THE UNIVERSITY OF TENNESSEE

March 4, 2010 Minutes

Members Present

Vincent Anfara, Stan Bowie, Marianne Breinig, Ralph Brockett, Clara Lee Brown, Ed Caudill, Harry Dahms, David Dupper, Michael Essington, Daniel Feller, Yanfei Gao, Tom George, Robert Hatcher, Donald Hodges, George Hoemann, Jan Lee, Leann Luna, Catherine Luther, Zhongguo Ma, Sibyl Marshall, Matt Murray, Stefanie Ohnesorg, Greg Petty, Cynthia Rocha, Rita Smith, Susan Sutton for Tom Whitworth, Marian Roman, Barbara Thayer-Bacon, Belle Upadhyaya, Songning Zhang, Michael Zemel, Ernest Brothers, Catherine Cox, Joy DeSensi, Gay Henegar, Carolyn Hodges, Yvonne Kilpatrick, Rachel Kovac, Kay Reed

The Graduate Council meeting was called to order by Vincent Anfara on Thursday, March 4, 2010, at 3:00 p.m. in the Multipurpose Room, Black Cultural Center.

1. Minutes of the Preceding Meeting

   The minutes of the February 4, 2010 meeting were approved by the Graduate Council with a correction submitted by Ernest Brothers. The first bullet point under Vice Provost and Dean of the Graduate School report should state: "He earned a Ph.D. in **Urban Higher Education**…"(Page G1463)

   Vince gave another short history of the Graduate Council. Between 1832 and 1878 The University of Tennessee presented seventeen honorary degrees. Al Gore has been selected to receive an honorary degree in May 2010.

   The Graduate Council became part of the Faculty Senate in 1973.

   Carolyn Hodges has been elected to a three-year term on the executive committee of the Conference of Southern Graduate Schools (CSGS).

   Carolyn Hodges introduced Yvonne Kilpatrick, Interim Director of Graduate and International Admissions. She brings experience with her from University of Tennessee at Chattanooga.

2. Committee Reports

   Academic Policy Committee

   Stefanie Ohnesorg, Chair of the Academic Policy Committee, presented the report for the February 18, 2010 meeting. (Attachment 1)

   - The committee recommended that Item 1, Joint Doctoral Degrees Policy, be placed under Doctoral Degrees in the Graduate Catalog. The Council approved the policy.

- The committee is still working on Items related to definition on graduate program directors and doctoral committee policies.

Appeals Committee

Marianne Breinig, Chair of the Appeals Committee, reported that three appeals had been received. One of the appeals was denied. The committee is meeting more often to review these appeals.

Credentials Committee

Michael Zemel, Chair of the Credentials Committee, reported for the February 11, 2010 meeting. (Attachment 2)

- The Council approved the recommendations for faculty approval to direct dissertations with a unanimous vote.

- The Doctoral Mentoring and Advising Expectations proposal recommended by the Credentials Committee was approved by the Graduate Council.

Curriculum Committee

Sibyl Marshall, Chair of the Curriculum Committee, reported the committee was working on procedures that will make the curriculum review easier.

Nominating Committee

LeAnn Luna, Chair of the Nominating Committee, announced that Michael Zemel was elected as the Vice Chair/Chair Elect for 2010 – 2011 Graduate Council.

Gay Henegar reminded the Graduate Council that the names of the newly elected members of the Graduate Council are due to the Graduate School by the end of the March. (Attachment 3)

3. New Business

There was no new business.

4. Administrative Reports and Announcements

Vice Provost and Dean of the Graduate School

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

- The Chancellor announced the creation of the Center for Interdisciplinary Programs in Energy Science, a joint venture with Oak Ridge National Laboratory. This program will have a doctoral degree component.

- The Provost's Office is reviewing assistantships. Data from the Hanover Research Council and UTK data is being compiled and summarized. A committee will be created to review the data to see where the fellowships are, how they are used, if there is a fee waiver and how it is attached to the assistantship, and who is providing the waiver.

- VolVision, the University of Tennessee, Knoxville strategic plan, is being created. The Graduate School Strategic Plan Task Force developed a very detailed plan, and the Graduate School is in the process of following the recommendations.

Office of Training and Mentorship

Dr. Brothers, Assistant Dean of the Graduate School, reported the following:

- The University has two Integrative Graduate Education and Research Training (IGERT) Grants, and he is working with departments to increase our number of grants.

- Recruitment and Mentoring meetings are being held with numerous departments across campus.

- Graduate recruitment throughout the university will be coordinated by the Office of Training and Mentorship.

Graduate Deans' Group

Joy DeSensi, Chair of the Graduate Deans' Group, report for the February 11, 2010 meeting. (Attachment 4)

- The graduate deans will continue working on a list of responsibilities of the graduate director at their meeting on March 25.

- The J. Wallace & Katie Dean Multi-Year Graduate Fellowship is a newly established fellowship administered by the Graduate School and created by the Chancellor from endowment funds. The fellowships are awarded to incoming graduate students who are nominated by the academic department in a competitive process this spring. The fellowship provides $12,000 in an annual stipend and requires that the academic department match the annual stipend with an additional $12,000 stipend and a fee waiver. The package is guaranteed to the student for four years of study. The fee waiver may be attached to a graduate assistantship (teaching, research, or administrative) of at least 25% FTE or may be paid from other funding available to the academic department.

Graduate Student Senate

Susan Sutton, on behalf of Tom Whitworth, President of the Graduate Student Senate, presented the following information:

- The 18th annual “Love Your Libraries” Fun Run will take place on Saturday, March 20, 2010. The 5K race and fun walk benefit the University of Tennessee Libraries.

- The Graduate Student Senate committee to study the health insurance options available for graduate students is researching to see what other universities offer in regards to family and medical leave for graduate assistants.

- The Graduate Student Senate is planning a research forum in mid-April.

Graduate Council Chair

Vince Anfara, Chair of the Graduate Council, presented the following information:

- Meeting dates for next year’s Graduate Council meetings and Graduate Council Committee meetings are posted on the Graduate School website.

- The Chair requested the Graduate Council Committees present an end-of-the-year report at the last Graduate Council meeting of the year, April 15.

5. Items from the Floor

Stefanie Ohnesorg expressed concern about housing for international students. Carolyn Hodges stated the Graduate School website contains housing information. New locations are being evaluated.

The meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

Gay Henegar
Secretary to Graduate Council

ATTACHMENT 1

ACADEMIC POLICY COMMITTEE
THURSDAY, FEBRUARY 18, 2010
111 STUDENT SERVICES BUILDING

REPORT

Present: Stefanie Ohnesorg, Ralph Brockett, Yanfei Gao, Robert Hatcher, Carolyn Hodges, Trevor Moulden, Kay Reed, Marian Roman, Tom Whitworth, Songning Zhang.

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

1. Joint Doctoral Degrees Policy

   The committee reviewed and voted to approve to recommend to Graduate Council the following policy for the Graduate Catalog. The policy should be placed in the section under the heading of "Doctoral Degrees."

   Joint Doctoral Degrees

   Joint domestic and international doctoral degrees may be earned at the University of Tennessee, Knoxville (UTK), through approved joint degree programs with other educational institutions offering doctoral degrees. Joint doctoral degrees are available only in fields where joint degree programs have been established between UTK and the collaborating institution(s). More information on currently available joint doctoral programs may be found within the individual program descriptions contained in the Graduate Catalog.

   Each joint doctoral degree program is governed by a specific memorandum of agreement signed by all participating partner institutions. This memorandum of agreement must follow UTK policies and be approved by the UTK Chancellor. All requirements for joint doctoral degrees must be consistent with standard university procedures, including those for graduation.

   In joint doctoral degree programs, the specific tasks and requirements, such as coursework, preparation leading to the dissertation stage, needed resources, and

mentoring and training for the dissertation, will be completed and degrees awarded as agreed between the partner institutions in the memorandum of agreement.

Any student participating in a joint doctoral program shall fulfill the admission standards of the UTK Graduate School. Admission is required prior to participation in the program. When enrolled at UTK, students must be on campus prior to the beginning of the first semester and must be registered within the deadlines for all students. Students must apply for admission to UTK within one calendar year of matriculating into the program.

The academic departments at the partner institutions will together be responsible for developing a set of courses to fulfill graduation requirements and secure approval by the partner institutions. Students participating in joint doctoral degree programs must be admitted to candidacy at UTK.

The doctoral committee for the joint degree must meet the requirements of UTK and should include at least one faculty member from the partner institution. If qualifying examinations are required, the partner institutions should establish and agree upon the format (oral and/or written) and content. The comprehensive examination for the doctoral degree must be developed and administered by both institutions. UTK Graduate School policies regarding comprehensive examinations will be followed.

All oral examinations and defenses conducted at UTK are expected to be in English. Dissertations must meet the requirements for submission at the UTK Graduate School. The dissertation will fulfill the requirements for both institutions.

2. Graduate Program Director (not approved by Graduate Council 3-4-2010)

The committee voted to recommend that the Graduate Council approve the following change in the Graduate Catalog statement:

CHANGE FROM: Graduate Program Director

CHANGE TO: Director of Graduate Studies.

Each academic department or program has designated a tenured or tenure-track faculty member who is the Director of Graduate Studies.

The committee had more discussion on the specific definition of the role of Director of Graduate Studies. APC will return to this definition at a later date.

3. Doctoral Committee
   The committee continued its discussion of components of current policy and a draft of a changed policy. The committee will continue having brown-bag lunch meetings to discuss this policy after Spring Break.

The meeting adjourned at 4:00 p.m.

ATTACHMENT 2

CREDENTIALS COMMITTEE
THURSDAY, FEBRUARY 11, 2010, 3:30 – 5:00 P.M.
111 STUDENT SERVICES BUILDING, GRADUATE SCHOOL CONFERENCE ROOM

REPORT

Members Present: Michael Zemel (Chair), Vincent Anfara, Robert Compton, David Dupper, Carolyn Hodges, Donald Hodges, Stephen Kania, Barbara Thayer-Bacon, Belle Upadhyaya, Kay Reed.

The meeting was called to order at 3:35 p.m. by Michael Zemel, Chair.

Since Michael Zemel was one of the requests for approval to direct dissertations, he recused himself from the review and committee deliberation on his file.

The following faculty members were recommended for approval by the Graduate Council to direct dissertations as follows:

FACULTY MEMBER	FACULTY RANK	DEPARTMENT	APPROVAL
Thundat, Thomas	Adjunct Professor	Physics	Approved for 5 Years August 2015
Zemel, Michael	Professor	Nutrition	Approved for 10 Years August 2020

The committee approved the attached document on Doctoral Mentoring and Advising Expectations and voted to recommend that the Graduate Council approve this statement.

The meeting adjourned at 4:55 p.m.

Doctoral Mentoring and Advising Expectations

Credentials Committee of the Graduate Council
University of Tennessee, Knoxville

Approved by Credentials Committee: February 11, 2010

Doctoral education is largely the product of the relationship between the doctoral student and mentor. Accordingly, appropriate investment of time and skills into the relationship is critical to the development of a successful doctoral student. In addition to academic and technical skills particular to each discipline, all mentors are expected to have or develop key skills in listening, coaching, empathy, interpersonal sensitivity and conflict resolution and to be fully engaged in the academic and professional development of the student. Following are core expectations of all doctoral mentors at The University of Tennessee, Knoxville:

Process

- Coordinate communication between student and committee.
- Periodic check-in including regular meetings (frequency as applicable to one's field of study). These meetings should be guided by an agenda focused on the academic stage of the student.
- Establish clear expectations and provide direct and constructive feedback.
- Provide "real-time" guidance in developing research and in research problem-solving.
- Provide technical support necessary for development of research skills.
- Provide timely feedback on drafts of proposals, dissertation, abstracts, manuscripts.
- Clarify expectations for coursework, comprehensive examinations, seminars, research and teaching (if applicable); identify criteria for success at each stage.
- Provide accurate advice and guidance regarding programmatic, college and university policies and procedures (forms, steps, committees).
- Provide accurate and timely guidance regarding ethical and compliance issues, as appropriate (e.g. research and professional ethics, IACUC, IRB, Radiation Safety, Biosafety).

Professional development

- Collaborate with student in identifying professional meetings for abstract submissions, presentation and participation. Guide the student in each step of these processes.
- Facilitate manuscript submission to and publication in professional journals.
- Involve students in the grant process whenever possible.
- Guide preparation of predoctoral grants, fellowships, and other awards.
- Provide opportunities to participate in writing sections of mentors' grants.
- Introduce student to professional colleagues.

Career path Guidance

- Assess strengths and weaknesses.
- Assist in the decision-making process of career choice (e.g. industry vs. academia vs. research institute; small school vs. comprehensive research university) and matching career choice to strengths, weaknesses and opportunities.
- Provide feedback on CV preparation, applications for positions and guidance in preparation for interviews.
- Provide guidance and assistance in the search for professional positions.
- Utilize mentor's professional network to facilitate job placement..

Resources

Mentoring: How to Mentor Graduate Students. A Faculty Guide. University of Washington, The Graduate School. Available from: www.grad.washington.edu/mentoring/gradfacultymentor.pdf.

Graduate Student Mentoring: Be More Than An Advisor. Penn State, The Graduate School. Available from: http://www.gradsch.psu.edu/facstaff/practices/mentoring.html.

How to Mentor Graduate Students: A Guide for Faculty at a Diverse University. University of Michigan, Rackham School of Graduate Studies. 2006. Available from: www.rackham.umich.edu/downloads/publications/Fmentoring.pdf.

Research Student and Supervisor. Council of Graduate Schools, Washington, DC, 2009.

ATTACHMENT 3

Graduate Council Members and Proxies Rotating Off 2009 - 2010

College	Members	Appointment Ends	Proxy
Agricultural Sciences & Natural Resources	Dr. Donald Hodges	July 31, 2010	Dr. David Buehler
Architecture & Design	Prof. Mark DeKay	July 31, 2010	Prof. Edgar Stach
Arts & Sciences	Dr. Marianne Breinig Dr. Robert Compton Dr. Thomas Heffernan Dr. Stefanie Ohnesorg	July 31, 2010 July 31, 2010 July 31, 2010 July 31, 2010	Dr. George Siopsis Dr. Rebecca Prosser Dr. Harry Dahms Dr. John Hardwig
Education, Health, & Human Sciences	Dr. Clara L. Brown	July 31, 2010	Dr. Robin Hardin
Engineering	Dr. Vijay Chellaboina Dr. Belle Upadhyaya	July 31, 2010 July 31, 2010	Dr. Itamar Elhanany Dr. David Keffer
Social Work	Dr. David Dupper Dr. Stan Bowie	July 31, 2010 July 31, 2010	Dr. Sarah Craun
UT Space Institute	Dr. Basil Antar	July 31, 2010	Dr. Trevor Mouldin
Graduate Student Senate	Tom Whitworth Marianna Jablonski	July 31, 2010 July 31, 2010	TBD TBD

ATTACHMENT 4

Graduate Deans' Group
Thursday, February 11, 2010, 2:00 – 3:15 p.m.
Graduate School Conference Room

Attending:

Mary Albrecht, Joy DeSensi (Chair), Bob Daverman, Mark DeKay, Tom George, Tom Ladd, Jan Lee, Catherine Luther, Masood Parang, Carol Parker, Leon Potgieter, Cynthia Rocha, Vincent Anfara, Ernest Brothers, Stefanie Ohnesorg, Kay Reed, Rita Smith.

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, February 11, 2010, at 2:00 p.m. in the Graduate School Conference Room.

1. The minutes of the Graduate Deans' Group meeting from January 14, 2010, were approved.

2. Vincent Anfara, Department Head in the Department of Educational Leadership and Policy Studies, shared the following information regarding Center for Educational Leadership (Attachment 4.1):

    - A search for a director for the center is being conducted.

    - They are seeking instructors from other colleges to teach graduate level students (2 class sessions – 3 hrs. each.

3. Graduate Director's Responsibilities revised draft (Attachment 4.2) was discussed by the Graduate Deans' Group. The only suggested changes were Item # 21 changed to say "college or departmental website" and a statement added at the end of the list acknowledging that there may be additional duties that are specific to their college/department, or program.

    The statement in the Graduate Catalog regarding the Graduate Directors seems to need clarification. Since many colleges do not have departments, it was suggested that the phrase, "in the department" be removed from the second sentence. The consensus was that the title and definition of the graduate director needs to be revisited.

4. Graduate fellowships are due to the Graduate School on February 25. All the fellowships with the exception of the Yates Fellowship require recommendation letters from the graduate director. The Yates Fellowship requires a recommendation letter from the applicant's program advisor.

5. Information was given to the associate dean of the colleges in which elections of new Graduate Council members and proxies are to be held (Attachment 4.3). The letters with the detailed information for each college will be sent out next week. The new members and proxies are to be reported to the Graduate School by the end of March.

With no further business, the meeting was adjourned at 3:00 p.m.

Respectfully Submitted,
Gay Henegar
Secretary to Graduate Deans' Group

ATTACHMENT 4.1

The FUTURE of Educational Leadership

The Center for Educational Leadership

The Department of Educational Leadership and Policy Studies

The Center for Educational Leadership in the College of Education, Health, and Human Sciences at The University of Tennessee has been established as a comprehensive model for K-12 school leadership preparation and professional development. The Center is based on four pillars of leadership preparation and continuous development, including:

- Recruiting potential school leaders
- Preparing aspiring leaders
- Developing essential skill sets for practicing leaders
- Increasing leadership capacity of an organization.

The Leadership Academy, one component of the Center, is the preparation program component, culminating in a master's or education specialist degree with a Tennessee principal's license. The Center will take an innovative *multi-disciplinary* approach to school leadership development, which will seek to integrate research-tested education leadership theory with proven, effective practice. Classes for the first cohort of graduate students will begin Summer Session 1 (June 3, 2010), and continue through the fall 2010, spring 2011, and summer 2011 semesters.

We are seeking instructors from other Colleges across the University of Tennessee, Knoxville to teach graduate level students (two class sessions lasting approximately 3 hours each) in the following areas:

- **Media relations: Public relations and marketing**
- **Data-driven leadership**
- **Techniques of constructing and managing budgets**
- **Recruitment, hiring, and placement of personnel**
- **Personnel development**
- **Transitional and sustainable leadership**
- **Organizational security**
- **Assessing and building school culture/climate**
- **Behavior management/discipline**
- **Principles of adult learning**
- **Ensuring a diverse and equitable workplace**
- **School law topics like search and seizure and free speech**
- **Equity and diversity**
- **Educational policy issues**

Instructors who are interested in working in an interdisciplinary environment are asked to contact Vincent Anfara, Professor and Department Head of Educational Leadership and Policy Studies in the College of Education, Health, and Human Sciences at 865.974.4985 or vanfara@utk.edu

Compensation for each module (i.e., 2 class sessions lasting 3 hours each) taught will be $1500.00 for preparation and dissemination of content as well as student assessment.

ATTACHMENT 4.2

GRADUATE DIRECTOR'S RESPONSIBILITIES
UNIVERSITY OF TENNESSEE, KNOXVILLE

Graduate Program Director – Each academic department or program has designated a tenured or tenure-track faculty member who is the director of graduate studies. This individual, with the assistance of the other graduate faculty in the department, is responsible for the administration of the graduate program(s) in the department and also serves as the contact person with the Graduate School. (*Graduate Catalog)*

Graduate Program Directors have oversight responsibility for graduate program administration. However, in order to complete the necessary tasks, the Graduate School recognizes the important role department heads, program directors, graduate faculty, and administrative assistants have in managing and assisting with graduate programs.

1. Serves as liaison between the department and Graduate School in matters related to graduate education
2. Serves as primary contact with prospective students, departmental graduate faculty, college, graduate and international admissions, and graduate school regarding questions posed about the departmental graduate program(s)
3. Oversees graduate student application process within department/programs
4. Manages the recruiting and admission process for graduate students and coordinates the department/program graduate marketing materials; handles or coordinates with appropriate professional staff, prospective graduate student inquiries, campus visits, correspondence and application review
5. Monitors admission policies for all graduate students (domestic and international)
6. Monitors noted deficiencies of admitted graduate students
7. Registers international graduate students for SPEAK test and monitors scores; monitors evaluation and observations of students with probationary scores on SPEAK test.

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8. Oversees departmental/program orientation of new graduate students
9. Attends Graduate Directors Workshops held by UTK Graduate School
10. Ensures new GTA's are notified of and registered for attendance at Graduate School Orientation during fall semester
11. Enters admission decisions in NOLIJ
12. Provides timely communication with graduate students regarding available Fellowships offered in the Graduate School (see Graduate School Website for information)
13. Manages GA and fellowship appointment process and responsibilities
14. Oversees and advises on graduate teaching assignments
15. In conjunction with faculty advisors, ensures graduate students are aware of and meet established deadlines for timely graduation (see Graduate School Website for dates)
16. Approves and signs Admission to Candidacy Form
17. Provides academic leadership in the department for graduate program curricula
18. In conjunction with graduate faculty, engages in strategic planning regarding graduate issues
19. Oversees the annual progress/evaluation of graduate students within their respective programs
20. Notifies students and Graduate School of probation and/or dismissal from graduate program
21. Ensures the graduate portion of the department website and college website are up to date
22. In conjunction with the department head, engages in budgetary planning regarding assistantships and graduate program needs

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23. Develops and annually revises the *Department/Program Graduate Handbook* according to the template provided by the UTK Graduate School. Provides the Graduate School with an updated copy of the Handbook by the first day of classes for each fall semester
24. Tracks and monitors comprehensive exam process and progress of graduate students
25. Maintains list of all graduate degrees awarded in the department (name, title, year, advisor, years in program)
26. Oversees data collection regarding graduate program's productivity (e.g. NRC survey and others) inclusive of graduate alumni data and assistantship allocation data
27. Coordinates in conjunction with graduate faculty, the evaluation of Graduate Teaching Associates, Graduate Teaching Assistants, and Graduate Research Assistants

OTHER?

Responsibilities specific to the Department/Programs?
Handles petitions, substitutions, transfer credits, etc. (advisors/committees make these decisions).

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ATTACHMENT 4.3

Graduate Council Members and Proxies Rotating Off
2009 - 2010

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Architecture & Design	Prof. Mark DeKay	July 31, 2010	Prof. Edgar Stach
Arts & Sciences	Dr. Marianne Breinig Dr. Robert Compton Dr. Thomas Heffernan Dr. Stefanie Ohnesorg	July 31, 2010 July 31, 2010 July 31, 2010 July 31, 2010	Dr. George Siopsis Dr. Rebecca Prosser Dr. Harry Dahms Dr. John Hardwig
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Social Work	Dr. David Dupper Dr. Stan Bowie	July 31, 2010 July 31, 2010	Dr. Sarah Craun
UT Space Institute	Dr. Basil Antar	July 31, 2010	Dr. Trevor Mouldin
Graduate Student Senate	Tom Whitworth Marianna Jablonski	July 31, 2010 July 31, 2010	TBD TBD