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Graduate Council Minutes

Graduate Council

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9-11-2014

## **Graduate Council Minutes - September 11, 2014**

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## THE UNIVERSITY OF TENNESSEE

September 11, 2014 Minutes

Members and Visitors Present

Aydeniz, M.; Baek, S.; Behn, B.; Bemis, D.; Boder, E.; Botzakis, S.; Broemmel, A.; Desmidt, H.; Fisher, L.; Forrest-Bank, S.; Freeland, P. (Chair); Fu, J.; Fuller, R.; Gao, Y.; Griffin, M.; Hodges, C.; Hodges, D.; Kania, S.; Kilpatrick, Y.; Leach, S.; Levy, J.; Luther, C.; Mallinckrodt, B.; Marshall, S.; Mullikin, L.; Nebenfuehr, A.; Nelson, J.; Nolt, J.; Ohnesorg, S.; Roman, M.; Santore, R.; Shepardson, T.; Spurgeon, S.; Stehle, M.; Welch, J.; Wolitz, D.; Zivanovic, S.

The Graduate Council meeting was called to order by Patricia Freeland (Chair) on Thursday, September 11, 2014, at 3:00 p.m. in the University Center, Room 220. Patricia Freeland introduced the chairs of the Graduate Council Committees and welcomed the members to a new academic year on the Graduate Council.

1. Minutes of the Preceding Meeting

The minutes of the April 10, 2014 meeting were approved by the Graduate Council.

2. Committee ReportsAcademic Policy Committee

Stefanie Ohnesorg, Chair of the Academic Policy Committee, reported on the September 4, 2014 meeting. (*Attachment 1*)

The Academic Policy Committee discussed the issues for this year: 5-year Dual Bachelor's/Master's Programs, On-line Graduate Catalog, and the Academic Leave Policy.

Appeals Committee

Shawn Spurgeon reported no new appeals were submitted.

Credentials Committee

Stephen Kania, Chair of the Credentials Committee, presented the report on the September 4, 2014 meeting. The Council unanimously approved the twenty-three recommendations for faculty approval to direct dissertations. (*Attachment 2*)

Curriculum Committee

Eric Boder, Chair of the Curriculum Committee, communicated the August 28, 2014 was cancelled, as no curriculum proposals were submitted.

3. New Business

There was no new business.

4. Administrative ReportsVice Provost and Dean of the Graduate School

Carolyn R. Hodges, Vice Provost and Dean of the Graduate School, shared the following information:

- Enrollment figures remain relatively flat in comparison to last year. First-time enrollment is up slightly, while total enrollment is slightly down.
- New forms for the Leave of Absence and Reinstatement will be created.
- Incompletes are to only be used in limited situations. Instructors are responsible for informing the student of what he/she needs to do to remove the incomplete and the completion date.

- Requests for graduate assistants/associates to work more than 50% needs prior approval by the Dean of the Graduate School. A memo explaining restrictions and procedures was distributed.
- New Graduate Student Orientation on August 12, 2014 had approximately 600 in attendance. The surveys were very positive.
- New Graduate Student Assistant/Associate (GTA) Orientation was held on August 14, 2014 with attendance of approximately 450 GTA students.
- The search for the Assistant Dean of the Graduate School is in the final stage. Two applicants will be coming to campus for interviews.
- Dr. Ernest Brothers has been promoted to Associate Dean of the Graduate School.
- The McNair Scholar Visitation Program this summer hosted visits of students from three institutions. All praised their campus visitation experience.
- The Best Practice in Teaching Program for the Fall 2014 has 57 graduate students enrolled. The first session will be held on Wednesday, September 10.

#### Graduate Deans' Group

Carolyn Hodges, proxy for Joy DeSensi, reported on the August 28, 2014 meeting. (*Attachment 3*)

- Information regarding the New Graduate Student Assistant/Associate (GTA) Orientation and the New Graduate Student Orientation was shared with the Graduate Deans' Group.
- The Best Practices in Teaching Program for the Fall 2014 was announced, and the associate deans were asked to encourage graduate student attendance.
- The Graduate Deans' Group discussed aspects of the Academic Policy Committee Continuous Enrollment and Leave of Absence Proposals which were presented by Stefanie Ohnesorg, Academic Policy Committee Chair.

#### Graduate Student Senate

Jessica Welch, President of the Graduate Student Senate (GSS), presented the following information:

- The first Graduate Student Senate (GSS) meeting for 2014 – 2015 was held on September 2 with thirty graduate senators in attendance.
- New Graduate Student Orientation was very successful and well attended.
- The GSS Travel Awards were awarded to 157 applicants out of the 200 applications received. The committee awards approximately \$80,000 each term. The next GSS Travel Awards Program Workshop will be held on Wednesday, November 5, 2014 at 5:30 p.m. in the Room 221, University Center. Applications for the next deadline may be submitted electronically between December 15 and December 29.
- The GSS website will be revised.
- The library staff and the Graduate Student Senate held the Big Orange Adventure, a fundraiser scavenger hunt again this year. Competition between offices around campus will hopefully increase participation.
- GSS will continue to work on the partner benefits and residency policies.

#### Graduate Council Chair

Chair Patricia Freeland had no additional announcements.

#### 5. New Items from the Floor

There were no new items from the floor.

The meeting was adjourned at 3:35 p.m.

Respectfully Submitted,  
Gay Henegar  
Secretary to the Graduate Council

**ATTACHMENT 1**  
**ACADEMIC POLICY COMMITTEE MEETING**  
**September 4, 2014 (2:15 – 3:30 pm)**  
**111 Student Services Building**

Present: Phuriwat Anusonti (UTSI), Mehmet Aydeniz, Shandra Forrest-Bank, Pat Freeland, Yanfei Gao, Carolyn Hodges, Stefanie Ohnesorg (Chair), Joan Rentsch, Jessica Welch

I. *Introduction*: The meeting began with Chair Stefanie Ohnesorg explaining to the committee the role of the Academic Policy Committee and the process for obtaining archived reports of this committee.

II. *5-year Dual Bachelor's/Master's Programs*. Stefanie Ohnesorg noted that SACSCOC new policy expands the interpretation of Core Requirement 2.7.1 and expects institutions with combination (dual) programs to meet or exceed the credit hour thresholds in the standard for the degrees awarded (e.g., regardless of the number of hours taken at the graduate level and applied to the baccalaureate degree, the total hours must reflect a minimum of 120 for the bachelors and 30 for the masters for a total of 150 hours - with no double dipping). There was agreement that in a future meeting a proposal would be discussed to add that requirement to the UT *Graduate Catalog*.

III. *On-line Graduate Catalog*. There was discussion regarding the need to make changes in wording and in the placement of information to produce a more user-friendly Graduate Catalog. Stefanie Ohnesorg pointed to the explanation provided of the Graduate Certificate Program as an example of where additional clarity is needed. The committee agreed to discuss the matter further at a future meeting.

IV. *Academic Leave Policy*: Committee members discussed the need to follow up on the new Graduate Student Leave of Absence Policy to evaluate the extent to which students understand the policy and address any problems that develop. There was also interest in further discussion of a Family and Medical Leave policy for graduate students. Jessica Welch, Graduate Student Senate President, stated that she would discuss with the Graduate Student Senate what action they might take to implement a Family and Medical Leave Policy.

The next meeting of the Academic Policy Committee is scheduled for October 2, 2014.  
(Minutes taken by Pat Freeland)

**ATTACHMENT 2**  
**Credentials Committee Report**  
**September 4, 2014**  
**111 Student Services Building**

Present: Stephen Kania (Chair), Chad Autry, Amy Broemmel, Joshua Fu, John Nolt, James Larson (proxy for Svetlana Zivanovic), Lawrence Townsend (voted, not present).

<b>Name</b>	<b>Title</b>	<b>Current Department</b>	<b>Type of Request</b>	<b>Approval</b>
Alford, J. Brian	Assistant Professor	Forestry, Wildlife and Fisheries	Probationary	Until Tenure
Carter, Kimberly	Assistant Professor	Civil and Environmental Engineering	Probationary	Until Tenure
Donovan, David	Assistant Professor	Nuclear Engineering	Probationary	Until Tenure
Egami, Takeshi	Professor	Materials, Science and Engineering	Tenured, Continuing	10 years 10/1/2024
George, Easo	Professor	Materials, Science and Engineering	Non-tenure	5 years, 10/1/2019
Hathaway, Jon	Assistant Professor	Civil and Environmental Engineering	Probationary	Until Tenure
Hodges, Donald	Professor	Forestry, Wildlife and Fisheries	Tenured, Continuing	10 years 10/1/2024
King, Lisa	Assistant Professor	English	Probationary	Until Tenure
Lebeis, Sarah (Werner)	Assistant Professor	Microbiology	Probationary	Until Tenure
Muller, Lisa	Associate Professor	Forestry, Wildlife and Fisheries	Tenured, Continuing	10 years 10/1/2024
Papke, Mary	Professor	English	Tenured, Continuing	10 years 10/1/2024
Poudyal, Neelam	Assistant Professor	Forestry, Wildlife and Fisheries	Probationary	Until Tenure
Ringer, Jeffrey	Assistant Professor	English	Probationary	Until Tenure
Saenkhum, Tanita	Assistant Professor	English	Probationary	Until Tenure

Schlarbaum, Scott	Professor	Forestry, Wildlife and Fisheries	Tenured, Continuing	10 years 10/1/2024
Staton, Margaret	Assistant Professor	Entomology and Plant Pathology	Probationary	Until Tenure
Steward, Scott	Professor	Entomology and Plant Pathology	Tenured, Continuing	10 years 10/1/2024
Truster, Timothy	Assistant Professor	Civil and Environmental Engineering	Probationary	Until Tenure
Ussery, David	Adjunct Professor	UT-ORNL School of GST	Non-tenured Track. Initial	5 years, 10/1/2019
Webster, Clayton	Joint faculty Assistant Professor	Mathematics	Non-tenure track	5 years, 10/1/2019
Young-Kelly, Heatgher	Assistant Professor	Entomology and Plant Pathology	Probationary	Until Tenure
Zhang, Xiaodong	Research Assistant Professor	Nuclear Engineering	Non-tenure track	5 years, 10/1/2019
Zobel, John	Assistant Professor	Forestry, Wildlife and Fisheries	Probationary	Until Tenure

**ATTACHMENT 3**  
**Graduate Deans' Group**  
**Thursday, August 28, 2014, 2:00 – 3:30 p.m.**  
**University Center, Room 220**

Attending:

Bruce Behn, Ernest Brothers, Joy DeSensi (Chair), Patricia Freeland, Mary Gunther, Diana Hall for Catherine Luther, Carolyn Hodges, Yvonne Kilpatrick, Sandy Leach, Brent Mallinckrodt, Lisa Mullikin, Stefanie Ohnesorg, Masood Parang, Carol Parker, David Patterson for Sherry Cummings, John Stier, and Dixie Thompson

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, August 28, 2014, at 2:00 p.m. in the University Center, Room 220.

1. Joy DeSensi welcomed the members and introductions were made.
2. The Graduate Deans' Group minutes April 17, 2014 were approved.
3. Review of Graduate Deans' Group Responsibilities – Joy DeSensi

The Graduate Deans' Group serves two specific roles or functions. First, the Group provides advice and counsel from an administrative perspective to the Graduate Council and its committees through the Associate Dean of the Graduate School on issues and policies related to graduate education and operations of the Graduate School. Second, members of the Group function to insure that information accruing from actions of the Graduate Council flows back to the individual academic units for implementation.

4. Update of Graduate School Activities – Orientations – Joy DeSensi
  - On Thursday, August 14, 2014 the Graduate School's New Graduate Teaching Assistant/Associate Orientation was held in the University Center's Auditorium. There were approximately 411 graduate teaching assistants/associates in attendance. A panel comprised of former Best Practices in Teaching Program graduate students made presentations on Preparing a Good Syllabus, International Graduate Student Perspectives, and Issues in the Classroom. They also held a question and answer session. The program was very well received.
  - Approximately 59 graduate students are enrolled for the Graduate School's Best Practicing Program for fall 2014, which begins on Wednesday, September 10, 2014. This program is a seven-week seminar on various topics regarding teaching. Graduate students who attend six out of seven classes and complete a teaching portfolio receive a certificate. The program is also available during spring semester.
  - The Graduate Student Senate and the Graduate School held a Graduate Student Orientation on Tuesday, August 12, 2014 from 8:00 a.m. – 1:00 p.m. in the University Center's Auditorium. The orientation began with a continental breakfast, then the program, and ended with a boxed lunch in the University Center's Ballroom. Materials from offices around campus were displayed on tables around the UC's Ballroom and representatives from each office/organization were available to answer questions.
  - Sandra Leach, Associate Dean and Professor, Library, shared information on the Library Open House which was held from 1:00 p.m. to 2:30 p.m. in Hodges Library. Approximately 200 graduate students and faculty were in attendance. The Open House displayed information on the library services. Some of the services available to students

and faculty include delivery of books and journals, reserving books, scanning on demand, on-line catalog, interlibrary services, scanning and emailing the document to the student or faculty member, and other services. The Graduate Deans' Group discussed ways to better advertise this open house for the future.

5. Graduate Student Leave Policy, Beginning of Year Reminders, Proposed Changes for Thesis/Dissertation Approval Sheet (Research Compliance) – Carolyn Hodges

Carolyn Hodges discussed new graduate student policies (leave of absence and continuous enrollment) and reminded the graduate associate deans about requirements for the following existing policies: graduation deadlines; grades of incomplete; probation and dismissal; Graduate Assistant, Graduate Research Assistant, and Graduate Teaching Assistant work assignments and additional pay. (Attachment # 1)

6. Update on Graduate Admissions – Yvonne Kilpatrick

Yvonne Kilpatrick updated the group on several activities the Office of Graduate Admissions engaged in over the course of Spring and Summer 2014. These included working with other student services department to organize the process of identifying veteran graduate applicants who may be eligible for in-state classification, hosting a reflective event in which faculty, staff, and representatives from CollegeNet reflected on the strengths and weaknesses of the 2013-14 admission cycle, and working collaboratively with departments and Center for International Education to conditionally admit 21 international students to, first, study at the English Language Institute before beginning coursework in their academic programs.

Yvonne distributed the admission and enrollment data for fall 2014. At Day 7 of the fall 2014 14-day count, enrollment of first-time students increased 2.2% over fall 2013. She noted four areas for colleges and departments to consider as opportunities for recruitment:

1. Applicants who began applications but did not complete the applications.
2. Applicants who submitted applications but did not submit all required documents.
3. Applicants who met the minimum requirements to be admitted to Graduate School but formal decisions were not reported by departments.
4. Applicants who were admitted and enrolled but dropped their courses (or their courses were dropped by the Registrar's Office for non-payment) at the time of required fee payment.

In regard to # 3, above, Yvonne requested that the graduate deans interested in more details, e-mail her and she would provide additional information. Suggestions from the graduate deans were as follows:

1. Contact the Directors of Graduate Studies to discuss # 3.
2. Send reminder notices to Directors of Graduate Studies.
3. Provide more decisions options or a place for the departments to provide more information about the status of an applicant if the department was continuing to recruit the student beyond the normal time that decisions are made.

It was noted that there was an error in the calculation for one of the distributed data charts. Following the meeting Yvonne discovered she omitted the category, "Officially Declined Admission" from the *UT Graduate Fall 2014 Status of Applications, Day 7* chart. Adding this category to the chart corrected the error that was noted during the meeting.

7. Update on Assistant Dean Search – Carolyn Hodges/Joy DeSensi

The Graduate School is nearing the end with the search for the Assistant Dean of the Graduate School.



8. Other

The next Graduate Deans' Group meeting will be on Thursday, October 23, 2014, 2:00 p.m. to 3:30 p.m. in the University Center, Room 220.

Meeting Dates: January 22, 2015  
February 12, 2015  
March 26, 2015

With no further business, the meeting was adjourned at 3:35 p.m.

Respectfully Submitted,  
Gay Henegar  
Secretary to Graduate Deans' Group