants should be evaluated once during their term.

There being no further business the meeting was adjourned.

Respectfully submitted: Lynn Parker  
Recording Secretary