



10-4-2007

## Graduate Council Minutes - October 4, 2007

Graduate Council

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## THE UNIVERSITY OF TENNESSEE

Members Present

Matthew Murray (Chair), Mary Albrecht, David Anderson, Vincent Anfara, Basil Antar, Ben Bates, Richard Bennett, Marianne Breinig, Ralph Brockett, Vijay Chellaboina, Robert Compton, Nicholas Cook, Harry Dahms, Mark DeKay, James Diamond, David Dupper, Itamar Elhanany, Michael Essington, Trey Forgety, Tom George, Eric Haley, Carolyn Hodges, George Hoemann, Stephan Kania, Valentina Kuznetsova, Jan Lee, Karen Levy, Sibyl Marshall, Sally McMillan, Lane Morris, Stefanie Ohnesorg, Linda Phillips, Gregory Reed, Susan Smith, John Wodarski, Michael Zemel

The Graduate Council meeting was called to order by Matthew Murray, Chair, on Thursday, October 4, 2007, at 3:00 p.m. in the 8<sup>th</sup> Floor Board Room, Andy Holt Tower.

1. Minutes of the Preceding Meeting

The minutes of the August 30, 2007 meeting were approved by the Council.

2. Committee ReportsAcademic Policy Committee

Ben Bates, Chair of the Academic Policy Committee, presented the report for the September 20, 2007 meeting.

- The College of Law proposed that the grade point averages for law students be changed from the current policy of rounding to the nearest hundredth to the nearest tenth so that it parallels other institutions. The College of Law has been asked to put their request in the form of a proposal. (Attachment 1)
- Undergraduate Council approved the use of plus and minus in grading. The committee requested input from graduate deans, department heads, and graduate directors before making a decision. (Attachment 1)
- The International English Language Testing System (IELTS) is being reviewed to determine if it will be accepted by the Graduate School as an additional language exam or supplemental to the current Test of English as a Foreign Language (TOEFL) required for international applications. Additional information is needed before a decision can be made. (Attachment 1)

Credentials Committee

Michael Zemel, Chair of the Credentials Committee, presented the report for the September 6, 2007 meeting.

- Council approved the committee recommendations on faculty approved to direct dissertations as presented (Attachment 2).

- The Credentials Committee also recommended to Council the request for change in the Bylaws pertaining to granting approval to direct for tenured associate professors who haven't been promoted to full professor within the ten years. Council approved the committee recommendations as presented (Attachment 2).

### Curriculum Committee

David Dupper, Chair of the Curriculum Committee, presented the report from the September 20, 2007 meeting.

All changes were approved by the Graduate Council. (Attachment 3)

### 3. New Business

No new business.

### 4. Administrative Reports and Announcements

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

- Statistics showing the 14-Day Graduate Student Enrollment and Graduate Fellowships were shared at the Graduate Directors' Workshop and the Dean, Associate Dean, and Department Head Retreat. The University's statistics are parallel to other US Institutions with the exception of reversal of the percentage of Asian and African American students. Graduate fellowships total approximately \$700,000 dollars. These recruitment fellowships are for one year with department support for the following years. Two fellowships are unfunded by the University. The Southern Regional Education Board granted fellowships to two UTK students for three years. (Attachment 4)
- The Graduate Fellowship Luncheon was held on October 3, 2007 to give the opportunity for the recipients to be introduced to the administrators and college deans.
- Edwin Cortez, Chair of the Graduate School Structure Task Force, has met with the committee. The task force has been divided into committees to begin work. They are expected to submit recommendations by the end of the semester.
- Cynthia Peterson, Chair of the Assistantship Task Force, will soon meet with her committee. This task force charge will take longer to complete. They are expected to submit recommendations by the end of Spring 2008 semester.
- Graduate Directors' Workshop was held on September 27, 2007. Numerous subjects were covered.
- The newly revised Best Practices in Teaching Workshop for this semester is going well. The workshop will be offered again next semester.

- Two employees with the title of Administrative Specialist I have been hired to work as graduation specialists for the Graduate School.
- The Professional Development Award Committee will meet next week to select the first recipients for this year. These awards are now given four times a year instead of six and restricted to tenured or tenure-track faculty.
- The Graduate Hooding Ceremony will be on December 14 at 4:30 p.m. in the Thompson-Boling Arena.
- Provost Holub is exploring the idea of a Teaching/Learning Center.

#### Graduate Deans Group

Mary Albrecht, Chair of the Graduate Deans Group, presented the report from the September 20, 2007 meeting. (Attachment 5)

University publishing and digital access to scholarship were discussed. A conflict may develop if the students put their publications on the web before the thesis or dissertation is complete. (Attachment 5)

Dr. Brad Fenwick, Vice Chancellor of Research, has been invited to the next meeting. (Attachment 5)

The group serves in an advisory capacity to the Dean and Graduate Council to assist in improving the Graduate School. (Attachment 5)

#### Graduate Student Senate (GSS)

Nicholas Cook, President of the Graduate Student Senate presented the report.

- The Graduate Student Travel Fund has awarded the first awards of this year. Awards are granted three times during the year. The GSS received 167 applications and made 46 awards in the amounts of \$100 to \$375. They are working to revise and further improve the application and evaluation process.
- The Love Your Libraries 5K and Fun Walk is being planned and ways to encourage participation are being discussed.
- An inquiry was made to see about whether departments furnish graduate handbooks to all graduate students. Guidelines had been issued to the departments last year, and the Graduate School received them. Cook requested that Hodges contact department heads and graduate directors requesting to see that each graduate student receives a copy of the graduate handbook in his/her department.

Graduate Council Chair

Matthew Murray, Chair of the Graduate Council gave the following report.

- A Bylaws Committee has been established with Stefanie Ohnesorg as chair.
- Five appeals have been received, which is more than were received in the last five years. These appeals can be avoided by carefully following the rules and procedures.
- Graduate Fellowship Luncheon was very impressive with the number of fellows and administrators in attendance.

5. Items from the floor

Linda Phillips discussed the dissertation workshop, which is being co-sponsored by the Graduate School and the University Libraries, to be held in January 2008.  
(Attachment 6)

A welcome was extended to Gregory Reed, Associate Vice Chancellor for Research.

With no further business, the meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

Gay Henegar  
Secretary to Graduate Council

ATTACHMENT 1  
ACADEMIC POLICY COMMITTEE  
THURSDAY, SEPTEMBER 20, 2007, 2:00 P.M.  
4<sup>th</sup> FLOOR ANDY HOLT TOWER  
REPORT

Present: Ben Bates (Chair), Monique Anderson, Basil Antar, Douglas Blaze, Ralph Brockett, Vijay Chellaboina, Nicholas Cook, Kathy Cooper, Mark DeKay, Jan Lee, Matthew Murray, Stefanie Ohnesorg, Kay Reed.

The meeting was called to order at 2:00 p.m. by Ben Bates, Chair. Bates reviewed the bylaws of the group.

1. Proposal from College of Law on Reporting of Cumulative GPA for Law Students.

The College of Law proposed that grade point averages (GPAs) for law students change to be rounded to the nearest tenth point. Monique Anderson, University Registrar, talked with the committee about how all GPAs are currently rounded to the highest hundredths of a point. Anderson also stated that the computing programmers had been consulted about the possible change for law students. The current grading policy for law students does not parallel that of graduate or undergraduate level students in other ways. Law courses have a numerical grading system rather than letter grades. Following a discussion of the proposal, the committee asked that the College of Law prepare a specific proposal for changes to the Graduate Catalog text on page 22 under "Law Courses" and on page 154 under "Doctor of Jurisprudence."

2. Plus/Minus Grading Proposal.

The committee discussed the grading scale that had been approved by the Undergraduate Council on Tuesday, September 18, 2007. The grading scale incorporates minus grades (B-, C-, D-) in the grading scale for undergraduate courses, plus a D+ grade as well. The committee discussed the rationale that was presented by the Provost's Office for the change in undergraduate grades. The committee asked that feedback be solicited from Graduate Deans, Department Heads, and Graduate Program Directors concerning whether a similar grading scale should be considered for graduate courses.

3. Proposal on IELTS.

A brief introduction on the International English Language Testing System (IELTS) was made and copies of the IELTS Handbook were distributed. The committee will continue the discussion of a proposal to include the IELTS score as an acceptable measure of ability using the English language for graduate admission on applicants whose native language is not English.

The meeting adjourned at 3:00 p.m.

ATTACHMENT 2  
FACULTY APPROVED TO DIRECT DISSERTATIONS

INITIAL Approval of Tenure-Track Faculty without Tenure (Probationary) Approved Until Tenure		
Bozell, Joseph J. Associate Professor	Forestry, Wildlife & Fisheries	Until Tenure
Cherry, Christopher Assistant Professor	Civil & Environmental Engineering	Until Tenure
Duchon, Dennis Professor	Management	Until Tenure
Finkelstein, David Assistant Professor	Earth & Planetary Sciences	Until Tenure
He, Qiang Assistant Professor	Civil & Environmental Engineering	Until Tenure
He, Wei Assistant Professor	Materials Science & Engineering	Until Tenure
Henning, Jason G. Assistant Professor	Forestry, Wildlife & Fisheries	Until Tenure
Jessup, Micah Assistant Professor	Earth & Planetary Sciences	Until Tenure
Keyser, Patrick D. Associate Professor	Forestry, Wildlife & Fisheries	Until Tenure
Labbe, Nicole Assistant Professor	Forestry, Wildlife & Fisheries	Until Tenure
Lin, Jun Assistant Professor	Animal Science	Until Tenure
Mannella, Norman Assistant Professor	Physics & Astronomy	Until Tenure
Milner, Clare Assistant Professor	Exercise, Sport & Leisure Studies	Until Tenure
Morrow, Jennifer Assistant Professor	Educational Psychology & Counseling	Until Tenure
Odoi, Agricola Assistant Professor	Comparative & Experimental Medicine	Until Tenure
Plowman, Donde A. Professor	Management	Until Tenure



Wang, Shanfang Assistant Professor	Materials Science & Engineering	Until Tenure
Zhao, Qihong Assistant Professor	Civil & Environmental Engineering	Until Tenure

CONTINUING Approval of Faculty with Tenure  
Approved for 10 Years until October 2017

Barnes, Frank (Ted) Professor, Joint ORNL	Physics & Astronomy	10 Years
Bartmess, John E. Professor	Chemistry	10 Years
Dupper, David Associate Professor	Social Work	10 Years
Handler, Thomas Professor	Physics & Astronomy	10 Years
Horn, Sally P. Professor	Geography	10 Years
Kamyshkov, Iouri Professor	Physics & Astronomy	10 Years
Pulsipher, Lydia Professor	Geography	10 Years
Sowers, Karen Professor	Social Work	10 Years

INITIAL OR CONTINUING Approval of Non Tenure Track Faculty  
Approved for 5 Years Until October 2012

Henry, Theodore B. Research Assist. Prof.	Forestry, Wildlife & Fisheries	5 Years
Hickling, Graham J. Research Assoc. Prof.	Forestry, Wildlife & Fisheries	5 Years
Parker, Jack C. Research Professor	Civil & Environmental Engineering	5 Years
Yan, Xuedong Research Assist. Prof.	Civil & Environmental Engineering	5 Years

## BYLAWS AND OPERATING PROCEDURES

Graduate Council approved the following change to the Bylaws and Operating Procedures for the Credentials Committee:

Delete section:

~~2) When a faculty member is awarded tenure and promotion to the rank of associate professor, approval to direct dissertations will automatically be granted for a period of 10 years or until promotion to professor, whichever comes first. If, after 10 years, a faculty member is not promoted to professor, approval to direct dissertations will not be extended except on a case by case basis (see #6) below.~~

Amend with **additions**:

3) When a **tenure-track** faculty member is **appointed or** promoted to the rank of **associate or full** professor, approval to direct dissertations will automatically be granted for 10 years and will be reviewed every 10 years thereafter, for so long as approval is sought.

Sections 3 through 7 should then be renumbered to 2 through 6.

ATTACHMENT 3  
CURRICULUM

**INFORMATIONAL ITEM – DEPARTMENTAL NAME CHANGE**



THE UNIVERSITY of TENNESSEE

**Provost and Vice Chancellor  
for Academic Affairs**

527 Andy Holt Tower  
Knoxville, TN 37996-0152  
Phone: (865) 974-2445  
Fax: (865) 974-4811



August 16, 2007

To Whom It May Concern:

Last April I approved the request to change the name of the Department of Chemical Engineering to the Department of Chemical and Biomolecular Engineering.

This change does not require THEC approval and should go into effect immediately.

Yours truly,

Robert C. Holub  
Provost and Vice Chancellor for Academic Affairs

AUG 21 2007

**COLLEGE OF COMMUNICATION AND INFORMATION**

All changes effective Summer 2008

**I. COURSE CHANGES****(592) Journalism and Electronic Media**

REVISE EXISTING 400-LEVEL COURSE TO ADD GRADUATE CREDIT

**456 Science Writing as Literature (3)****COLLEGE OF LAW**

All changes effective Fall 2008

**I. COURSE CHANGES****(613) Law**

ADD

**949 Judicial Externship (4)** Supervised fieldwork in selected state and federal trial and appellate courts. Students identify legal issues in pending cases, conduct legal research, prepare legal memoranda, and perform other judicial clerk duties under the direction of the assigned judge. Course is designed to refine the student's research and writing skills; to enhance the student's appreciation of the application of bodies of law already learned; to familiarize the student with court procedures, judicial decision-making, and the deliberative process; and to permit the student to observe and evaluate the style and demeanor of judges and lawyers in order to contemplate the development of their own professional style. Students are required to maintain a daily work log and weekly activities journal and to attend and participate in orientation and classroom component.

*Grading Restriction(s): Satisfactory/No Credit grading only.*

*Registration Permission: Consent of instructor.*

**992 Field Placement (1-4)** Supervised fieldwork, overseen by full-time faculty, in professional placement selected by student and faculty and structured to maximize the experiential learning of the participating student. Students are required to submit a weekly journal describing and analyzing the experience, and to meet regularly with the supervising faculty member.

*Grading Restriction(s): Satisfactory/No Credit or numerical grade.*

*Repeatability: May be repeated. Maximum 18 hours.*

*Registration Permission: Consent of instructor and Associate Dean for Academic Affairs.*

REVISE GRADING

**993 Directed Research (1-2)**

*Grading Restriction: Satisfactory/No Credit or numerical grade.*

**994 Independent Study (1-4)**

*Grading Restriction: Satisfactory/No Credit or numerical grade.*

**II. PROGRAM CHANGES**

REVISE GRADING LIMITATION FOR CONCENTRATION IN BUSINESS TRANSACTION

On page 154 of the 2007-2008 *Graduate Catalog*, 2<sup>ND</sup> column, under Concentration in Business Transactions, delete following sentence:

Students electing a concentration in business transactions may not take any of the above courses on an S/NC basis except 826.

ATTACHMENT 4

Fall 2007  
Graduate Student 14-Day Enrollment

Program	Grad Special	Masters	EDS	Early Ph.D.	Late Ph.D.	All	Gender		Citizenship	
							Female	Male	International	Domestic
Agricultural Sciences and Natural Resources	3	165		57	18	243	105	138		
Architecture and Design		28				28	13	15		
Arts and Sciences	6	586		723	71	1386	720	748		
Business Administration	9	461		97	14	581	210	371		
Communication and Information	1	254		42	5	302	224	78		
Education, Health and Human Sciences	15	680	38	275	46	1054	753	301		
Engineering	12	347	1	287	27	674	125	467		
Intercollegiate		3		24	3	30	17	13		
Nursing	4	150		25	2	181	155	26		
Social Work	1	426		16	2	445	389	56		
Undeclared		285				285	195	90		
<b>Grand Total</b>	<b>336</b>	<b>3100</b>	<b>39</b>	<b>1546</b>	<b>188</b>	<b>5209</b>	<b>2906</b>	<b>2303</b>	<b>862</b>	<b>4347</b>

Race/Ethnicity

Program	Unreported	Alaskan	Native American	Asian	African American	Hispanic	Caucasian							
								Agricultural Sciences and Natural Resources	10	4%	0	0%	1	0%
Architecture and Design	0	0%	0	0%	0	0%	3	11%	0	0%	1	4%	24	86%
Arts and Sciences	46	3%	0	0%	4	0%	167	11%	48	3%	42	3%	1161	79%
Business Administration	15	3%	0	0%	4	1%	79	14%	28	5%	14	2%	441	76%
Communication and Information	6	2%	1	0%	1	0%	22	7%	16	5%	3	1%	253	84%
Education, Health and Human Sciences	18	2%	0	0%	2	0%	67	6%	70	7%	16	2%	881	84%
Engineering	19	3%	0	0%	1	0%	229	39%	28	5%	12	2%	303	51%
Intercollegiate	1	3%	0	0%	0	0%	9	30%	1	3%	0	0%	19	63%
Nursing	4	2%	0	0%	0	0%	10	6%	3	2%	1	1%	163	90%
Social Work	15	3%	1	0%	0	0%	7	2%	115	26%	12	3%	295	66%
Undeclared	8	3%	0	0%	0	0%	8	3%	12	4%	2	1%	225	89%
<b>Grand Total</b>	<b>142</b>	<b>3%</b>	<b>2</b>	<b>&lt;1%</b>	<b>13</b>	<b>&lt;1%</b>	<b>642</b>	<b>12%</b>	<b>326</b>	<b>6%</b>	<b>115</b>	<b>2%</b>	<b>3969</b>	<b>76%</b>

GRADUATE FELLOWSHIPS									
2007-2008									
TYPE	FUND CENTER	FELLOWSHIP	ACCOUNT NUMBER	PURPOSE	NOTES	FELLOWS	AWARD	FUNDING	
PRIVATE GIFTS	OFFICE OF THE CHANCELLOR								
		J. Wallace and Katie Dean	R01 9004 034	Recruiting All Graduate Programs		12	\$ 15,000	\$ 180,000	
		Lois Mayer Re-Entry Women	R01 1130 018	Additional Recruiting		2	\$ 1,200	\$ 2,400	
		Arthur Yates Dissertation	R01 9006 085	Diversity Doctoral Completion		2	\$ 15,000	\$ 30,000	
	GRADUATE SCHOOL								
		Bruce P. and Eva Seaton	R01 0138 012	Recruiting and Continuing		1	\$ 5,000	\$ 8,000	
		Isobel Grissom	R01 0138 013	Recruiting and Continuing		1	\$ 3,000	\$ 3,000	
		Mary Phillips Shepard	R01 9005 052	Recruiting		0	-	-	
	FELLOWSHIPS								
		Herman Spivey	R01 9006 060	Recruiting		3	\$ 15,000	\$ 75,000	
		Rose E. Brunner	R01 9005 060	Recruiting and Continuing		2	\$ 3,000	\$ 4,500	
				Employees of Great Smoky Mountain Park					
EXTERNAL GRANTS									
	GRADUATE SCHOOL								
		NSF Graduate Research	R01 0138 010	Selected by NSF		4	\$ 45,000	\$ 180,000	
STATE-SUPPORTED									
	GRADUATE SCHOOL								
		Graduate Diversity Enhancement	E01 0132	Recruiting Diversity		3	\$ 15,000	\$ 215,500	
				<b>Total</b>		<b>38</b>		<b>\$ 712,400</b>	
UNFUNDED									
		Yogi Crowe		Recruiting and Continuing		0	\$ 10,000	-	
				Diversity - Eastern Cherokee					
				Selected by Eastern Band					
		SREB		Recruiting and Continuing		4	\$ 1,200	-	
				Diversity					
				Selected by SREB					

1. Award Level changed from FY07 to FY08 with one fellow continuing on FY07 level  
 2. Fund not sufficient for awarding  
 3. Stipend plus fee remission and health insurance  
 4. Funding committed from Dean Account

ATTACHMENT 5  
GRADUATE DEANS' GROUP  
THURSDAY, SEPTEMBER 13, 2007, 2:00–3:30 P.M.  
4<sup>th</sup> FLOOR CONFERENCE ROOM, ANDY HOLT TOWER

Attending:

Mary Albrecht (Chair), Bruce Bomar, William Dunne, Jerry Faria, Sarah Gardial, Thomas George, Carolyn Hodges, George Hoemann, Barbara Klinkhammer, , Jan Lee, Mohanan M. K., Sally McMillan, Buddy Moore, Matthew Murray, Joann Ng Hartmann, Masood Parang, Linda Phillips, Kay Reed.

The meeting was called to order at 2:00 p.m. by Mary Albrecht, Chair. Albrecht reviewed the bylaws of the group. She noted that the bylaws call for the Associate Dean of the Graduate School to serve as Chair of the group. Since Mary Papke has become an Associate to the Chancellor full-time and a search will be conducted this semester to replace her as Associate Dean, a member of the group was asked to serve as Chair. The bylaws may be found at

<http://gradschool.utk.edu/GraduateCouncil/GradDean/GradDeanOperatingGuidelines.pdf>

1. Carolyn R. Hodges, Dean of the Graduate School, reported on the following Graduate Council and Graduate School activities:
  - Meeting with Chairs of the Graduate Council Committees to review the roles of each committee in the process of policy development for graduate education at UTK.
  - Reviewing curriculum process to analyze ways to streamline the steps. Provost Holub has asked that this review be done.
  - Changing the Appeals Committee to have appointed members and a Chair rather than an ad hoc group.
  - Working with the Professional Development Committee to actively solicit a broader participation across campus in the proposal competition.
  - Developing bylaws for the Graduate Council. Matthew Murray, Chair of the Graduate Council, noted that each of the standing committees has a set of bylaws but that the Council needs much more definition and structure than what is currently in place.
  - Reviewing alternatives to the current English language test for admission.
  - Discussing the possibility of instituting plus/minus grading along with the Undergraduate Council.
  - Developing joint degree programs. Hodges reported that she and Masood Parang are putting together a committee to study joint degree programs.

- Launching two task forces. One task force will review the structure of the Graduate School and develop some recommendations that can be presented to the Graduate Council and to the central administration. The second task force will review the policies and administration of graduate assistantships to develop recommendations for Graduate Council and central administration.
  - Developing a Diversity Plan for the Graduate School with the assistance of the Graduate Deans' Group.
  - Continuing the production of the Best Practices in Teaching Program designed to assist graduate teaching assistants/associates, post doctoral fellows, and new faculty.
  - Creating a workshop for doctoral students beginning their dissertations. Linda Phillips announced that the University Libraries and the Graduate School are collaborating on the workshop to be offered on Tuesday, January 8, 2008. Phillips asked the group to help identify students who could be targeted for attendance of the workshop.
2. Albrecht asked the group for input on the agenda for the group's meetings during the year. Members suggested discussion of the following items:
- The Bologna Agreement and possible changes in admission policy related to that European development of standardized 3-year bachelor's degrees.
  - Academic honesty related to graduate education.
  - Non-degree admission status for international graduate students.
  - Review of an article entitled "University Publishing in the Electronic Age." (<http://deepblue.lib.umich.edu/index.jsp>) Phillips reported that UTK has a scholarly archive that serves as an institutional repository.
  - Plan to update the information that was developed for the National Research Council (NRC) Doctoral Degree Survey. William Dunne reported that the process involved a verification of data that is helpful in creating valid program information.

Albrecht asked the group to propose possible guests to invite to the meetings during the year. Brad Fenwick, the new Vice Chancellor for Research, was discussed. Hodges will extend an invitation to him to attend a meeting soon to speak with the group. Other possible future guests mentioned were the new Director for the Center for International Education, the new Director of Institutional Research, and Linda Painter, Special Assistant to the UT President on Banner Software Implementation.

The meeting adjourned at 2:50 p.m.



## ATTACHMENT 6

***Beginning the Dissertation: A Workshop for Doctoral Students***

Co-sponsored by the University Libraries and the Graduate School

Tuesday, January 8, 2008  
John C. Hodges Library

Audience for the workshop will be students beginning doctoral programs in January. There could be around 100, and we will extend personal invitations. We will ask graduate program directors to help identify potential participants.

***Preliminary Agenda***

- |             |   |
|-------------|---|
| 9:00-9:30   | Coffee and pastries   |
| 9:30-10:00  | <b>The Dissertation and Scholarly Inquiry</b><br>Carolyn Hodges, Dean of the Graduate School  |
| 10:00-11:00 | <b>Testing the Waters: Selecting the Dissertation Topic</b><br>A panel discussion of three faculty speakers moderated by a librarian. The group will offer tips about the research that goes into selecting a dissertation topic and what makes a good topic in the humanities, sciences, social sciences. [We need suggestions of faculty members who could participate on the panel.]   |
| 11:00-11:30 | <b>Best Practices in Research</b><br>Office of Research<br>Presentation will address issues of compliance, human subjects, ethics in research   |
| 11:30-12:00 | <b>UT Requirements for the Dissertation</b><br>Jennifer Spirko, Graduate School   |
| 12:00-12:45 | <b>Box Lunch</b><br>A lunchtime program will feature the dissertation as a career advancement opportunity. We will show completed dissertations, but online and print, and demonstrate how they can be located. We will invite one or more faculty members to talk briefly about how they turned their dissertations into books or articles, effectively building upon the dissertation in the development of a research program. |

1:00-2:00

**Tools for Dissertation Research**

Librarians will lead discussions on the following in a plenary session:

- a. Find what you're searching for—tips for moving from a Google search to mining the depths of the library's powerful databases. Break your search into concepts. Use synonyms. What kinds of publications will likely contain information that you need?
- b. Data resources—using library services to collect and analyze data for your research
- c. Managing your research—use EndNote, RefWorks or other bibliographic management software to keep track of references and research results
- d. The Studio—software and services to create your electronic dissertation

2:00-3:00

**Specialized Subject Access**

Divide into three or more subject groups for more in-depth information about specific electronic resources. Students will have the opportunity to ask questions.

3:00-3:15

**Evaluation/Door Prize Drawing**