



9-1-2005

# Graduate Council Minutes - September 1, 2005

Graduate Council

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## THE UNIVERSITY OF TENNESSEE

Members Present

David Anderson, Ben Bates, Marianne Breinig, Ralph Brockett, Tom Burman, Bill Dunne, Amy Elias, Ann Fairhurst, Paul Frymier, Nan Gaylord, James Gehlhar, Tom George, David Golden, Andrew Haddow, Tom Handler, George Hoemann, Michael Keene, Barbara Klinkhammer, Karen Levy, Karla Matteson, Anne Mayhew, Mary McAlpin, Sandra McGuire, Bharat Mehra, Matthew Murray, Stefanie Ohnesorg, John Orme, Mary E. Papke, Linda Phillips, Lloyd Rinehart, Susan Smith, Laura Souza, Barbara Thayer-Bacon, Belle Upadhyaya, Michelle Violanti, John Wodarski.

The Graduate Council meeting was called to order by Stefanie Ohnesorg, Chair, on Thursday, September 2, 2005, at 3:00 p.m. in the 8<sup>th</sup> Floor Board Room of Andy Holt Tower.

1. Minutes of the Preceding Meeting

The minutes of the April 21, 2005 meeting were approved with the following corrections:

- Curriculum - Prerequisites and corequisites as presented in April 2005 will be rescinded (Graduate Council Minutes pages G615-G756). The prerequisites and corequisites that are currently listed in the Graduate Catalog will be in effect and monitored by the departments as they are published. If departments wish to change these prerequisites and co-requisites, they may submit requests through the curricular change process.
- Graduate Council Appeal Process – The effective date for the Graduate Council Appeal Procedure will be noted as Fall 2005 in the April 21, 2005 minutes. The effective date was omitted in the April minutes.

2. Orientation to Graduate Council

Stefanie Ohnesorg, Graduate Council Chair, presented an overview of the following items to assist council with the new year:

- Schedule of Graduate Council and committee meetings;
- Membership and committee rosters;
- Graduate Council description from Faculty Senate Bylaws (Attachment 1);
- Graduate Council website overview;
- Faculty Senate's invitation to Graduate Council to attend the Faculty Senate Retreat - September 16, 2005;
- Introduction of Graduate Council Committees & Graduate Deans' Group:
  - 1) Academic Policy Committee, Chair – Matthew Murray
  - 2) Appeals Committee, Chair – Appointed at time of appeal.
  - 3) Credentials Committee, Chair – Michael Zemel
  - 4) Curriculum Committee, Chair – David Golden

- 5) Graduate Deans' Group, Chair – Mary E. Papke. Papke noted that the Best Practices in Teaching Program for Graduate Assistants and Associates 2005-2006 is in place with Session I – Basic Issues (Fall 2005) beginning on September 14, 2005. In addition, the Graduate Assistant Handbook is being distributed for reference.
  - 6) Professional Development Committee, Chair– Anne Mayhew.
- 2004-2005 Summary of Graduate Council activity.

### 3. New Business

No new business.

### 4. Administrative Reports and Announcements

Graduate Dean's Report – Anne Mayhew

Mayhew introduced Alan Hollis, Interim Thesis/Dissertation Consultant. A search is underway to fill the position. Hollis is revising the *Guide to the Preparation of Theses and Dissertations – 10<sup>th</sup> Edition 2003* and plans to present the revision to the Graduate Council this year for information.

Mayhew reported on Fall 2005 graduate enrollment. In comparison to Fall 2004, graduate student enrollment for 2005 has increased by 212 students in headcount, with an increase of 157 early doctoral students over the past year. Full time graduate student enrollment also increased in comparison to 2004.

Mayhew noted an endowment gift of \$4 million has been given to the University of Tennessee and the intent is to use most of the earnings for graduate fellowships. Further development and discussion of the allocation of revenues from this endowment will be forthcoming. She also noted that no additional funding has been provided by the State of Tennessee. However, funding efforts for the graduate programs continue to be a high priority for the University. Tuition increases, re-allocation efforts of current funding, and streamlining expenditures continue to be our major source of new revenue. Continued development of our graduate programs and recruitment efforts designed and administered by academic departments will be critical to the progress made by UTK in graduate education.

Mayhew reported that Chancellor Loren Crabtree remains committed to a plan for the University of Tennessee to become a member of the Association of American Universities (AAU).

Mayhew noted that she would like to see the Graduate Council engaged in a discussion of the role of master's degree programs. She noted that professional master's degree programs, such as the dual degree programs established by the Colleges of Business Administration and Engineering, will be of continued importance for graduate education. These programs will assist the University's master's level students to enter the job market competitively, as they combine skill levels and educational expertise.

Mayhew asked that orientation schedules for 2006 be an item of discussion in future council meetings to facilitate further organization between the graduate school, academic departments, and the Center for International Education.

Mayhew encouraged departments to direct their international students to take advantage of the English language courses developed by the English Language Institute and the Department of Audiology and Speech Pathology for the purpose of enhancing instruction at UTK. The Chancellor's Office does provide half of the cost to the departments for the courses.

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

Haddow noted that the new graduate student health insurance is now with United Healthcare, with some changes in coverage. He reported that GSS hosted an informal 'one-on-one' orientation in August for incoming graduate students. A videotape was made of this presentation for new graduate international students who could not attend this session. Graduate Student Senate will be working on the following items for the new year:

- Developing the Travel Fund Award Application for Electronic Application;
- Assessing the current bylaws and attendance policies for Graduate Student Senate Representatives;
- The role of the Vice President of Graduate Student Senate;
- Establishment of a 'Graduate Student Bill of Rights', (An informal information tool for resources for the new graduate students, not an addition to or replacement of the current Graduate Assistant Handbook);
- Funding resources for incoming graduate students.

#### Graduate Council Chair – Stefanie Ohnesorg

Ohnesorg asked council members to plan to attend the meetings of the Council and its committees, as well as other related meetings, such as the Graduate Coordinators' Workshop on September 21, 2005.

#### 5. Items from the Floor.

There were no items from the floor.

The next Council meeting will be held on October 6, 2005.

With no further business the meeting was adjourned at 4:40 p.m.

Respectfully Submitted,

Tammy L. Barnhart

## Attachment 1

## FACULTY SENATE BYLAWS

## ARTICLE III, Section 3, G as Revised April 5, 2004

**G. Graduate Council.** Membership shall consist of faculty representatives chosen for three-year terms from the schools and colleges of the University engaged in graduate work, and two graduate students appointed by the Graduate Student Senate Members shall be chosen in the spring term for terms to commence at the start of the next fall term. Representatives shall be apportioned among the schools and colleges according to the number of graduate students enrolled in the college or school in the previous fall term, using the following table:

<b>Graduate Students</b>	<b>Total Graduate Council Representatives</b>
1-300	1
301-500	2
501-700	3
etc.	

Representatives must regularly teach graduate courses or supervise graduate study and must (1) hold full-time or continuing part-time appointment with the rank of assistant professor or higher, and (2) perform academic duties consisting of at least half-time teaching, research, service or departmental administration. Ex-officio members (without vote) shall be the Dean of Libraries, the Dean of Outreach and Continuing Education, the Director of the Center for International Education, and the Chair of the Research Council or their designees. In addition, the administrative officer having primary responsibility for graduate curriculum in each college or school shall serve as ex-officio member (without vote) of the Graduate Council if that person is not a college or school representative. The Chair of the Graduate Council shall be a faculty member from the Graduate Council elected for a two-year term by voting members of the Graduate Council. The

election of the Chair will take place at the last meeting of the Spring semester.

The Graduate Council shall concern itself with standards for admission, retention, and graduation; with curricular matters in the graduate programs; with the development of interdisciplinary programs; with the approval of new programs and any other matters of educational policy pertaining to graduate programs. In addition the Council will examine study abroad policies applicable to graduate students and serve as a liaison between faculty and campus offices that coordinate services designed to reach international education goals. It will monitor policies for screening applicants for various awards and monitor policies regarding receiving credit from programs abroad. The Graduate Council shall report its actions to the Executive Committee of the Faculty Senate. The agenda and minutes of the Graduate Council meetings will be distributed electronically to all senators at least five business days prior to the next senate meeting. Implementation follows approval of the changes at that meeting. Any curricular change may be reopened for review and its implementation delayed at the will of the Executive Committee, or the full Senate. The past chair will remain a member of the council for one year.