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Graduate Council Minutes - March 1, 2012

Graduate Council

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THE UNIVERSITY OF TENNESSEE

March 1, 2012 Minutes

Members Present

David Anderson, Jane Bellamy, Dave Bemis, Ben Blalock, Christine Boake, Marianne Breinig, Ralph Brockett (Chair Elect), Luis Cano, Brad Collett, Tom George, Will Gibbons, Frank Guess, Steve Kania, Jan Lee, Leann Luna, Catherine Luther, Zhongguo Ma, Sibyl Marshall, Joann Ng Hartmann for Pia Wood, Michael McEntee, Stefanie Ohnesorg, Christian Parigger, Greg Petty, Gregory Reed, Marian Roman, Rita Smith, Jeannine Studer, Christian Vossler, Scott Wall, Candace White, Michael Zemel (Chair), Songning Zhang, Ernest Brothers, Catherine Cox, Joy DeSensi, Gay Henegar, Carolyn Hodges, Yvonne Kilpatrick, Kay Reed.

The Graduate Council meeting was called to order by Michael Zemel on Thursday, March 1, 2012, at 3:00 p.m. in the Multipurpose Room, Black Cultural Center.

1. Minutes of the Preceding Meeting

The minutes of the February 2, 2012 meeting were approved by the Graduate Council.

2. Committee Reports

Academic Policy Committee

Stefanie Ohnesorg, Chair of the Academic Policy Committee (APC), presented the report for the February 16, 2012 meeting. (Attachment 1)

- Proposal to Change Graduate Readmission and Change of Program. The proposal for policy change from the Graduate School elicited several points of discussion and the policy will be returned to the APC for further work before presentation to Graduate Council for change.
- Leave of Absence policy clarification. The APC reported that the policy statements in the Graduate Catalog were unclear and did not communicate correctly about student records. The committee recommended that Graduate Council approve the removal of the statements from the Graduate Catalog as noted in the report. Graduate Council voted to approve the recommendation.
- Credit Hour Definition. A proposal for an official definition of credit hour is being developed by the Provost's Office and should be presented to the Graduate Council for approval at a later date.
- Doctoral Language Exam. Ohnesorg presented information about the discussion in the committee meeting regarding options proposed for changing the doctoral language exam. No action was required by Graduate Council.

Appeals Committee

Marianne Breinig, Chair of the Appeals Committee, reported that the committee reviewed one appeal and voted that the appeal did not warrant a hearing.

Credentials Committee

Stephen Kania, member of the Credentials Committee, reported on the February 9, 2012 meeting. (Attachment 2)

The Council approved unanimously the eight recommendations for faculty approval to direct dissertations.

Nominating Committee

Ralph Brockett, Chair of the Nominating Committee, reported on the plan to solicit nominations for Chair Elect for 2012-2013. (Attachment 3) The Nominating Committee members assisting Brockett are Marianne Breinig and Sibyl Marshall. Voting will be conducted electronically prior to the next meeting.

3. New Business

There was no new business.

4. Administrative Reports and AnnouncementsVice Provost and Dean of the Graduate School

Carolyn Hodges, Vice Provost and Dean of the Graduate School, presented the following information:

- Status of Top 25 Initiative was presented. Hodges stated that increased funding is critical to the success of reaching the goals for graduate education.
- Spring 2012 Commencement and Graduate Hooding Ceremonies. Hodges indicated that the Chancellor's Office was becoming involved in all ceremonies to bring consistency and uniformity to the ceremonies.
- Provost's Office Task Force on Student Learning Objectives. Hodges stated that the campus will be involved in creating student learning objectives for courses as required by SACS. Workshops will be provided and resources on training will begin in Summer Term.
- Thesis/Dissertation Consultant Temporarily Unavailable. Hodges stated that a temporary part-time employee has been hired to assist with the thesis and dissertation submission process while the regular consultant is out of medical leave.

Graduate Deans' Group

Joy DeSensi, Chair of the Graduate Deans' Group, reported for the February 9, 2012 meeting. (Attachment 4) Several items were noted, including the Graduate Directors' Workshop planned for March 7, 2012.

Graduate Student Senate

Will Gibbons, Vice President of the Graduate Student Senate (GSS), presented the following information:

- On March 3, 2012 is the "Love Your Library" Fun Run and 5K Race. This year there is a new Team Award in the competition to encourage participation.
- Graduate Student Travel Awards Committee is constantly working on the criteria, application, and review process. They are working on making the review process fair performance based.
- Graduate Student Senate elections are after Spring Break.

The meeting was adjourned at 4:05 p.m.

Respectfully Submitted,

Gay Henegar
Secretary to Graduate Council

ATTACHMENT 1
ACADEMIC POLICY COMMITTEE
FEBRUARY 16, 2012, 2:15 PM – 3:30 PM
111 STUDENT SERVICES BUILDING

REPORT

Present: Stefanie Ohnesorg (Chair), Ralph Brockett, Yanfei Gao, Carolyn R. Hodges, Yvonne Kilpatrick, LeAnn Luna, Jennifer Morrow, Christian Parigger, Kay Reed, Marian Roman, Todd Skelton.

The meeting was called to order by Stefanie Ohnesorg, Chair, at 2:15 p.m. in 111 Student Services Building.

The committee discussed agenda items as follows:

1. Change of Program-Readmission Proposal.

The proposal (ATTACHMENT 1-APC) was approved by the committee to go forward with a recommendation for approval to the Graduate Council.

2. Credit Hour Definition.

A proposal for an official definition is being developed by the Provost's Office to define a credit hour for curriculum at the University of Tennessee, Knoxville. The proposal will be reviewed by the Undergraduate and Graduate Councils.

PROPOSED UT DEFINITION – DRAFT

Historically, the registrar's office has used a "rule of thumb" that a minimum of 700 "classroom hours" needs to be scheduled for every semester credit hour. This number takes into account the fact that we teach 50 minute "hours" and that our final week of the semester is for scheduled exams.

Thus, a possible definition that combines our practice with the federal definition would be:

"The University of Tennessee requires a minimum of 700 minutes of classroom or direct faculty instruction per credit hour over the course of a semester or the equivalent amount of work over a different amount of time. Students are expected to spend a minimum of two hours of out-of-class work for every credit hour earned."

The need for flexibility about the length of time is driven by factors such as mini-term, summer school, and half-semester courses. Our program's abroad office has also done quite a bit of work on operationalizing the amount of instructional time for study abroad courses.

3. Doctoral Language Exam.

A proposal was presented to the committee from the Department of Modern Foreign Languages and Literatures (MFL) to assess students when they take the doctoral language exam. Historically, the faculty from the MFL Department have administered the exam for all doctoral students who are required to pass a

language requirement. Dr. Hodges suggested that other alternatives be considered for replacing the exam. One alternative is to develop a course that would instruct and assess students in reading knowledge of Spanish so that courses would be available in German, French, and Spanish (German 332 and French 302 already exist). In cases where the student had language skill prior to taking one of these courses, proficiency examinations could be administered to earn credit for the course. Another alternative is to limit the administrations of the exam from three times a year to two times a year. Another alternative is to limit the number of times that a student may take the exam by requiring students to register for the language reading course if they fail the exam.

The committee recommended that other alternatives be explored by the MFL Department to address their concerns.

The meeting was adjourned at 3:30 p.m.

NEXT MEETING IS SCHEDULED FOR THURSDAY, APRIL 5, 2012, 2:15 PM – 3:30 PM IN 111 STUDENT SERVICES BUILDING.

ATTACHMENT 1-APC
The University of Tennessee, Knoxville
Proposal to Change Graduate Catalog Policy:
Readmission and Change of Program

Effective Fall 2012 (coinciding with publication of Fall 2013 on-line application):

Contents:

- Rationale – Pages 1-2
- Justification – Page 2
- Current Catalog Text – Page 3
- Proposed Catalog Text – Pages 4-5
- Proposal on Leave of Absence Policy Statement, Current Graduate Catalog – Page 6

Rationale

Any student who has enrolled previously as a graduate student at UT Knoxville, but who has not continued enrollment for at least one semester (excluding summer) or has withdrawn from the university, and wishes to re-enroll must complete and submit the Readmission/Change of Program application.

A currently enrolled graduate student who is seeking a change of major, concentration, or degree objective must also complete and submit the Readmission/Change of Program application. This includes students who request moving from non-degree to degree seeking and students applying to be admitted to another program of study immediately following completion of the current degree program.

A non-refundable application fee in the amount of \$30 will be assessed upon each submission of the Readmission/Change of Program Application.

Students will be required to submit a Readmission/Change of Program Application if they meet one of the following criteria:

1. Student was previously enrolled in Graduate School at the University of Tennessee, Knoxville, and has had a break in enrollment with the exclusion of summer semester.
2. Student is currently enrolled as a graduate student at the University of Tennessee, Knoxville, and is seeking a change of major, concentration, or degree objective must also complete and submit the Readmission/Change of Program application. This includes students who request moving from non-degree to degree seeking and students applying to be admitted to another program of study immediately following completion of the current degree program.

3. Student is a currently enrolled doctoral student at UTK who will not complete the doctoral program but instead will request admission to a master's degree program within the same major and concentration.

Currently enrolled UTK doctoral students who plan to complete the master's degree while maintaining enrollment in the doctoral program must submit a Request for Concurrent Master's Degree form to the Graduate School graduation services office two weeks prior to the deadline for submission of the graduation application for the master's degree.

All departmental websites and publications should refer to the Graduate School/Graduate Admission website and the on-line catalog regarding Readmission/Change of Program policy and procedures.

Justification

As the university seeks to maintain more accurate data regarding persistence to degree, conversion of the change of program process from a change in the student record to a readmission decision will make for a cleaner record of the time period individuals persist toward specific degree programs.

Additionally, it is the Office of Graduate Admissions' goal to place the readmission application on-line in its next publication. Including the change of program as a readmission process will allow the opportunity for programs that participate in supplemental on-line material integration to be able to process required supplemental materials for students seeking change of program on-line as they would for new applicants.

The \$30 application fee is justified inasmuch that the change of program process requires an equal amount of labor as compared to the readmission process.

Note: Other institutions have implemented the use of this dual application. The University of Minnesota utilizes this process. Their website information was used as a resource in the development of this proposal.

**Current Catalog Text
Readmission**

(<http://catalog.utk.edu/content.php?catoid=7&navoid=521#Readmission>)

A graduate student who has not registered for graduate courses at the University of Tennessee, Knoxville, for one term, other than summer, must apply for readmission. A readmission application must be submitted to the Office of Graduate Admissions at least two weeks prior to the first day of class of the desired term of reentry. To assist the student and the department with planning for a break in enrollment and subsequent readmission, a leave of absence should be requested at least two weeks before the beginning of the semester for which the leave is requested.

A non-refundable Readmission Fee of \$30.00 must be submitted when applying for readmission.

International students must consult with an international student advisor to discuss how a leave of absence affects their immigration status.

For more specific guidelines regarding a leave of absence from continuous registration of course 600, please refer to the policy under that title.

A student who has attended another institution since enrollment at the University of Tennessee, Knoxville, must submit one official transcript showing all course work and any degrees earned at that institution.

The student will be notified when action has been taken by the department/program and the Office of Graduate Admissions. A student who is permitted to enroll and is subsequently denied readmission will receive credit for courses completed successfully. Future registration will not be allowed until readmission is granted.

Request for Change of Program

(<http://catalog.utk.edu/content.php?catoid=7&navoid=521#Request for Change of Program>)

A student who wishes to change their major (program of study) or degree must complete a Request for Change of Program form, which can be obtained online at <http://gradschool.utk.edu/gradforms.shtml> or from the Office of Graduate Admissions. The form requires the signature of the head of the department in which admission was previously granted. No signature is needed if a student requests to change from non-degree status to a degree program or from one degree to another within the same department.

The student must be in good standing for a revision to be processed. Acceptance into a new degree program is contingent upon review and recommendation by that department. If the student is not accepted into the program requested, he/she remains in the former program. The results of each request for program change are communicated to the student by email.

Proposed Catalog Text

Remove current catalog text at the websites noted in the above section.

Add the following catalog text (italic and bold text denotes new language; plain text denotes integration of current language):

Readmission

Any student who has enrolled previously as a graduate student at UT Knoxville, but who has not continued enrollment for at least one semester (excluding summer) or has withdrawn from the university, and wishes to re-enroll must complete and submit the Readmission/Change of Program application.

A student who has attended another institution since enrollment at the University of Tennessee, Knoxville, must submit one official transcript showing all course work and any degrees earned at that institution.

The student will be notified when a decision has been made by the Office of Graduate Admissions. A student will not be permitted to enroll until officially admitted by the Office of Graduate Admissions.

A non-refundable application fee in the amount of \$30 will be assessed upon each submission of the Readmission/Change of Program Application.

A Readmission/Change of Program application must be submitted to the Office of Graduate Admissions at least two weeks prior to the first day of class of the desired term of entry.

Change of Program

Any student who is seeking a change of program will be required to submit a Readmission/Change of Program Application if they meet one of the following criteria:

1. Student is currently enrolled as a graduate student at the University of Tennessee, Knoxville, and is seeking a change of graduate major, concentration, or degree objective. This includes students who request moving from non-degree to degree seeking and students requesting admission to another program of study immediately following completion of the current graduate degree program.
2. Student is a currently enrolled doctoral student at UTK who will not complete the doctoral program but instead will request admission to a master's degree program within the same major and concentration.

The student should contact the department/program to which they are applying for information about deadlines and whether supplemental materials are needed to be considered for the program. International students must also consult with an international student advisor in the Center for International Education to discuss how a ***change of program*** affects their immigration status.

A non-refundable application fee in the amount of \$30 will be assessed upon each submission of the Readmission/Change of Program Application.

A Readmission/Change of Program application must be submitted to the Office of Graduate Admissions at least two weeks prior to the first day of class of the desired term of entry.

Request for Concurrent Master's Degree Program

Currently enrolled UTK doctoral students who plan to complete the master's degree while maintaining enrollment in the doctoral program must submit a Request for Concurrent Master's Degree form to the Graduate School graduation office two weeks prior to the deadline for submission of the graduation application for the master's degree. No fee will be assessed for submission of this form.

Proposal on Leave of Absence Policy Statement, Current Graduate Catalog

Since the University of Tennessee, Knoxville student records do not officially contain a leave of absence, **we propose that the following statements** from the current Graduate Catalog found under the Readmission heading **be removed to be consistent with records**:

To assist the student and the department with planning for a break in enrollment and subsequent readmission, a leave of absence should be requested at least two weeks before the beginning of the semester for which the leave is requested. For more specific guidelines regarding a leave of absence from continuous registration of course 600, please refer to the policy under that title.

International students must consult with an international student advisor to discuss how a leave of absence affects their immigration status.

ATTACHMENT 2
Credentials Committee Report
February 9, 2012

(Faculty approved to direct doctoral dissertations by Graduate Council on March 1, 2012)

Name	Title	Current Department	Type of Request	Approval
Bhandari, Hem	Assistant Professor	Plant Sciences	Probationary	Until Tenure
Ferdous, Zannatul	Assistant Professor	Mechanical, Aerospace, and Biomedical Engineering	Probationary	Until Tenure
Folz, David	Professor	Political Science	Tenured Continuing	10 Years, 8/1/2022
Hamilton, Susan	Associate Professor	Plant Sciences	Tenured Continuing	10 Years, 8/1/2022
LeBlanc, Amy	Associate Professor, Vet Med	Comparative & Experimental Medicine	Tenured Initial	10 Years, 8/1/2022
Mukherjee, Dibyendu	Assistant Professor	Mechanical, Aerospace, and Biomedical Engineering	Probationary	Until Tenure
Reinbolt, Jeffrey	Assistant Professor	Mechanical, Aerospace, and Biomedical Engineering	Probationary	Until Tenure
Sarles, S. Andrew	Assistant Professor	Mechanical, Aerospace, and Biomedical Engineering	Probationary	Until Tenure

ATTACHMENT 3

Nominating Committee Report
2011-2012
UTK Graduate Council

Nominating Committee Membership

Ralph Brockett, Chair	College of Education, Health, & Human Sciences
Marianne Breinig	College of Arts & Sciences
Sibyl Marshall	College of Law

Purpose:

Graduate Council Bylaws: Article II, Part A: Section 6. Nominating Committee
This special committee is appointed by the Executive Committee of Graduate Council and is responsible for identifying and soliciting candidates for Graduate Council Vice Chair, who is Chair-Elect of Council. The committee reports to Graduate Council at the next to the last meeting of the spring semester.

Plan:

Identify nominees -	Through March 16, 2012
Conduct electronic voting -	Week of March 26, 2012
Announce results of vote at Graduate Council -	April 12, 2012

ATTACHMENT 4
Graduate Deans' Group Minutes
Thursday, January 12, 2012, 2:00 – 3:30 p.m.
Graduate School Conference Room

Attending: Chris Boake, Ernest Brothers, Joy DeSensi (Chair), George Dodds, Carolyn Hodges, Yvonne Kilpatrick, Tom Ladd, Jan Lee, Catherine Luther, Masood Parang, Kay Reed, Cynthia Rocha, Rita Smith, John Stier, Greg Tipps, Michael Zemel.

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, January 12, 2012, at 2:00 p.m. in the Graduate School Conference Room.

1. The minutes of the Graduate Deans' Group meeting from October 13, 2011 were approved.
2. Top 25 Update – Carolyn Hodges

Dr. Hodges informed the group that Mary Albrecht will be invited to attend the next Graduate Deans' Meeting to present an updated overview of the Top 25 Initiative. She also noted that the Graduate Assistant Task Force has been reviewing and possibly reclassifying Graduate Assistants to Graduate Teaching Assistants or Graduate Research Assistants based on their position responsibilities.

3. Webinar demonstration of the CollegeNET ADMIT Program – Yvonne Kilpatrick and Greg Tipps

Yvonne Kilpatrick and Greg Tipps lead a CollegeNET ADMIT Program Webinar demonstration with Debbie Rutkin of CollegeNet. Detailed information on the program was shared with the group. Interactive discussion occurred between the Graduate Deans and Debbie Rutkin. Although there are no analytics with this program, information may be uploaded into an Excel spreadsheet. The CollegeNET ADMIT Program is due to be in effect for Fall 2013 admissions and will replace the Nolij workflow.

4. 2012 – 2013 Graduate Fellowships

Joy DeSensi reminded the Graduate Deans' Group that Graduate School Fellowship applications are due to the Graduate Office by Monday, March 5th by 5:00 p.m. The Herman E. Spivey Humanities Graduate Fellowships and J. Wallace & Katie Dean Graduate Fellowships require a departmental nomination while the Diversity Enhancement, Graduate School, and Lori Mayer Fellowships are initiated by the potential students, but require a letter of support from the Departmental Director of Graduate Studies or in the case of the Yate Dissertation Fellowship, a letter from the Dissertation Advisor.

5. Other

The next Graduate Deans' Group meeting will be on Thursday, February 9, 2012, 2:00 – 3:30 in the Graduate School Conference Room.

With no further business, the meeting was adjourned at 3:30 p.m.

Respectfully Submitted,

Gay Henegar
Secretary to Graduate Deans' Group