



4-27-2006

## Graduate Council Minutes - April 27, 2006

Graduate Council

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## THE UNIVERSITY OF TENNESSEE

Members Present

Mary Albrecht, David Anderson, Vincent Anfara, Sherry Bell, Marianne Breinig, Ralph Brockett, Tom Burman, Amy Colvin, James Foggin, Nan Gaylord, James Gehlhar, Tom George, David Golden, Andrew Haddow, Karen Levy, Karla Matteson, Anne Mayhew, Mary McAlpin, Sally McMillan, Matthew Murray, Stefanie Ohnesorg, John Orme, Mary E. Papke, Masood Parang, Linda Phillips, Lloyd Rinehart, Susan Smith, Belle Upadhyaya, John Wodarski, Michael Zemel.

The Graduate Council meeting was called to order by Stefanie Ohnesorg, Chair, on Thursday, April 28, 2006 at 3:00 p.m. in the 8th Floor Conference Room of Hodges Library.

1. Minutes of the Preceding Meeting

The minutes of the March 9, 2006 meeting were approved.

2. Committee ReportsCredentials Committee

Michael Zemel, Credentials Committee Chair, presented the report from the April 6, 2006 meeting. Council approved the requests for faculty to be approved to direct doctoral dissertations as listed (Attachment 1).

Curriculum Committee

David Golden, Curriculum Committee Chair, presented the report from the April 13, 2006 meeting. Council approved the recommendations as presented (Attachment 2).

3. New Business

Stefanie Ohnesorg, Chair of Graduate Council, announced that the Graduate Council Chair for 2006-2008 will be Matthew Murray, Professor of Economics, College of Business Administration. Appreciation was extended to David Golden and Matthew Murray for accepting nominations for the position of Graduate Council Chair 2006-2008.

4. Administrative Reports and AnnouncementsGraduate Deans' Group - Mary E. Papke

- The Faculty Senate Student Concerns Committee submitted a proposal for a Graduate Student Resource Center to the Graduate School (Attachment 3).

Mayhew reported that the Office of Graduate Studies welcomed the suggestions and will proceed as proposed (Attachment 4).

- The NRC Rankings – The data submission to the Graduate School for NRC rankings continues to be an ongoing process for the University of Tennessee graduate programs.
- The 2006-2007 Graduate Studies Fellowship Awards were announced.
- Papke announced that all departments must submit updated Graduate Handbooks for Fall 2006 to the Associate Dean for review by August 15.
- The 2005-2006 Best Practices in Teaching (BPIT) series was a success. Approximately, forty graduate teaching assistants participated and received a certificate of completion. The BPIT series will be offered in 2006-2007 to graduate teaching assistants, and announcements will be made via the Graduate School list serve as well as the Graduate Student Senate list serve.

#### Graduate Dean's Report – Anne Mayhew

- NRC Rankings – Mayhew reported that NRC deadline dates will be sent to graduate programs. There is the possibility of a representative from the NRC visiting the University of Tennessee to assist graduate programs with issues and questions regarding taxonomy issues.
- 2006 – 2007 Graduate School Admission Statistics  
1,828 Graduate Applicants Admitted Fall 2006 compared to 1,825 in Fall 2005  
5,647 Total Graduate Applications Fall 2006 compared to 5,456 in Fall 2005
- Graduate Student Online Orientation Flyer – An orientation flyer was mailed to all admitted graduate applicants the week of April 21, 2006 announcing the Online Orientation for New Graduate Students.
- Graduate Teaching Assistant (GTA) Orientation – To be held August 17, 2006 in the University Center. Further details to be announced.
- International Orientation – To be held the week of August 14, 2006 – August 19, 2006.

#### Graduate Student Senate (GSS) – Andrew Haddow

- The new GSS President for 2006-2007 is Eddie Woodruff and the new GSS Vice President is Amy Colvin.
- Andrew Haddow presented an overview of the 2005-2006 accomplishments by the GSS, as well as items to be further developed in the new GSS term 2006-2007.

Graduate Council Chair's Report – Stefanie Ohnesorg

- Stefanie Ohnesorg presented the Graduate Council Chair's Report for 2005/2006 (Attachment 5).
- Ohnesorg announced that Chancellor Crabtree will host a reception in honor of Anne Mayhew, Vice Chancellor for Academic Affairs and Dean of Graduate Studies, for her 37 years of service to the University of Tennessee and her pending retirement. Anne Mayhew has given 37 years of service to the University of Tennessee. Chancellor Crabtree has invited UT Knoxville Faculty and Staff to this reception in Mayhew's honor on May 5, 2006 from 4:00 – 6:00 p.m. at the University Club.

With no further business the meeting was adjourned at 4:10 p.m.

Respectfully Submitted,

Tammy L. Barnhart  
Secretary to Graduate Council

**ATTACHMENT 1  
FACULTY APPROVED TO DIRECT DISSERTATIONS**

INITIAL Approval of Tenure-Track Faculty without Tenure

Gao, Yanfei Assistant Professor	Materials Science & Engineering	Approved until tenure
Luna, LeAnn Assistant Professor	Accounting & Information Management	Approved until tenure
McNulty, James Assistant Professor	Psychology	Approved until tenure

CONTINUING Approval of Faculty with Tenure

Crater, Horace, Professor	Physics	10 Years
Dabholkar, Pratibha Associate Professor	Marketing & Logistics	10 Years
Kronick, Robert, Professor	Educational Psychology & Counseling	10 Years
McClam, Tricia, Professor	Educational Psychology & Counseling	10 Years
Mertz, Norma Professor	Educational Psychology & Counseling	10 Years
Nazarewicz, Witek Professor	Physics	10 Years
Scheb, John Professor	Political Science	10 Years

INITIAL/CONTINUING Approval of Non Tenure Faculty/Staff

Read, Kenneth Assoc. Professor Joint Faculty ORNL	Physics	5 Years
Morris, James Assoc. Professor Joint Faculty ORNL	Materials Science & Engineering	5 Years

**ATTACHMENT 2  
GRADUATE CURRICULUM**

**Informational Items**

- (1) Interdisciplinary Graduate Minor in Computational Science (IGMCS).
- (2) College of Education, Health, and Human Sciences—

Course changes: Child & Family Studies, Educational Psychology & Counseling, Instructional Technology, Health, & Educational Studies, Nutrition, and Theory & Practice in Teacher Education.

Program changes: Add Graduate Certificate in Educational Administration (PreK-12) and revise Master of Science with a major in Educational Administration.

- (3) College of Nursing—

Program change: Add Graduate Certificate in Homeland Security Studies.

**COLLEGE OF ARTS AND SCIENCES**

All changes effective fall 2007

**PROGRAM CHANGES**

**DEPARTMENT OF COMPUTER SCIENCE**

**ADD INTERDISCIPLINARY GRADUATE MINOR IN COMPUTATIONAL SCIENCE (IGMCS)**

On page 72 of the 2005-2006 Graduate Catalog add Interdisciplinary Graduate Minor in Computational Science (IGMCS). The Interdisciplinary Graduate Minor in Computational Science (IGMCS) is a formal academic program at the University of Tennessee established to allow students to earn a minor in Computational Science simultaneously with a master's or doctorate in another academic discipline. The program is open to graduate students in all departments, which have an approved minor. The program is administered by a committee composed of representatives, including program faculty, from all colleges that have approved the IGMCS program and which have minor programs.

**REQUIREMENTS**

Hours in Approved IGMCS Courses

Master's in home department, minor in computational science.....	9
Doctorate in home department, minor in computational science.....	15

Computational Science is an emerging field of study that is truly interdisciplinary, with participating faculty from Mathematics, Computer Science, and many "Domain Sciences" across the curriculum that have embraced computationally intensive methods. Since Computational Science demands some basic level of understanding and skill in all three of these discipline clusters, the IGMCS program is designed to provide students seeking an advanced degree in one of these three areas with the knowledge and experience in the other two that is necessary to round out their education. Course options consist of courses in Mathematics, Computer/Information Science, and other participating departments selected according to a plan approved by the respective home departments, which then must be approved by the IGMCS Program Committee.

**PROCEDURES**

The student's home department (i.e. the department in which the student is currently pursuing an advanced degree) must have approved a program of courses with the IGMCS Program Committee prior to declaration of the IGMCS minor. That program will specify the sequences of Computational Science courses, selected from the IGMCS approved list, which are considered appropriate by the home department, and the home department must verify fulfillment of non-computational science degree requirements. Students wishing to participate in this program should contact their college representatives or the Chair of the IGMCS Program Committee.

The student's graduate committee must include a member of the IGMCS faculty.

The student's Admission to Candidacy form must contain all courses required for the chosen degree program delineated and labeled "Computational Science courses required for the minor in computational science." Should the student decide not to apply for admission to the program until after completion of some of the courses, the student's major professor should file a program change with the cooperating departments and assist the student in obtaining an IGMCS faculty member to serve on the student's graduate committee.

Successful completion of the minor in Computational Science is recognized by appropriate documentation on the student's transcript. Students who do not complete the requirements of the minor will still receive academic credit for the computational science courses they have successfully completed.

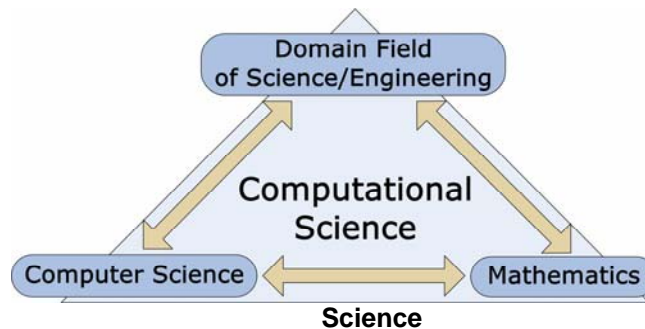
For more information contact Dr. Terry Moore at [tmoores@cs.utk.edu](mailto:tmoores@cs.utk.edu) or visit <http://citr.cs.utk.edu/igmcs/>

## IGMCS Background Information/Rationale

The Interdisciplinary Graduate Minor in Computational Science (IGMCS) is an interdisciplinary, University of Tennessee academic program established to recognize graduate students for completing the requirements of a minor in Computational Science at either the Masters or PhD level. The Program enables a student to obtain a minor in Computational Science simultaneously with a graduate degree in a participating department.

Computational Science is an emerging field of study that is truly interdisciplinary, with participating faculty from Mathematics, Computer/Information Science, and many "Domain Sciences" across the curriculum that have embraced computationally intensive methods. Since Computational Science demands some basic level of understanding and skill in all three of these discipline clusters, the IGMCS program is designed to provide students seeking an advanced degree in one of these three areas with the knowledge and experience in the other two that is necessary to round out their education. Course options consist of courses in Mathematics, Computer/Information Science, and other participating departments selected according to a plan approved by the respective home departments, which then must be approved by the IGMCS Program Committee.

**Figure 1. Conceptual diagram of the three discipline groups that converge in Computational**



The Program is administered by a Program Committee with advisory input from the Program Faculty and is open to graduate students in departments that offer a minor through their graduate program.

Successful completion of the minor at either the Masters or PhD level is recognized by appropriate documentation on the student's transcript. Students who do not complete all requirements for the minor will still receive academic credit for all approved Computational Science courses they have successfully completed.

### I. STUDENT REQUIREMENTS FOR ADMISSION AND COMPLETION OF THE PROGRAM

1. The student's home department (i.e. the department in which the student is currently pursuing an advanced degree) must have an approved degree program with the IGMCS Program Committee. That program will specify the sequences of Computational Science courses chosen from the IGMCS approved list that are considered appropriate by the student's home department.

2. The student's Admission to Candidacy form must contain all courses required for the chosen Computational Science degree program set off in a group and labeled as "Courses Required for the Minor in Computational Science." It may be that a student does not decide to apply for participation in the Program until he/she has already completed one or two approved Computational Science courses. In that case, the student's major professor should file a program change with the cooperating departments and assist the student in obtaining a IGMCS program faculty member to serve on the student's committee.

3. The student's graduate committee must include one member of the IGMCS program faculty.

### II. PROGRAM REQUIREMENTS

Program requirements are specified in terms of completion of course options for both Masters level and PhD level. Options consist of courses from the three different but complementary disciplines; Computer Science/Information Science, Applied Mathematics, and a domain science (eg., Physics, Chemistry, Engineering, etc.). The courses chosen must be reviewed and approved by the Program Committee. Specific program requirements for a given academic unit are available from the College Representative or the Chair of the Program Committee.

- At the Masters level, a minor in Computational Science will require 9 hours total (3 courses) with 3 hours (1 course) from each of the two non-home Program disciplines listed above. For example, a student whose home discipline is Computer Science must complete 9 hours of approved Program courses with a minimum of 3 hours (1 course) from each of the other two discipline groups (Applied Mathematics and domain science/engineering).
- At the Doctoral level a minor in Computational Science will require 15 hours total (5 courses) from the three disciplines.
  - At least 9 hours (3 courses) must be taken outside the student's home discipline.
  - Students must take at least 3 hours (1 course) from each of the two non-home disciplines.



### III. PROGRAM OPTIONS

Students may satisfy three hours of the Program requirement by successfully completing a one semester Internship outside of the student's major. The internship may be taken offsite, e.g. Oak Ridge National Laboratory (ORNL), or on campus by working with a faculty member in a department other than the student's home department. Students should work with the chair or other member of their graduate committee to put together an appropriate internship. The internship is strongly encouraged and must have the approval of the IGMCS Program Committee prior to the start of the internship period.

### IV. PROGRAM ADDITIONS AND MODIFICATIONS

Academic departments with existing or planned graduate degree programs are invited to submit requests for participation to the Program Committee. Applications should indicate which degree program options (eg., Masters and/or PhD) are to be included and which courses are to be accepted for each of the options. It is expected that courses will generally be equivalent to existing graduate level courses in the participating departments. The Program Committee representative (College Representative) from the applicant's college may assist in developing the application.

Suggested program modifications that have been approved by the faculty of the participating academic unit should be sent to the College Representative, who in turn will bring them to the attention of the Program Committee for final approval.

The policies and operational guidelines approved by the Faculty Senate for the Interdisciplinary Graduate Minor in Computational Science are flexible so that approval for new programs or modification of existing ones can be given with a minimum of delay. Interested students can be admitted provisionally to the Program at the same time that the sponsoring department is applying for approval of its degree program.

### V. PROGRAM ADMINISTRATION

The Program Faculty is composed of members of participating IGMCS departments and other individuals with relevant expertise who have been nominated for membership by their respective department heads and approved by the Program Committee. The Program Committee, a subset of the Program Faculty, is responsible for making administrative decisions and for formulation and implementation of Program policies.

The structure and responsibilities of the Program Faculty and the Program Committee are outlined below.

### VI. PROGRAM FACULTY

#### Membership

- a. All members of the participating departments, with rank of assistant professor or above, who teach courses that are part of the IGMCS Program, and other departmental members approved by the IGMCS Program Committee.
- b. Any faculty member with rank of assistant professor or above nominated for membership by the respective department head and formally approved for membership by the Program Committee. The IGMCS Program Committee may also review an applicant's resume with respect to the person's professional training, interests and activities in research and/or graduate level teaching. The applicant must submit evidence of research which includes significant development of theory or applications within their discipline. The applicant may also be requested to submit evidence of graduate courses taught which he or she deems relevant and appropriate for the Program.

#### Responsibilities

- a. To teach courses approved for the Program. These courses may or may not be in the instructor's assigned department. All teaching across departmental lines will be funded by the department offering the courses. Teaching across departmental lines will be encouraged.
- b. To direct graduate student research as required
- c. To serve on graduate committees of students

### VII. PROGRAM COMMITTEE

#### Membership

- a. Program Committee members must be IGMCS Faculty members
- b. Chairperson
- c. 1-2 representatives from each of the colleges involved, appointed by the Dean of that college
- d. All appointments will be for renewable two-year terms

#### Responsibilities of the Chairperson

- a. To implement the decisions of the Program Committee
- b. To call meetings, when appropriate, to ensure the well-being of the Program
- c. To present an annual report to the Dean of the Graduate School
- d. To respond to requests for program review from either the Program Committee or the Graduate School

#### Responsibilities of the Program Committee

- a. To determine minimum requirements for Program minors
- b. To approve degree programs and courses nominated for inclusion in the Program
- c. To maintain a procedure and criteria for approving nominated faculty for membership in the Program Faculty
- d. To maintain a system for evaluating courses nominated for inclusion in the Program and for evaluating approved Program courses periodically
- e. To work with heads of participating departments in scheduling courses to allow for timely completion of course sequences
- f. To work with heads of participating departments in developing course titles which reflect appropriate content
- g. To maintain a procedure by which unresolved differences among members of the Program Committee or petitioners can be forwarded to the respective Deans and the Dean of the Graduate School

**COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES**

All changes effective fall 2007 unless otherwise noted \*

**I. COURSE CHANGES****DEPARTMENT OF CHILD AND FAMILY STUDIES**

APPROVAL FOR NON-STANDARD FORMAT COURSE

**512 Survey of Research in Early Childhood Education (3)**

**Projected Dates for Session:** July 10 – August 2.

**Total Number of Weeks:** Four Weeks.

**Total Number of Contact Hours:** 2700 minutes (45 contact hours).

**Description of Course:** This course is a required course for master's students in the Early Childhood Education track. It will be offered second session summer but will end one week early. There will be two class sessions per week (MW 9:15-2:55). The course will meet on campus in a regular classroom setting.

**Effective Term:** Summer 2006

**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND COUNSELING****(255) Counselor Education**

REVISE (DE) PREREQUISITES AND COMMENT

**555 Practicum in Counseling (3)**

*(DE) Prerequisite(s): 551, 550 or 556, 554.*

*Comment(s): Admission to school counseling or mental health counseling program is required.*

Formerly: (DE) Prerequisite(s): 431, 525, and 551.

Comment(s): Admission to program is required.

ADD COMMENT AND REVISE (DE) PREREQUISITES

**558 Internship in School Counseling (1-6)**

*(DE) Prerequisite(s): 555 and 525.*

*Comment(s): Admission to school counseling program required.*

Formerly: (DE) Prerequisite(s): 550.

REVISE (DE) PREREQUISITE

**559 Internship in Mental Health Counseling (1-6)**

*(DE) Prerequisite(s): 555 and 525.*

Formerly: (DE) Prerequisite(s) 555.

**(461) Higher Education Administration**

APPROVAL FOR NON-STANDARD FORMAT COURSE

**536 Policy Issues in Higher Education Quality Assurance (3)**

**Projected Dates for Session:** 8:00 a.m. – 4:00 p.m. Four Saturdays and one Friday in First Session Summer 2006.

**Total Number of Weeks:** Five Weeks.

**Total Number of Contact Hours:** 2250 minutes (45 contact hours).

**Description of Course:** This is a seminar course designed to explore the heritage, the philosophy, the strengths and liabilities of major quality assurance and accountability systems in higher education. Seminar topics and reading assignments are given to students a month in advance of class beginning on June 10, 2006. The seminar will meet on campus for four Saturdays, June 12, 17, 24, July 1, and one Friday, July 7.

\* **Effective Term:** Summer 2006

**DEPARTMENT OF INSTRUCTIONAL TECHNOLOGY, HEALTH, AND EDUCATIONAL STUDIES****(271) Cultural Studies in Education**

## REPEATABILITY CLARIFICATION

**549 Topics in International Education (3)**

*Repeatability: May be repeated. Maximum 9 hours.*

**608 Seminar in Philosophy of Education (3)**

*Repeatability: May be repeated. Maximum 6 hours.*

**625 Seminar in History of Education (3)**

*Repeatability: May be repeated. Maximum 6 hours.*

**(256) Curriculum, Educational Research, and Evaluation**

## DROP

**541 The High School Curriculum (3)****557 The Junior High and Middle School Curriculum (3)****(569) Instructional Technology**

## ADD REGISTRATION PERMISSION AND REMOVE COMMENT

**575 The Internet: Implications for Teaching and Learning (3)**

*Registration Permission: Consent of instructor.*

Formerly: Comment(s): Admission to an ITES program or permission of instructor.

**(570) Instructional Technology and Educational Studies**

## REPEATABILITY CLARIFICATION

**593 Independent Study (1-3)**

*Repeatability: May be repeated. Maximum 9 hours.*

**594 Independent Study (1-3)**

*Repeatability: May be repeated. Maximum 9 hours.*

**595 Independent Study (1-3)**

*Repeatability: May be repeated. Maximum 9 hours.*

**693 Independent Study (1-3)**

*Repeatability: May be repeated. Maximum 9 hours.*

**694 Independent Study (1-3)**

*Repeatability: May be repeated. Maximum 9 hours.*

**695 Independent Study (1-3)**

*Repeatability: May be repeated. Maximum 9 hours.*

**DEPARTMENT OF NUTRITION****(726) Nutrition**

## REPEATABILITY CLARIFICATION

**515 Field Study in Community Nutrition (1-12)**

*Repeatability: May be repeated. Maximum 12 hours.*

Formerly: Maximum hours were not indicated.

**DEPARTMENT OF THEORY AND PRACTICE IN TEACHER EDUCATION****(293) Educational Administration**

DROP

**518 Educational Specialist Research and Thesis (3)****(394) Foreign Language/ESL Education**

ADD

**566 ESL Assessment and Evaluation (3)** This course highlights the implementation of authentic assessment, specifically, portfolio assessment for ESL students in K-12 settings. It focuses on designing appropriate tools for various assessment purposes. Specific types and different forms of assessment are examined based on their effectiveness and meaningfulness.

**II. PROGRAM CHANGES****DEPARTMENT OF THEORY AND PRACTICE IN TEACHER EDUCATION**

ADD GRADUATE CERTIFICATE – CERTIFICATE IN EDUCATIONAL ADMINISTRATION (PREK-12)

On page 153 of the 2005-2006 Graduate Catalog, add Certificate in Educational Administration (PreK-12).

**Certificate in Educational Administration (PreK-12)**

The Certificate in Educational Administration (PreK-12) consists of a minimum of 18 graduate hours of selected coursework. Students that currently hold a Master of Science or Specialist in Education degree in Education, or a related field, may apply for admission to the certificate program. Admission criteria are the same as outlined for the Master of Science degree with the Educational Administration Major. Participants will obtain the competencies required for the Beginning Administrator License (with a 481 Tennessee endorsement). The curriculum for the Certificate in Educational Administration (PreK-12) is – Educational Administration 583 (3 hours), 515 (3 hours), 553 (3 hours), 554 (3 hours), 548 (3 hours), Theory and Practice in Teacher Education 595 (3 hours).

## REVISE EDUCATIONAL ADMINISTRATION MAJOR, MASTER OF SCIENCE

On pages 148 and 149 of the 2005-2006 Graduate Catalog, Master of Science, Educational Administration Major, Initial Licensure Program, revise Admission and Requirements sections as follows:

A completed application must be received by both the Office of Graduate and International Admissions and the Department of Theory and Practice in Teacher Education, Educational Administration program. A grade point average (GPA) of 2.7 or higher for undergraduate work or GPA 3.2 or higher for prior graduate work is required. Applicants to the Master of Science program must possess teacher or school-related licensure; have, or will have, by program completion three years teaching experience or experience working in schools; and must interview with an admission committee. Candidates for the educational administration major must possess leadership potential preferably demonstrated by previous leadership experience. Three rating forms must be provided with recommendations from three present or former employers that identify a candidate's strengths, weaknesses, and leadership potential. Interviews with applicants will be held each year in April. Courses will officially start in June.

<b>Requirements</b>	<b>Hours Credit</b>
Core Requirements (513, 515, 548, 553)	12
Specialization (523, 554, 583, 544 and an approved curriculum course)	15
Research (516)	3
Internship (580)	6
	Total 36

## REVISE EDS EDUCATIONAL ADMINISTRATION MAJOR REQUIREMENTS

On page 152 of the 2005-2006 Graduate Catalog, Specialist in Education, Educational Administration Major, left column, top of page, revise showcase as follows:

	<b>Hours Credit</b>
Core Requirements (513, 515, 548, 553)	12
Specialization (523, 554, 583, 544 and an approved curriculum course)	15
Research (516, <sup>1</sup> 592, <sup>2</sup> Elective)	9
Internship	6
580	3
	Total 45

<sup>1</sup>A thesis option is available with approval of advisor.

<sup>2</sup>Elective from outside the Educational Administration area chosen in consultation with advisor.

**COLLEGE OF NURSING**

All Changes Effective Fall 2007

**II. PROGRAM CHANGES**

## ADD GRADUATE CERTIFICATE – GRADUATE CERTIFICATE IN HOMELAND SECURITY STUDIES

On page 182 of the 2005-2006 Graduate Catalog add, Graduate Certificate in Homeland Security Studies.

The graduate certificate in homeland security studies is available to graduate students who seek to gain specialized knowledge and skills related to the prevention and management of catastrophic incidents which result in mass casualties, whether the cause is naturally-occurring, accidental, or terrorism. Admission to the certificate program is selective and requires admission to a degree-seeking program and relevant professional work experience. A degree in nursing is not required. The certificate program is composed of 13 credits: Nursing 532: Homeland Security Threats (3 cr.), Nursing 533: Homeland Security I (5 cr.), and Nursing 534: Homeland Security II (5 cr.).

### ATTACHMENT 3

**Committee Members:**

**Kathryn Elam (SGA Senator), Brett Giordano (SGA Senator), J.J. Brown (Assoc. Dean of Students), Louis Gross, Andrew Haddow (GSS President), Deseriee Kennedy, Catherine Luther (Chair), Peggy Pierce, Tim Rogers (ex-officio)**

As a student-driven committee, UTK's Faculty Senate Student Concerns Committee met with representatives from GSS and SGA at the beginning of the 2005-2006 academic year in order to discuss their concerns and ideas regarding student affairs. From this discussion, the committee was able to agree that one of our charges would be to assist in the design and creation of a graduate student resource center that would provide students with information regarding external and internal funding opportunities. The center would also provide workshops and/or training sessions on carrying out successful interviews in the scholarship/fellowship application process. Although primarily designed for graduate students, undergraduate students would also be able to take advantage of the center.

In order to help carry out the objective of creating such a center, the following steps were taken:

- The committee researched the type of assistance graduate students were now being provided by the University of Tennessee in terms of the type of support mentioned above.

**Major Conclusions from Research:**

*UT Career Services* – The office tends to focus more on undergraduate students. It generally does not handle grant and scholarship opportunities.

*Graduate Studies Office* – The office does offer information regarding internal fellowships and other internal funding sources; however, a centralized system offering information regarding external scholarship/fellowship and grant opportunities does not exist. Such information is left to the individual academic units on campus. Interview training sessions designed to help students successfully gain scholarships and fellowships does not exist.

*Student Success Center* – The center currently refers students to appropriate contact persons within academic units for different grants, scholarships, and fellowships. The center primarily serves undergraduate students.

*Center for International Education* – CIE's unit, The Study Abroad Program, does handle student inquiries into study abroad programs and scholarships and holds general informational meetings. The program, however, is designed for programs abroad and no training is provided in terms of the interview process.

- The committee examined the type of grant/fellowship support systems that exist at other academic institutions in the United States. A GSS committee under the direction of GSS President Andrew Haddow researched such existence. The Faculty Senate Student Concerns Committee was presented with the information. Institutions such as the University of California Berkeley, Cornell University, North Carolina State University, and the University of California Los Angeles were among the institutions that had impressive graduate student support systems in place. The

information helped the committee better conceptualize what is needed here at the University of Tennessee.

The Faculty Senate Student Concerns Committee would now like to request that the University of Tennessee consider establishing the following for its graduate students:

- ❖ Create a Graduate Student Resource Center as a part of the University of Tennessee's Graduate Studies to assist graduate students in attaining knowledge about external funding opportunities and provide workshops designed to train students to be successful in the interview process often accompanying fellowship applications.
- ❖ As part of this center, create and maintain a database that would allow students to easily access information and applications to various grants, scholarships, and fellowships. It would also list all graduate student assistantships that are not directly associated with any school or department (e.g., assistantships offered by digital media services).
- ❖ As part of this center, create and maintain a Web site that would have a link to the funding opportunity database. The Web site would also be a site that would publicize major graduate student accomplishments such as prestigious awards and publications.

Rationale for Proposed Graduate Student Resource Center/Web site:

- ❖ The goal of moving UTK to AAU status requires an emphasis on improving a number of metrics of student success. The efforts to date have focused on undergraduate performance, yet top-rated research institutions with which UTK would like to be viewed as competitive make significant efforts to encourage their graduate students as well to apply for, and be successful at obtaining, prestigious fellowships and awards. While faculty and individual departments have a major role in this, student success and faculty assistance can be greatly enhanced through a centralized resource such as suggested here. The routes to success for many prestigious fellowship opportunities are similar (e.g. NSF doctoral dissertation improvement, EPA STAR Fellowships, etc.) and workshops on what leads to success in these competitions would benefit students across many departments.



**ATTACHMENT 4****Graduate Studies Response to  
Proposal for Graduate Student Resource Center**

The Office of Graduate Student Services welcomes the suggestion to establish a Graduate Student Resource Center. Taking each part of the recommendation separately here are the actions that we suggest.

(1) The Dean of Graduate Studies should consult with the Office of Research, the Advising Committee of the Undergraduate Council, and the staff of the Office of Graduate Student Services to determine the best way to collect information on external funding opportunities, grants, scholarships and fellowships and to determine the best way to make this information available to graduate students. As space to create a new office to house the Center is unlikely to be available, it would be best to consider both a web site (see#3) and use of existing space, perhaps in the UC in the Graduate Student Senate office.

(2) Discuss with the Graduate Deans group the best way to provide training for interviews. Should this be done centrally or at the college or departmental level? Who would be involved in the training? If the Faculty Senate Student Concerns Committee has models from other universities this information could be valuable for this discussion.

(3) The Office of Graduate Student Services will consider a linkage of the web site in #2 with the current Graduate Studies web site.

Prestigious awards are currently announced through departmental and college, and in some cases university publications, and through press releases. It would be very time consuming and would require appointment of new staff to maintain a site with all such information and publications as well. This recommendation will be taken to the Graduate Deans and to the Graduate Council for discussion of the benefits and the additional funds that would be required.

April 6, 2006

**ATTACHMENT 5**  
**Graduate Council: Report for 2005/06**  
**Stefanie Ohnesorg (Chair)**  
**April 17, 2006**

Graduate Council Meetings in 2005/06

September 1, 2005

October 6, 2005

November 17, 2005

February 2, 2006

March 9, 2006

April 27, 2006

The Minutes of all Graduate Council Meetings can be found at:

<http://gradstudies.utk.edu/GraduateCouncil/gcouncilminutes.shtml>

Graduate Council Committees

- Academic Policy Committee (Chair: Matt Murray)  
Reports: <http://gradstudies.utk.edu/GraduateCouncil/apcreport.shtml>
- Curriculum Committee (Chair: David Golden)  
Reports: <http://gradstudies.utk.edu/GraduateCouncil/curcomreport.shtml>
- Credentials Committee (Chair: Michael Zemel)  
Reports: <http://gradstudies.utk.edu/GraduateCouncil/credcomreport.shtml>
- Graduate Deans' Group (Chair: Mary Papke)  
Reports: <http://gradstudies.utk.edu/GraduateCouncil/graddeanreport.shtml>
- Professional Development Committee (Chair: Anne Mayhew)  
Announcement and Procedure:  
<http://gradstudies.utk.edu/GraduateCouncil/ProfDeve/PDAMemo05.pdf>
- Appeals Committee (Chair: Matt Murray)  
Appeal Procedure:  
<http://gradstudies.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf>

Ad-hoc Committees that were formed in 2005/06

- Nominating Committee to oversee the process of selecting a new Chair for Graduate Council for the 2-year-term starting in 2006 and ending in August 2008. (Report is included in the Minutes for the Graduate Council meeting of March 9, 2006 under 'New Business'.) Committee Members: Marianne Breinig (Chair), Nan Gaylord, and David Golden.
- Ad-hoc Committee Focusing on Issues Related to Graduate Hooding and Commencement. (For further details see the Minutes for the Graduate Council meeting of March 9, 2006 under 'New Business'.) A first meeting is scheduled for Tuesday, May 2, 2006, 9-10 a.m., 5th Floor Conference Room, Andy Holt Tower. Committee Members: Stefanie Ohnesorg (Chair), Matthew Murray, Tom George, Richard Townsend, Beauvais Lyons, Mary Papke, and Kay Reed.

## Major Accomplishments of the Graduate Council & Major Policy Changes Approved by the Graduate Council

- “Best Practices in Teaching,” a year-long program to introduce graduate teaching assistants and associates to professional standards in teaching was held for the first time in 2005/06. This highly successful program was facilitated by the Associate Dean of Graduate Studies, Dr. Mary Papke.
- The Office of Graduate Studies developed a new handbook for graduate assistants to bring policies and procedures together in one place.
- The Office of Graduate Studies developed a new handbook outlining the new Graduate Appeal Procedure that came into effect as of fall 2005.
- Revised and updated operating guidelines for the Curriculum Committee were approved by Graduate Council on Oct. 10, 2005.
- On November 17, 2005, Graduate Council approved a new grading system for the College of Law. According to this new system, grades are awarded on a numerical scale (in increments of 0.1) from 0.0 to 4.3, and no credit toward the JD degree is awarded for grades of 0.0 to 0.7. (Effective Date: Fall 2006)
- On November 17, 2005, the Academic Policy Committee reported to Council that it did not approve the proposal presented by the Physician Executive MBA Program (PEMBA) on admissions requirements and processing changes, and Graduate Council voted to accept the this recommendation. In this proposal, the Physician Executive MBA Program had requested that physicians licensed to practice medicine in the U.S. should not be required to submit transcripts prior to acceptance if their medical license can be verified.
- On February 02, 2006, Graduate Council approved the following change to the Credentials Committee Bylaws:
  1. A statement indicating that a simple majority of the committee present be required for recommendations to Council on approval to direct dissertations was added to the Committee Bylaws.
  2. A statement clarifying that department heads requesting approval to direct dissertations for faculty falling in guidelines # 1 and # 5 need to include faculty voting records that report votes for, against and abstaining.
- The Graduate Council minutes of February 02, 2006 contain an informational item stating that the following sections will be deleted from the Graduate Catalog (effective date: academic year 2006/07): Policy for the Administration of Graduate Assistantships; Dining Services; Housing; and Parking Services. A note will be added in the Graduate Catalog to replace the policy on the administration of graduate

assistantships explaining that a brochure containing policy and best practices is available from the Office of Graduate Studies.

- On February 2, 2006, Graduate Council approved the following recommendation from the Academic Policy Committee regarding the interpretation of scores on the Internet-based TOEFL:  
“Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL). A minimum score of 213 on the computer-based test, 550 on the paper test, or 80 on the Internet-based Test typically with a score of 20 on each of the sections of the test (reading, listening, writing, and speaking) is required for admission consideration. Some programs require higher scores. . .” (Effective Date: Fall 2006)  
It was suggested that this new policy should be reevaluated in spring of 2007 when more data on the Internet-based TOEFL will be available. (for example: comparability with the computer-based TOEFL, effect on admission of international students, etc.)
- On February 2, 2006, Graduate Council approved the following change in policy on thesis/dissertation abstracts and titles.  
“Thesis and dissertation abstracts should not exceed 350 words. Scientific or mathematical symbols will not be allowed in the title or abstract of theses or dissertations. (Effective Date: Fall 2006 with publication in the Guide for the Preparation of Theses and Dissertations)
- On February 2, 2006, Graduate Council approved that as of fall 2007, theses and dissertations will be accepted for submission in electronic form only. (Paper copies will no longer be accepted.) Appropriate changes to this effect will be made to the Guide for the Preparation of Theses and Dissertations.
- On March 9, 2006, Graduate Council approved the following recommendation for changes in policy on Thesis/Dissertation Abstracts and Titles (effective as of fall 2006, with appropriate changes in the Guide for the Preparation of Theses and Dissertations):  
“Students must submit an abstract for purpose of cataloging. Any symbol used in the title or abstract must conform to Arial MS Unicode. This abstract should not exceed 350 words. Students have the option of also submitting an additional abstract that may use any symbol system and be of any length.”
- The International GTA Languages training program partially funded by the Graduate School has been terminated. (see GC minutes of March 9, 2006) Plans to possible alternative programs that will assist international students, faculty, and staff to improve English speaking skills are under way.
- Matthew Murray will be the Chair of Graduate Council for the 2-year-term starting August 2006 and ending in August 2008.

- All orientation schedules for new graduate students (Grad. Student Services, CIE) will be made available to individual departments in April 2006 in order to facilitate the scheduling of orientations sessions offered by individual departments.
- Schedules for the 2006/07 meetings of the Graduate Council (and its Committees) were coordinated in such a way that there will be no unnecessary delays in the approval process of curriculum changes.
- In Progress (to be continued in Fall 2006: NRC Rankings - The data submission to the Graduate School for NRC rankings will be an ongoing process for the University's graduate programs.
- In Progress (to be continued in Fall 2006): Development and implementation of policies with regard to postdoctoral fellow appointments as they relate to graduate education at UTK.
- In Progress (to be continued in Fall 2006): Discussion whether it would be desirable to build new professional master's degree programs, such as the dual degree programs established by the Colleges of Business Administration and Engineering.
- In Progress (to be continued in Fall 2006): Work towards a common framework of Graduate Council Bylaws and Operating Procedures.