Graduate Council Minutes   Graduate Council

9-5-2002

Graduate Council Minutes - September 05, 2002

Graduate Council

Members Present

Stephen Blackwell, Melissa Bowers, Edward Caudill, Sid Collins, Kathleen Davis, Wayne Davis, Charles Feigerle, Greer Fox, Paul Frymier, Thomas George, Carol Harden, Roxanne Hovland, Majid Keyhani, Vena Long, Anne Mayhew, Sam Morton, Naima Moustaid-Moussa, Stefanie Ohnesorg, Linda Phillips (for Barbara Dewey), Mary Rogge, Otto Schwarz, Daniel Smithwick, Richard Townsend, Thomas Turner, Gretchen Whitney, Luther Wilhelm

The Graduate Council was called to order at 3:07 PM, in the Board Room, 8th Floor Andy Holt Tower, by Chair Majid Keyhani.

1. Minutes of the Preceding Meeting

   The minutes of the April 25, 2002 meeting were approved as distributed.

2. Committee Reports

   - Academic Policy

     Dr. Wayne Davis (Chair) noted that the committee, in their August 22, 2002 meeting, recommended that future versions of the "Senior Requesting Graduate Credit" form require a signature from the course instructor, indicating approval for the student to take the course for graduate credit. The Office of Graduate Student Services will make the addition on the form and distribute it on its web page at web.utk.edu/~gsinfo.

   - Appeals

     The Appeals Committee report was presented during Closed Session.

   - Credentials

     The report on faculty applications to direct doctoral dissertations was presented during Closed Session.

   - Curriculum (See Report/Appendix A)

Dr. Paul Frymier (Chair) reviewed the curricular items, as presented in the agenda. After brief mention of revisions to course titles and/or descriptions in the Colleges of Communications, Law, and Veterinary Medicine, discussion focused on the draft copy of the form "Request for Electronically-Mediated Format Course for the Graduate Council." See Appendix B.) This form was based on the recommendations of the Instructional Technology Subcommittee.

Dr. Frymier stressed the fact that no policy changes accompany this document. For purposes of clarification, however, two pages of "Definitions of Terms" will be made available. Following an extensive discussion, the Graduate Council voted unanimously to adopt the new form.

This form can be accessed via the Graduate Council link from the Graduate Studies web page at web.utk.edu/~gsinfo.

- <u>Graduate Deans Group</u>

   Dr. Edward Caudill (Chair) indicated that the group had no action items for review/approval.

- <u>Graduate Student Association</u>

   Mr. Sam Morton, GSA President, reported that the GSA/SGA is focused on voter information and awareness and working towards procuring an early voting booth for placement on campus. He stressed that the organization is not supporting any particular candidates. The student government organizations have aligned their efforts with those of the Legislative Affairs Committee of the Faculty Senate.

   The SGA/GSA is cooperating with WATE TV in the hopes of sponsoring a gubernatorial debate in the UT Conference Center, although no plans have as yet been finalized. Confirmed, however, is the October 18 debate between Tim Burchett and Bill Owen, to be held in the University Center Auditorium.

   Mr. Morton also praised the success of this year's Graduate

Student Orientation, pointing particularly to the popularity and effectiveness of the GSA panel discussion.

- Professional Development

    Dr. Anne Mayhew (Chair) reported that all 2001-2002 awards had been distributed. A full report will be presented at the October Graduate Council meeting.

    A call for proposals for the current year has already been circulated. Awards of up to $5,000 are available.

3.   Other Business

Dr. Majid Keyhani announced the need for a group of Graduate Council volunteers to work with Dr. Kay Reed to examine the best strategies for graduate fellowship awards. He mentioned, as well, that future ad-hoc committees may be developed to address other issues.

4.   Announcements

Dr. Anne Mayhew shared the 14-Day Enrollment Report with the Council, noting that graduate enrollment is up 231 students over last year, while total UT enrollment has declined by 86 students. The latter figure can be attributed to a decline in the numbers of first-time freshmen and sophomores. University of Tennessee enrollment totals: 5,660 graduate and 18,575 undergraduate.

Ms. Linda Phillips distributed registration forms for the upcoming Scholarly Publishing and the Common Good conference, to be held on campus September 25 and 26, 2002. She encouraged members to feel free to attend as many or as few of the sessions as they desired, adding that they should register, so that packets will be available.

Dr. Fred Tompkins spoke about a Ph D computational engineering research group that is relocating from Mississippi State University to UT/Chattanooga. As no Ph D program currently exists at UTC, the UTK College of Engineering is cooperating in efforts to appoint the four tenure-track faculty members of the group to UTK. Preliminary discussions likewise call for Ph D degrees to be accommodated through UTK's Engineering Science program, in an effort similar to that of UTSI programs.

Dr. Tompkins cautioned, however, that no "consensus" has yet been reached on how to best proceed.

CLOSED SESSION

Dr. Wayne Davis presented the Appeals Committee report on the recent student hearing. Panel members were Wayne Davis, Chair, Kathleen Davis, and Melissa Bowers. The student complaint focused upon denial of admission to a graduate program.

After a thorough investigation of the appeal, the committee recommended that the student be admitted to the graduate program as a degree candidate and that graduate planning coursework from Spring 2000 onward be granted consideration for retroactive graduate credit. The Graduate Council unanimously approved the recommendations, as presented.

Dr. Kathleen Davis (Chair) presented the report from the Credentials Committee. Those faculty members approved to direct doctoral dissertation research are as follows:

Faculty Member	Academic Department	Approval Period
Anfara, Vincent	Ed. Admin. & Policy Studies	Until tenure decision
Zong, Ming Cheng	Plant Sci./Landscape Sys.	Until tenure decision
Fisher, Leslee	Cultural Studies in Edu.	Until tenure decision
Kah, Linda	Geological Sciences	Until tenure decision
Perfect, Edmund	Geological Sciences	Until tenure decision
Tonn, Bruce	Planning	Until tenure decision
Uhle, Maria	Geological Sciences	Until tenure decision
Culiat, Cymbeline	Genome Science & Tech.	5 years
Bensel-Meyers, Linda	English	Until cumulative review
Bozdogan, Hamparsum	Statistics	Until cumulative review
Guess, Frank	Statistics	Until cumulative review
Pulsipher, Lydia	Geography	Until cumulative review

Graduate Council approved the report.

The Graduate Council adjourned at 4:35 PM.

Respectfully submitted,

Bonnie L. Hinds
Secretary to the Council

Appendix A
GRADUATE COUNCIL
September 5, 2002

COLLEGE OF EDUCATION

EDUCATION

<u>Revise</u> the Doctor of Education degree program with a major in Education, concentration in teacher education, specialization in mathematics education, to allow an alternative residence requirement for a cohort group. Catalog copy on page 96 of the *2002-2003 Graduate Catalog* will read:

Doctor of Education (Ed.D.) students who are cohort members of the National Science Foundation (NSF) funded Appalachian Collaborative Center for Learning Assessment and Instruction in Mathematics (ACCLAIM) complete a program of study totaling 51 to 63 credit hours, depending on mathematics background, which includes an alternative approach to doctoral residence. Specifically, residency incorporates four terms of continuous enrollment, beginning with the second summer term and continues through the third summer term. During this 14-month period, students are enrolled in a total of 30 credit hours (i.e., 9 credit hours each summer and 6 credit hours each fall and spring). Courses originate from the University of Tennessee, the University of Kentucky, the University of Louisville, and Ohio University; instruction is through either traditional or web modalities. Students are on campus at one of the participating institutions throughout each summer term. Students sit for comprehensive examinations during the fourth summer term (i.e., typically, their tenth term of enrollment) and then complete a dissertation. Interested students should contact Dr. Vena M. Long, Department of Theory and Practice in Teacher Education, University of Tennessee (vlong@utk.edu).

Effective Fall 2003

All backup material is available in 201 Student Services Bldg.

All 400-level course changes are subject to approval by the Undergraduate Council.

COLLEGE OF COMMUNICATIONS

BROADCASTING

Revise course title and description:

560 Broadcasting & Telecommunications Law and Policy (3) Law, regulation, and policy in broadcasting and telecommunications (cable, telephony, Internet). Philosophy of regulatory policy formation role of FCC and ITU, and disparate treatment of electronic media. Issues and problems facing media managers, industry, and society as result of electronic media law and regulations. Prereq: Consent of instructor or admission to program. F (Formerly: **Radio & Television Law and Regulations**).

570 Broadcast & Internet Research (3) Practical and professional application of research methods. Applied audience and market research. Overview of techniques, research design, data collection and analysis, and application to management decision making. Use of internet for data collection. Prereq: Communications 512 or 612, or consent of instructor. Sp
    (Formerly: **Radio & Television Research**)

590 Advanced Electronic Media Management (3) Financial management and planning of media operations: budgeting, financial planning, strategic planning, and related techniques. Management and planning across media operations. Issues facing managers from convergence, policy shifts, and development of new technologies and media. Theoretical perspectives in media management, organization, and operations in competitive environments. Prereq: 490 Radio/TV Management. Sp
    (Formerly: **Advanced Radio & Television Management**)

Revise description:

550 International Broadcasting (3) History and structure of broadcasting systems in other countries. Development of international broadcasting, rise of new international and global media systems (satellites, internet). Role and impact of international broadcasting organizations, policy, and technology. Use of electronic media for intercultural and development communications. Prereq: Consent of instructor.

Effective Fall 2003

COLLEGE OF LAW

LAW

Delete the requirement of 905 Advocacy Clinic in the concentration in advocacy and dispute resolution under the J.D. degree program.

Revise concentration in business transactions under the J.D. degree program to allow alternative to 833. List of requirements (page 136) will read:

833 Representing Enterprises or 978 Transactional Tax Planning

Add:

946 Business Law Clinic (6) Supervised fieldwork assuming substantial responsibility for representing clients with various business and transactional matters. Exploration and development of fundamental professional skills involved in practicing business and transactional law. Interviewing and counseling clients, negotiating with other attorneys and parties, planning, negotiating and documenting transactions and dispute resolutions, conducting factual investigations and legal audits of businesses, and monitoring and ensuring compliance with federal, state and local statutes, rules and regulations. Prereq: 818, 826, 827, 972. Prereq or coreq: 842. 826 may be waived for those with sufficient business background. May not receive credit for both 946 and 905.

947 Prosecution Externship (6) Supervised fieldwork required to be admitted to practice as prosecutor and to assume substantial responsibility for prosecution of criminal cases in state or federal courts. Classes on Tennessee or federal criminal law and procedure and prosecution function. Under direct supervision of full-time, experienced prosecutor and other professional prosecutors in office. Assist in investigation of crimes, interview and preparation of witnesses, drafting of relevant documents, negotiation and formal presentation of guilty pleas, presentation of cases to grand jury, and representation of government in preliminary hearings and felony trials. Prereq: Third-year standing, 813, 920, and either 854 or 855, and consent of instructor. May not receive credit for both 947 and 905.

995 Transactions: The Tennessee Journal of Business Law (1-2) Performance of duties of staff member or editor of *Transactions: The Tennessee Journal of Business Law*. Responsibilities vary each semester: writing of case synopsis, writing of article, and/or performing other assigned duties related to operation. Members of *Transactions* who are not on senior editorial board receive one hour of credit for successfully completing two consecutive semesters of service. Members of senior editorial board receive two hours of credit for each full year of satisfactory service. May be repeated. S/NC only. Does not count toward total number of elective upper division courses taken S/NC.

Revise course title:

854 Investigatory Criminal Procedure (3)
   (Formerly: **Criminal Procedure I**)

Revise course title and description:

855 Adjudicatory Criminal Procedure (3) Pre- and post-trial procedures in criminal case: bail; preliminary hearing; grand jury; prosecutorial discretion; discovery' speedy trial; plea bargaining; jury trial; and double jeopardy. Federal Rules of Criminal Procedure.
   (Formerly: **Criminal Procedure II**)

Revise credit hours and description:

935 Gratuitous Transfers (3) Gifts; will substitutes; nature, creation, termination and modification of trusts; intestate succession; execution, revocation, probate and contest of wills; statutory protections against disinheritance; and introduction to powers of appointment, basic problems of will construction, powers of attorney, and planning for disability and death.
   (Formerly: **(4)**)

960 Employee Benefits Law (2-3) Employee Retirement Income Security Act, federal law governing

G7a and G8a

October 14, 2002

memorandum

To: Monique W. Anderson, Associate Dean and University Registrar

From: Brenda Rayman, Catalog Editor

On pages G7 and G8 of the September 5, Graduate Council minutes, please make the following changes effective **SPRING 2003** (instead of Fall 2003):

COLLEGE OF LAW

Add:

> **946 Business Law Clinic (6)**
>
> **947 Prosecution Externship (6)**
>
> **995 Transactions: The Tennessee Journal of Business Law (1-2)**

Revise course title:

> **854 Investigatory Criminal Procedure (3)**

Revise course title and description:

> **855 Adjudicatory Criminal Procedure (3)**

Revise credit hours and description:

> **935 Gratuitous Transfers (3)**
>
> **960 Employee Benefits Law (2-3)**

Revise registration restriction:

> **905 Advocacy Clinic (6)**

employee benefit plans sponsored by private employers. Applied problem method of instruction: questions, issues, and problems involving employee benefit plans likely to arise in general litigation or business transaction practice. For three credit hours, includes Chapter 400 of Internal Revenue Code.
   (Formerly: **(3)**)

Revise registration restriction:

905 Advocacy Clinic (6) May not receive credit for both 905 and 946 or both 905 and 947.

Effective Fall 2003

COLLEGE OF VETERINARY MEDICINE

VETERINARY MEDICINE

Revise the total hours required for the D.V.M. degree program from 163 to 164. The last   paragraph under the D.V.M. Curriculum (page 195) will read:

The curriculum requires successful completion of 164 semester credits.

Revise credit hours:

801 Application Based Learning Exercise (ABLE) I (1)
   (Formerly: **(2)**)

841 Reproductive System (3)
   (Formerly: **(4)**)

846 Multispecies Medicine (3)
   (Formerly: **(4)**)

Drop:

803 Application Based Learning Exercise (ABLE) III (1)

Effective Fall 2003

All backup materials are available in 305 Student Services Building

G7a and G8a

October 14, 2002

memorandum

To: Monique W. Anderson, Associate Dean and University Registrar

From: Brenda Rayman, Catalog Editor

On pages G7 and G8 of the September 5, Graduate Council minutes, please make the following changes effective **SPRING 2003** (instead of Fall 2003):

<u>COLLEGE OF LAW</u>

<u>Add</u>:

946 Business Law Clinic (6)

947 Prosecution Externship (6)

995 Transactions: The Tennessee Journal of Business Law (1-2)

<u>Revise</u> course title:

854 Investigatory Criminal Procedure (3)

<u>Revise</u> course title and description:

855 Adjudicatory Criminal Procedure (3)

<u>Revise</u> credit hours and description:

935 Gratuitous Transfers (3)

960 Employee Benefits Law (2-3)

<u>Revise</u> registration restriction:

905 Advocacy Clinic (6)

THE UNIVERSITY OF TENNESSEE

REQUEST FOR ELECTRONICALLY-MEDIATED FORMAT COURSE
FOR THE GRADUATE COUNCIL

New graduate courses or current courses to be taught in an electronically-mediated format must be approved by the Graduate Council. Electronic-mediated courses are those that use internet- or video-based components as a significant means of distributing information and creating and managing student-instructor interaction. These courses may or may not fall within the standard timetable established by the University.

Contact
Academic Unit: _____ Person: _____ Tel.#: _____

College: _____ Academic Discipline: _____

Date Submitted: _____ Request Effective _____ Term_____

Course Number: _____ Credit Hours: _____

Course Title (as listed in *Catalog*): _____

Instructor: _____ Number of Credit Hours to be Awarded: _____

Total Number of Weeks: _____

Total Expected Student Time Commitment*: _____

Course Designation (Technology-Enhanced or Tennessee-Online)*: _____

Course Description:

Student Site Requirements (for example: on campus three times a week, on campus once a week and access to on or off-campus synchronous video twice a week, etc.):

Attach syllabus with course assignments and attendance policy.

INSTRUCTIONS: Department Head/Director should submit 10 copies of this form for each course to be taught in an electronic format to the Office of Graduate Student Services, 218 Student Services Building, no later than noon on Wednesday 3 weeks prior to the Graduate Council meeting.

(OVER)

GC 09/02

Please provide the following supporting information:

1. What is the nature and quantity of structured student/instructor interaction (for example: 3 hrs. classroom lecture each week, asynchronous video 3 hrs per week and scheduled internet discussion groups 2 hrs. each week, etc.):

2. What is the nature and quantity of structured student/student interaction: (for example: scheduled internet student discussion groups, etc.):

3. Can course be used in partial fulfillment of degree requirements? If no, explain.

4. Explain why the mode of course delivery is suitable for the subject matter:

5. How will student learning be evaluated?

6. Does the course cover the same amount of material as a comparable standard format (classroom) course? If no, explain.

*See Definitions of Terms

Definitions of Terms

The following definitions of terms are taken primarily from the approved recommendations of the 2000 Information Technology Task Force Committee Report.

1 Definitions of Electronic-Mediated Courses/Categories

Technologies such as World Wide Web pages, threaded discussions, bulletin boards, and e-mail may be integrated in any course offered at UT. Students who enroll in UT classes are expected to have access to computers and the Internet and possess basic skills in e-mail, word processing and web-browsing. Ports are provided on campus in classrooms, labs and residence halls. A limited number of computers are available on campus in labs for student use. Students should be so notified of these expectations and provisions in the University's catalogs and timetables. The following designations for electronic-mediated courses are used in the "Request for Electronically-Mediated Format Course for the Graduate Council":

Technology-Enhanced Course (TE)
Tennessee Online Course (TN)
Correspond Online Course (CO)

TE and TN courses are appropriate for consideration by the Graduate Council. CO courses are correspondence courses and are not permitted for graduate credit. Their definition is included here solely as a guide.

Technology-Enhanced Course (TE-course)

Technology-enhanced courses (TE-courses) are delivered using a hybrid of modalities. While these courses generally do not require regularly scheduled classroom attendance, residence sessions may be required for examinations or to conduct labs, seminars or provide specialized instruction as appropriate to the course. These courses have highly interactive online learning activities with a cohort group, including discussions, group projects, or other exercises that stimulate critical thinking and concept application. The student will complete the course requirements and keep in touch with the instructor and classmates using a variety of communication modes including, for example, e-mail, interactive compressed video conferencing, videotapes, computer and video conferencing, Internet/World Wide Web resources, printed materials, Postal service. Fax, and telephone.

Course information regarding delivery modality(s), technology and compute: competency requirements, weekly online commitments, and scheduled residency or synchronous class sessions will be available via hot-link from the online master (term) Timetable

These courses have specific start and end dates, generally within the traditional semester framework. The faculty/institution have primary control over the pace of the course. The courses carry the same academic credits as traditional courses offered in a face-to-face format and may be used toward total credit hours for tuition purposes.

Tennessee Online Courses (TN-course)

Tennessee Online courses are those that use internet-based components as the principal means of distributing information and creating and managing interaction Communication and interaction is via e-mail and discussion forums with an instructor and cohort group. Highly interactive online activities are carried out in an asynchronous format, meaning students can log on to, read and post online messages at any time during the defined activity period. Class attendance is not required. These courses generally follow the University calendar and meet the-same credit stipulations as on-campus courses.

Correspond Online Course (CO-course)

Students may enroll at any time through the Department of Independent Study for Correspond Online courses. Students begin work on the course and progress through assignments in a self paced mode, giving them primary control over the pace, time and location of the course. Though traditionally print-based in format, assignments and courses materials for the self-paced Correspond Online courses may be delivered and submitted via e-mail or the Internet as well as by Fax, Postal or courier service. Final examinations must be taken under supervision at an approved testing site. Program requirements dictate if, or how many, of the self-paced courses are accepted toward the undergraduate degree. These courses are subject to the same policies as the traditional correspondence courses.

2 Definition of Time Commitment

Graduate policies currently require that the number of contact hours should never be fewer than the equivalent of one hour per week during the term for each hour of credit awarded, (i.e. 15 hours per semester hour); for every contact hour, there should be at least two hours of student preparation; and that for each hour of graduate credit under the semester system, there should be a minimum elapsed time of one week. These requirements are designed to allow for substantive and meaningful interaction between the faculty member and student. Contact Hours has traditionally meant that students and instructors were face-to-face at a common geographical site. In the distributed earning environment, this will be replaced by courses requiring a hybrid of delivery styles.

The Task Force recommends defining Time Commitment for Technology-Enhanced and Tennessee Online courses at the graduate and undergraduate level, in place of Contact Hours currently used for traditional face-to-face graduate courses. Further, for a 3-credit hour course, students would be expected to commit at least 9 hours per week in reading, group discussion, and application exercises for an asynchronous electronic course.

3   Asynchronous and Synchronous Communication

n the context of the "Request for Electronically-Mediated Format Course for the Graduate Council", synchronous communication is that which allows for instantaneous exchange of visual and auditory information between the instructor and students and between students. Asynchronous communication from the instructor to the student does not allow for an immediate exchange of information between the student and instruction. Videotaped lectures or one-way video and audio streamed over the internet are examples of asynchronous communication.

THE UNIVERSITY OF TENNESSEE
Graduate Council Committees
2002-2003

Academic Policy Committee
Wayne Davis -- Chair
Robert Auge
Trevor Moulden
Blanche O'Bannon
Stefanie Ohnesorg
Cheryn Picquet
Daniel Smithwick
Patti Tithof
Thomas Turner
Graduate Studies Representative:
Kay Reed

Credentials Committee
Kathleen Davis -- Chair
Melissa Bowers
Ray DeGennaro
Roxanne Hovland
Marlys Staudt
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Mary Rogge
Richard Townsend
Graduate Studies Representative:
Catalog Editor

Professional Dev. Committee
Anne Mayhew -- Chair
Greer Fox
Carol Harden
Vena Long
Otto Schwarz

GRADUATE STUDIES MEETING DATES
2002-2003

GRADUATE COUNCIL
3:00 PM
Eighth Floor Board Room/Andy Holt Tower

September 5, 2002
October 17, 2002
December 5, 2002
January 23, 2003
March 6, 2003
April 24, 2003

2:00 PM
Fourth Floor Board Room/AHT

3:30 PM
Fourth Floor Board Room/AHT

Graduate Deans Group	Academic Policy Committee
August 22, 2002	August 22, 2002
October 3, 2002	October 3, 2002
November 21, 2002	November 21, 2002
January 9, 2003	January 9, 2003
February 20, 2003	February 20, 2003
April 10, 2003	April 10, 2003

Nov.21 Meeting: Room 237/UC   Nov.21 Meeting: Room 237/UC

Curriculum Committee	Credentials Committee
August 29, 2002	August 15, 2002
October 9, 2002	September 26, 2002
November 27, 2002	November 14, 2002
January 16, 2003	January 2, 2003
February 27, 2003	February 13, 2003
April 17, 2003	April 3, 2003

3:00 PM
Fifth Floor Board Room/AHT

3:00 PM
Fifth Floor Board Room/AHT

Agenda items for **ALL committees are due no later than noon on Thursday of the week preceding the scheduled meeting.**