10-30-2014

Academic Policy Committee Report - October 30, 2014

Graduate Council

Present:
Mary Albrecht, Mehmet Aydeniz, Catherine Cox, Russell Crook, Shandra Forrest-Bank, Pat Freeland, Yanfei Gao, Paul Gellert, Carolyn Hodges, Stefanie Ohnesorg (Chair), Joan Rentsch, Marian Roman, John Stier

1. **Approval of the Minutes from the September 4, 2014 meeting.**

2. **Continuation of the discussion on 5-Year Bachelor/Master Degree Programs in the Context of SACSCOC Interpretation for Core Requirement 2.7.1 (Program Length) dated June 2014**

   Mary Albrecht, Associate Vice Provost, joined APC to clarify the difference between a 'SACSCOC policy' and a 'SACSCOC interpretation' and she explained that SACS in recent documentations used 'interpretation' almost as a synonym to 'policy,' and that this ambiguity has triggered many requests for clarification from institutions in the Southern region. In response, SACSCOC President Dr. Belle S. Wheelan has acknowledged that further clarification is required, and a discussion of SACS Interpretation 2.7.1 (Core Requirement regarding Program Length; posted at http://www.sacscoc.org/pdf/CR_2-7-1_Interpretation.pdf; see attachment #1 below) will be on the agenda of the SACSCOC Annual Meeting, scheduled for Dec. 6-9, 2014 in Nashville, TN.

   Interpretation 2.7.1 stipulates that the minimum program length for Dual Bachelor/Master Degrees Programs cannot be less than the minimum number of hours for an undergraduate degree (120 undergraduate credit hours) and the minimum number of hours for masters degrees (30 graduate credit hours) combined. Hence, according to Interpretation 2.7.1, Dual Bachelor/Master Degree Programs must meet or exceed the threshold of 150 credit hours. Mary Albrecht will continue to follows posts on this matter on the SACSCOC listserv, and she will forward information on the outcome of the discussion of Interpretation 2.7.1 at the SACSCOC meeting in early December to APC.

   If SACSCOC will continue to maintain that a minimum total of 150 credit hours needs to be completed for a Dual Bachelor/Master Degree Program (120 undergraduate credits plus 30 graduate credits), this will affect about a dozen of 5-year BS-MS Programs at UT in such a way that they will need to adjust their curriculum to the new interpretation. Several of the 5-year Bachelor/Master Programs currently offered at UT already require 150 credit hours or more and will thus not be affected by Interpretation 2.7.1.

   Concerns were raised that many of the 5-year Bachelor/Master Programs that currently require less than 150 credit hours will become less attractive if students perceive them as a full undergraduate degree program followed by a full graduate program. Applying for such 5-year Bachelor/Master Degree Programs will therefore need to be advertised in such a way that students can see the benefits of receiving advising and mentorship early in their undergraduate program that puts them on a direct path towards graduate studies.

   After we receive additional information/clarification on SACS Interpretation 2.7.1 following the SACSCOC annual meeting in December 2014, APC will draft a brief general statement on minimum program length of 5-year Bachelor/Master Degree Programs for inclusion in the Graduate Catalog.

   Students already enrolled in the 5-year Bachelor/Master Degree Programs that do not meet the 150-credit-hour requirement will be allowed to complete these programs according to the policies that were in place when they were accepted into these programs.

APC members inquired how we could express our objections to SACS Interpretation 2.7.1 to SACSCOC. Dr. Albrecht shared with the group that many concerns regarding this Interpretation have already been raised on the SACSCOC listserv, and she was encouraged by APC members to add our concerns to this discussion as well.

3. **Review of two 5-Year Program Proposals**

   APC reviewed two 5-Year Bachelor/Master Degree Programs from the College of Agricultural Sciences and Natural Resources. John Stier, Assistant Dean-Academic Programs, joined us for the discussion in order to provide clarification on program details.

   > FIVE YEAR BS-MS ANIMAL SCIENCE MAJOR
   > FIVE YEAR BS/MS FOOD SCIENCE MAJOR

   The purpose of these two program options is to entice high quality students to continue at UT in these programs at the graduate level.

   Both programs meet the 150 minimum credit-hour-requirement imposed by SACSCOC. They were adjusted to the new SACSCOC requirement regarding program length; the original proposals had less than 150 credit hours because they were allowing an overlap of up to 9 hours between undergraduate and graduate work. *See Attachment 2 for program requirements.*

   During the discussion of these programs the question was raised to clarify the difference between 5-year Degree Programs and senior privilege. In this context it was established that there is no difference with regard to these 2 specific programs except for how these program options are listed in undergraduate and graduate catalogs. These two 5-Year Programs are designed in such a way that they motivate students to start thinking about graduate studies earlier than they would usually do, and that they – through appropriate mentorship – could be better motivated to stay at UT for their graduate work. These programs are designed to help students get into the pipeline for the respective graduate degrees early in their undergraduate years.

   After a short discussion, APC members approved the two 5-Year program proposals from in Animal Science and in Food Science and Technology unanimously and will present them to Graduate Councils for a Vote. The approved proposals are attached at the end of this report as attachment #2.

4. **New Leave of Absence Policy**

   Our discussion focused on the clarification of some frequently asked questions in the context of the new LOA Policy. For example: Is there a grandfather-clause for students who stopped enrolling before the new policy came in effect when they want to return? What needs to be done next in order to move towards more specific regulations/policy statements that focus on medical leave, family leave, etc?

   The following clarification was provided regarding a grandfather-clause for students who have left or interrupted the program before the new LOA Policy came into effect: Such cases will be handled on a case-by-case basis by the Graduate Dean but students who were gone for years will need to seek readmission. When students stopped enrolling before the new LOA Policy came into effect they would not be required to retroactively pay tuition for continuous enrollment during the semesters of their absence except for students who stopped registering for Course 600 since the Continuous Registration Requirement for Course 600 already existed prior to the implementation of the new LOA Policy.

Dr. Forrest-Bank alerted APC members that the College of Social Work would like to see that "financial hardship" should be included as a justified reason for having a LOA approved. Dr. Hodges reminded the committee that this had been rigorously discussed and voted upon when the new policy was drafted. Several APC members suggested some details of the new LOA Policy could perhaps be reconsidered once we have had a chance to gain more experience with the new LOA Policy and know where adjustments might be needed.

5. **College of Nursing Policy for Distance COMP Exams**

   The College of Nursing offers several blended online-courses at the graduate level. The attached policy statement was drafted and approved by the College of Nursing in collaboration with Jennifer Gramling, Director for Distance programs. *(for details see attachment # 3)*. It was determined that this is a procedural matter that can and should be handled at the College level. APC committee members nevertheless discussed the option of including a brief a policy statement regarding this matter in the Graduate Catalog in order to provide guidance to departments and colleges that have similar online-course arrangements. Dr. Roman offered to draft a statement, and APC will review this statement during its next meeting.

6. **How to deal with an "Incomplete" when a Student is on an approved LOA**

   The question was raised whether a student on an approved LOA would be able to have an 'Incomplete' removed during his/her LOA. It was clarified that faculty can submit change of grade forms for a student on a LOA. In this context a further-reaching question was raised: Does a LOA stop the clock for the 1 year that students have for removing an Incomplete? This is a matter that needs to be clarified with the Registrar; we will need to explore what options there might be to extend the period available to remove Incompletes when a student is on an approved LOA. It was mentioned that faculty already have the option to change grades, and if no other mechanism can be provided by the Registrar this will give faculty the option to extend the 1-year-period for removing an Incomplete by changing the grade that a student would receive after a year if he/she is on an approved LOA and was unable to complete the required work for having the Incomplete removed within a year.

Minutes taken by Shandra Forrest-Bank

Attachment #1

SACS COC™

Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

CORE REQUIREMENT 2.7.1 (PROGRAM LENGTH)

Interpretation

Core Requirement 2.7.1 of the *Principles of Accreditation* reads:

> The institution offers one or more degree programs based on at least 60 semester credit hours or
> the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the
> baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-
> baccalaureate, graduate, or professional level. If an institution uses a unit other than semester
> credit hours, it provides an explanation for the equivalency. The institution also provides a
> justification for all degrees that include fewer than the required number of semester credit hours
> or its equivalent unit. **(Program Length)**

Interpretation:

A combination program with degrees conferred by the same institution (combination baccalaureate and graduate
degree or a combination of two graduate degrees) should meet or exceed the credit hour thresholds in the
standard for the degrees awarded (e.g., a combination baccalaureate and master's degree is a combined
minimum 150 semester credit hours). The degree program should only allow a "substitution" or "transfer" of a
maximum of one year (30 semester hours) of graduate coursework for the final year of the baccalaureate degree.
This internal "transfer" also assumes an organic relationship between the subject areas of the undergraduate
major and the graduate coursework used to complete the undergraduate degree. The institution also provides a
justification for all degrees that include fewer than the required number of semester credit hours or its equivalent
unit.

This interpretation does not deny an institution's ability to admit outstanding students – on a case-by-case basis –
to graduate programs (the practice commonly referred to as early admission). Should such a pathway become
formalized, either as an articulation agreement between two or more institutions or as a formal internal "joint" or
"dual" degree pathway, this interpretation would apply to the pathway, and the pathway would require SACSCOC
approval as a substantive change or as a consortium arrangement. Course content in graduate coursework
applied to the baccalaureate degree should be in conformity with the expectations of Comprehensive Standard
3.6.1 (Post-baccalaureate program rigor) of the *Principles of Accreditation*.

Attachment #2

Re.: <u>Agenda Point # 3</u>
Review of Two CASNR 5-Year BS-MS Program Proposals

Date: 1 October 2014 (revised 29 October 2014)
From: John Stier, Assistant Dean-Academic Programs
To: Molly Sullivan, Stefanie Ohnesorg, Michael Palenchar
RE: CASNR 4+1 program proposals
CC: Catherine Cox, J. Lannett Edwards, Svetlana Zivanovic, Jennifer Richards, Cheryl Kojima, Mary Albrecht

Two departments in the College of Agricultural Sciences and Natural Resources wish to initiate 4+1 BS-MS programs to facilitate the entrance of additional students into graduate programs at the University in accord with the VolVision initiative of increasing the university's graduate student numbers. My understanding, based largely on communication with Catherine Cox and the curriculum submission guidelines, is that such proposals need first to be reviewed and approved by both the Graduate and the Undergraduate Academic Policy Committees and do not need THEC approval. We would like to have these proposals reviewed in time for inclusion in the curriculum proposals for AY15-16 catalog. Both departments understand that SACS requires a minimum of 150 credits (without "double-dipping") for a BS-MS program.

DEPARTMENT OF ANIMAL SCIENCE
ADD FIVE YEAR BS-MS ANIMAL SCIENCE MAJOR

For qualified students, the Department of Animal Science offers a 5-year BS-MS program with a BS major in Animal Science and a thesis-based MS major in Animal Science. Students will complete 150 hours in the combined program, with courses applied to the graduate degree being progressively more rigorous in order to warrant graduate credit. Students are typically considered for conditional admission to the program during, or immediately following, their third year of undergraduate study at UT. Because the MS program requires that a student write a thesis based on original research, efforts related to developing and starting a research-based project in consultation with a graduate advisory committee (that meets MS committee requirements) are required immediately following their third year of undergraduate studies. To be considered for conditional admission to the program:

- A student must be a declared Animal Science major with a minimum GPA of 3.4, must have completed at least 15 hours of credit in Animal Science (including LD courses), and must have completed at least 90 hours of the 120 hours of coursework required for the BS degree with a major in Animal Science.
- A student must provide three letters of recommendation and complete a personal interview with individuals comprising the Graduate and Undergraduate Committees in the Department of Animal Science.
- A student must obtain a commitment from an Animal Science graduate research faculty member to serve as their graduate mentor-advisor (i.e., major professor) and at least two other graduate research faculty members to serve on their graduate advisory committee.

Applicants are required to have completed at least 6 credit hours from the following Animal Science core courses (i.e., ANSC 320, ANSC 330, ANSC 340, ANSC 380). The Department may consider other relevant factors such as an applicant's work experience and level of maturity before conditionally admitting a student to the BS-MS program. Conditional admission of a student into the 5-year BS-MS program must be approved by both the Department of Animal Science and the Graduate School. Students will be typically informed of the outcome of their application before the beginning of their fourth year of undergraduate study.

Any course taken for graduate credit before satisfying all requirements for the BS degree must be approved both by the Graduate Director and by the Graduate School. These courses must be identified in advance, in consultation with the graduate advisory committee members.

UT's Senior Privilege rule imposes a maximum limit of 9 hours on the number of graduate-level hours that an undergraduate student may complete before completing an undergraduate degree and being formally admitted to the Graduate School. A student who is conditionally admitted to the BS-MS program may complete up to 9 hours of graduate credit, beyond the minimum required for the BS degree, during the student's fourth year of undergraduate study to be applied towards MS degree requirements.

Conditional admission into the BS-MS program does not guarantee acceptance into either the Graduate School or the MS program. Students in the BS-MS program must apply for admission to the Graduate School and to the MS program during their fourth year of undergraduate study, following the same procedures that all other student applicants follow. A GRE score must be submitted as part of the application for admission into any graduate program in the Department of Animal Science. Students will be fully admitted to the MS program after they have been accepted both by the Graduate School and by the Animal Science MS program. Students will not be eligible for graduate assistantships until they are enrolled as graduate students in the Graduate School.

DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY
ADD FIVE YEAR BS/MS FOOD SCIENCE MAJOR

For qualified students, the Department of Food Science and Technology offers a 5-year BS/MS program with a BS major in Food Science and Technology and a thesis-based MS major in Food Science and Technology. Students will complete 150 hours in the combined program, with courses applied to the graduate degree being progressively more rigorous in order to warrant graduate credit. Students will be considered for conditional admission to the program during, or immediately following junior year of undergraduate study at UT. Because the MS program requires that students write a thesis based on their original research, students in BS/MS program must start working on their research project not later than immediately following junior year of undergraduate studies. For each student in the program, a graduate advisory committee composed of a minimum of three faculty members must be established before completion of BS degree. To be considered for conditional admission to the program:

- A student must be a declared Food Science and Technology major with a minimum GPA of 3.4, must have completed at least 15 hours of credit in Food Science and Technology (including LD courses), and must have completed at least 90 hours of the 120 hours of coursework required for the BS degree with a major in Food Science and Technology.

- A student must provide three letters of recommendation and complete a personal interview with individuals comprising the Graduate and Undergraduate Committees in the Department of Food Science and Technology.

- A student must obtain a commitment from a Food Science and Technology graduate research faculty member to serve as their graduate mentor-advisor (i.e., major professor) and at least two other graduate research faculty members to serve on their graduate advisory committee.

Applicants are required to have completed FDST 241 Food Preservation and Packaging. The Department may consider other relevant factors such as an applicant's work experience and level of maturity before conditionally admitting a student to the BS/MS program. Conditional admission of a student into the 5-year BS/MS program must be approved by both the Department of Food Science and Technology and the Graduate School. Students will be typically informed of the outcome of their application before the beginning of their senior year of undergraduate study.

Any course taken for graduate credit before satisfying all requirements for the BS degree must be approved both by the Graduate Director and by the Graduate School. These courses must be identified in

advance, in consultation with the undergraduate advisor, proposed master's graduate advisor, and advisory committee members. UT's Senior Privilege rule imposes a maximum limit of 9 hours on the number of graduate-level hours that an undergraduate student may complete before completing an undergraduate degree and being formally admitted to the Graduate School. A student who is conditionally admitted to the BS-MS program may complete up to 9 hours of graduate credit, beyond the minimum required for the BS degree, during the student's fourth year of undergraduate study to be applied towards MS degree requirements.

Conditional admission into the BS/MS program does not guarantee acceptance into either the Graduate School or the MS program. Students in the BS/MS program must apply for admission to the Graduate School and to the MS program during their senior year of undergraduate study, following the same procedures that all other student applicants follow. A GRE score must be submitted as part of the application for admission into any graduate program in the Department of Food Science and Technology. Students will be fully admitted to the MS program after they have been accepted both by the Graduate School and by the Food Science and Technology Science. Students will not be eligible for graduate assistantships until they are enrolled as graduate-level students in the Graduate School.

Attachment #3

Re.: <u>Agenda Point # 4</u>
College of Nursing Policy for Distance COMP Exams
(Policy & Proctor Form)

<u>*CON Policy for Distance COMP Exams*</u>

Distance students will arrange a proctor for their comp exam from acceptable proctors per the University of Tennessee Proctor Form (UTPF-attached). Faculty will remind all distance students via email announcement, that the UT honor code prohibits sharing of any information about this or any exam.

Student will advise faculty of proctor name, physical address, email address and telephone number one month after the start of classes in the semester their comps are taken.

Faculty will send the UTPF to proctors by with instructions to complete and return it 6 weeks after the start of classes in the semester comps are taken (email acceptable).

Student and Proctor set up an agreeable time for the COMP exam, to be taken in the time period beginning one week prior to the day in person comps are scheduled on campus, and ending the day in person comps are scheduled on -campus. Distance comps must be completed by the day in person comps are scheduled on campus. Notify faculty at least 2 weeks prior to selected date.

Faculty will send a hard copy of the comp questions; comp exam instruction sheet for proctors (page two of this document) a blank jump drive and a prepaid return envelope to the proctor via registered mail one week before the scheduled exam.

On the exam date, the proctor will distribute questions, keep time, monitor the student at all times during the exam, verify that the answers are saved ONLY to the jump drive, print two hard copies of the answers, and return the comp questions, jump drive and ONE hard copy of answers to course faculty in the postpaid envelope supplied. The proctor will retain a hard copy of answers until faculty verify receipt.

The graduate administrative assistant will distribute comp answers to graders per usual schedule.

Should orals be required, the student will arrange a proctor to sit with them while they answer questions via Bb collaborate, Skype or go to meeting. (Proctor role will be to ensure that no notes or books are used during the oral.)

COMP EXAM INSTRUCTION SHEET for DISTANCE PROCTORS

PRIOR TO EXAM
Complete and return UTPF to course faculty via email by SEP 30
Schedule day of exam with student, notify faculty of date 2 weeks in advance

DAY OF EXAM
8am: meet student at prearranged location, verify that student's laptop internet connectivity is turned off. provide Questions 1 and 2 and explain that student may work on them until noon only. Remind student to save every few minutes.

Noon-1: stop exam and print TWO COPIES of answers to questions one and two. Instruct student to save to jump drive only, verify this. Lunch break

1-5: provide questions 3 and 4 (if applicable) and explain that student has until 5:00 pm to complete questions. Remind student to save every few minutes.

5pm: Stop exam. Print TWO COPIES of answers to questions 3 and 4. Instruct student to save to jump drive only, verify this.

RETURN MAIL TO FACULTY IN ENVELOPE PROVIDED:
- Copy of exam questions
- One hard copy of answers to all questions
- Jump drive

RETAIN proctor copy of student exam answers until notified by faculty that exam answers were received, and then destroy.

University of Tennessee Proctor Form

Semester_____Student Name_____

Course # and #_____

I agree to administer the University of Tennessee's examinations in a professional manner. I will verify the identity of the student before each exam. (A picture ID is required) I will maintain the security of the examinations before and after the exam. I will administer exams according to the directions provided by the University of Tennessee. I will report any violations to the Director of Online Programs for appropriate student disciplinary action.

Please type or print:

Name_____Telephone_____

Signature_____

Title_____Fax_____

Email_____

Address/Company_____

Company Website_____

Email or fax the completed Proctor Form to:

Lora Humphrey Beebe, PhD, PMHNP-BC
Professor & Chair, Psychiatric Mental Health Graduate Program
University of Tennessee College of Nursing
1200 Volunteer Blvd Knoxville TN 37996
email: lbeebe1@utk.edu
Fax: 865-974-3569
Office: 865-974-3978
Cell: 865-809-5062

Proctor Information and Qualifications

When a student cannot report to the Knoxville campus for examinations, he/she must make arrangements with one of the following officials to act as a proctor:

A. Company Human Resource Representative

B. Testing Facility or Administrative Office of an Accredited College or University

C. Library Official

D. Search for a proctoring site at: http://www.ncta-testing.org/ccto/

Please ask your proctor to complete the Proctor Form and e-mail or fax to your instructor. This information needs to be read carefully and completed by your proctor. We will hold exams until this proctor form has been returned to the requested office. Proctors may not be relatives, friends, spouses or coworkers of the examinee.

A new proctor form is due each semester.

Each examination must be returned to the instructor as directed upon completion of the exam. It is a good idea to check in with your proctor to ensure that exams have been received and returned. If your proctor does not receive an examination notify this office immediately.

All information requested on the proctor form must be provided. Proctor forms that do not have the necessary information cannot be processed.

THE UNIVERSITY of TENNESSEE

Online Programs
The University of TN, Knoxville
1817 Melrose Avenue
Knoxville, TN 37996
865-974-0655