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Graduate Council

10-27-2011

Graduate Council Minutes - October 27, 2011

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October 27, 2011 Minutes

Members Present

David Anderson, Pam Angelle, Jane Bellamy, Ben Blalock, Chris Boake, Marianne Breinig, Ralph Brockett (Chair Elect), Luis Cano, Joy DeSensi, George Dodds, Michael Essington, Patricia Freeland, Yanfei Gao, Paul Gellert, Tom George, Will Gibbons, Frank Guess, Carolyn Hodges, Donald Hodges, Steve Kania, David Keffer, Jan Lee, Leann Luna, Catherine Luther, Zhongguo Ma, Sibyl Marshall, Michael McEntee, Blanche O'Bannon, Christian Parigger, Greg Petty, Greg Reed, Rod Runyan, Rita Smith, Marlys Staudt, Christian Vossler, Scott Wall, Michael Waugh, Candace White, Pia Wood, Michael Zemel (Chair). Others attending were Ernest Brothers, Catherine Cox, Yvonne Kilpatrick, Cheryl Norris, Kay Reed.

The Graduate Council meeting was called to order by Michael Zemel on Thursday, October 27, 2011, at 3:00 p.m. in the Multipurpose Room, Black Cultural Center

1. Minutes of the Preceding Meeting

The minutes of the September 8, 2011 meeting were approved by the Graduate Council.

2. Committee Reports

Academic Policy Committee

A written report of the committee's meeting on October 6, 2011 was submitted. (Attachment 1)

Appeals Committee

Marianne Breinig reported that no appeals were pending.

Credentials Committee

Don Hodges, Chair of the Credentials Committee, presented the report from the September 22, 2011 meeting. The Graduate Council approved the request for three faculty members to be approved to direct dissertations. (Attachment 2)

Curriculum Committee

Sibyl Marshall, Chair of the Curriculum Committee, reported for the October 13, 2011 meeting. The committee reviewed courses not taught in 4 or more years and presented their recommendations to the Graduate Council. A group from the committee had been convened from members who had been on the committee last year to determine a strategy for processing the courses on the list. Upon appeals from three academic departments during the Graduate Council meeting, the report was amended three times to retain courses in Sociology, Political Science, and Biochemistry, Cellular and Molecular Biology.

Graduate Council approved the report as amended. (Attachment 3)

Sibyl Marshall indicated that the committee will discuss procedures to standardize the process for handling courses not taught in four or more years.

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 has provided \$200,000 for graduate student travel funds. This program is administered by the Provost's Office and the Graduate Dean through the college offices.
- The Fall 2011 Graduate Hooding Ceremony will have a graduate from the doctoral program in the Department of Kinesiology, Recreation, and Sport Studies as guest speaker. Graduate students have expressed interest in having student speakers for this ceremony.
- Academic regalia for Doctor of Philosophy graduates at UTK has been developed and will be presented to the Chancellor.
- The Graduate School will discuss a proposal for a thesis-dissertation embargo option with the Academic Policy Committee for approval by the Graduate Council.
- Yvonne Kilpatrick, Director of Graduate Admissions, announced that the Fall 2012 graduate admission applications went online this week.
- Ernest Brothers, Assistant Dean of the Graduate School, reported that he had met with many departments on recruiting discussions.

Graduate Deans' Group

Joy DeSensi, Chair of the Graduate Deans' Group, report for the October 13, 2011 meeting. (Attachment 4) She announced that the fellowship application materials will be available in November and that the deadline for applications is February 27, 2012.

Graduate Student Senate

Will Gibbons, Vice President of the Graduate Student Senate, presented the following information:

- Graduate Student Town Hall will convene on November 8 at 12:00 noon.
- GSS is working to make the travel awards program open to all students.
- The issue of fees is being heard by the GSS as a concern for graduate students.

Graduate Council Chair

Michael Zemel, Chair of the Graduate Council, discussed the new online system of student evaluations that will go live in a couple of weeks. He reported that other institutions have experienced a significant drop off in participation by going online. He asked that faculty members encourage student to go online to complete the evaluations.

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

Respectfully Submitted,

Kay Reed
Acting Secretary to Graduate Council

ATTACHMENT 1
ACADEMIC POLICY COMMITTEE
THURSDAY, OCTOBER 6, 2011
111 STUDENT SERVICES BUILDING

REPORT

Present: Stefanie Ohnesorg (Chair), Camille Hall, Yvonne Kilpatrick, LeAnn Luna, Jennifer Morrow, Joann Ng Hartmann, Christian Parigger by Skype, Kay Reed, Marian Roman, Michael Zemel.

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

Stefanie Ohnesorg reviewed the committee web page and bylaws, including the process for setting agendas for the meetings. She reviewed the use of Blackboard for posting documents and agenda items that guide committee work.

1. Proposal to Change Graduate Catalog Policy: Admission Requirement (Attachment)

Stefanie began the discussion by introducing Yvonne Kilpatrick, Director of the Office of Graduate Admissions, and Joann Ng Hartmann, Associate Director of the Center for International Education. The proposal for changing the admission requirement concerning official transcripts was discussed. Following the discussion, Yvonne will put together a workflow of the process so that the committee will review that. Joann will work with Yvonne on preparing the workflow for international applications.

The timeline/workflow will be discussed at the next Academic Policy Committee meeting.

The meeting adjourned at 3:30 p.m.

The University of Tennessee at Knoxville
Proposal to Change Graduate Catalog Policy: Admission Requirement
Effective Academic Year 2012-2013

Effective Fall 2012:

- (1) The Graduate School will permit the submission of unofficial transcripts, degree certificates, and English translations to the Graduate Admissions on-line application portal for the purpose of evaluation and offer of admission.
- (2) The Graduate School will require submission of official transcripts, degree certificates, and English translations to the Graduate Admissions Office following the offer of admission.
- (3) The Graduate School will reserve the right to revoke admission to any student whose documents noted in (1) are found to be fraudulent following review and comparison with the official documents noted in (2).
- (4) The Graduate School will prohibit registration after the first semester of enrollment until students have submitted the official copy of transcripts from all institutions previously attended.

An unofficial transcript or university record is defined as follows:

An unofficial transcript or university record can be in the form of a scanned copy of the transcript or university record from the institution or an academic record uploaded from the institution's student information system portal. It must contain the institution name, course names, grade information, terms of attendance and any academic notations. Transcripts or university records that are not in the English language must be submitted in both the original language and the certified translation

Current UT *Graduate Catalog* language (2011-2012)

Application Procedures Section, Bullet #3:

To apply for admission, the following materials must be sent to Graduate Admissions.

- One official transcript from all colleges and universities attended.

Admission of International Students Section, Bullet #3:

The following items must be received before admission will be considered.

- Official or attested university records, with certified translations if the records are not in English (notarized copies are not accepted).

Proposed UT *Graduate Catalog* language (2012-2013)

(Replace Application Procedures Section, Bullet #3)

To apply for admission, the following materials must be sent to Graduate Admissions.

- One unofficial transcript from all colleges and universities attended submitted on-line at the time of application to the Graduate School. An unofficial transcript or

university record is defined as a scanned copy of the transcript or university record from the institution or an academic record uploaded from the institution's records repository. It must contain the institution name, course names, grade information, terms of attendance and any academic notations. Unofficial transcripts or university records that are not in the English language must be submitted in both the original language and the certified translation at the time of application.

(Insert below Application Procedures Section, Bullet #4)

The submission of official transcripts, degree certificates, and English translations must be submitted to the Graduate Admissions Office following the offer of admission. The Graduate School will reserve the right to revoke admission to a student if any unofficial or official documents are found to be fraudulent following review and comparison. Registration is prohibited after the first semester of enrollment until students have submitted the official copy of transcripts from all institutions previously attended. (Replace Admission of International Students Section, Bullet #3 and #4)

- One unofficial transcript or academic record and degree certificate from all colleges and universities attended submitted on-line at the time of application to the Graduate School. An unofficial transcript or university record is defined as a scanned copy of the transcript or university record from the institution or an academic record uploaded from the institution's records repository. It must contain the institution name, course names, grade information, terms of attendance and any academic notations. Unofficial transcripts or university records and degree certificates that are not in the English language must be submitted in both the original language and the certified translation at the time of application.

The submission of official transcripts, degree certificates, and English translations must be submitted to the Graduate Admissions Office following the offer of admission. The Graduate School will reserve the right to revoke admission to a student if any unofficial or official documents are found to be fraudulent following review and comparison. Registration is prohibited after the first semester of enrollment until students have submitted the official copy of transcripts from all institutions previously attended.

Justification:

Recent trends in Graduate Admissions indicate that institutions are identifying and implementing processes that will expedite the admission decision notification to applicants. In a competitive market, timely response to applicants is critical. One of the identified processes, as presented by several institutions at the 2011 Annual Conference of the National Association of Graduate Admissions Professionals (NAGAP), is electronic submission of unofficial transcripts for the purpose of evaluation and offer of admission.

Applicants that are offered admission must submit final official transcripts or university records to the institution. This reduces the total number of transcripts or university records that must be verified and reviewed for authenticity. The final official transcript

or university record is compared to the unofficial documents previously submitted. If there are discrepancies in the documents, the Graduate Admissions office will investigate. If the documents are found to be fraudulent, the admission offer will be revoked. Presenters at the NAGAP conference reported no incidences of fraud. Some have been utilizing this model of submission for several years.

Submitted to Kay Reed by Yvonne Kilpatrick for review by the Academic Policy Committee, 08/12/11

**ATTACHMENT 2
CREDENTIALS COMMITTEE
THURSDAY, SEPTEMBER 22, 2011**

Electronic votes were recorded for Donald Hodges (Chair), David Anderson, Jane Bellamy, Ben Blalock, Frank Guess, Stephen Kania, David Keffer.

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

<i>Faculty Member</i>	<i>Rank</i>	<i>Current Department</i>	<i>Approval</i>
Ensor, Maria	Assistant Professor	Anthropology	Until Tenure
Schaur, Georg	Assistant Professor	Economics	Until Tenure
White, Candace	Associate Professor	School of Advertising and Public Relations	August 2021, 10 years

ATTACHMENT 3
Graduate Courses Not Taught in Four or More Years
TO BE DROPPED FALL 2012

Note: If courses are cross-listed and the primary course is dropped, the secondary course(s) will also be dropped.

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
AGRICULTURAL SCIENCES AND NATURAL RESOURCES						
	(AREC) Agricultural and Resource Economics	552 (Advanced Agribusiness Seminar)	X			
		640 (Agricultural Production and Supply Analysis)		X	Course is part of a new field in the Economics PhD program that will be taught when students are ready to take this course in the future.	
		650 (Agricultural Markets and Demand Analysis)		X	Course is part of a new field in the Economics PhD program that will be taught when students are ready to take this course in the future.	
	(ANSC) Animal Science	530 (Animal Nutrition and Metabolism)	X			
	(FORS) Forestry	521 (Composite Materials from Renewable Resources)		X	Will be offered by Dr. Siquon Wang and Dr. David Harper Spring 2012. As of 10/5 no sections offered.	2010
ARTS AND SCIENCES						
	(BCMB) Biochemistry and Cellular and Molecular Biology	559 (Biophysical Crystallography)	X			
		580 (Advanced Concepts in Genetics/ Developmental Biology)		X	Topics course. These are not designed to be offered on a regular basis but need to be kept Because on report for 8 years and no justified rationale, <u>Committee voted to drop course.</u> Suggested to teach under the 520 topics course. At Council, faculty communicated course is being taught under a 600-level number. Course will be revised to determine how to best teach course. Committee voted to retain course.	2010 list 2009 list 2008 list 2007 list

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
	(CLAS) Classics	565 (Graduate Seminar in Ancient Mediterranean Civilization -- secondary course: ANTH 565)		X	Will be offered in spring 2012. In system for sp 2012 registration.	2010 list
	(EEB) Ecology and Evolutionary Biology	530 (Advanced Taxonomy of Flowering Plants)	X Committee voted to DROP		No response received from department. No, response from department, Committee voted to drop course.	2010 list
		612 (Advanced Topics in Environmental Toxicology)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	
	(ENGL) English	530 (Readings in English Literature of the Restoration and 18 th Century)	X Committee voted to DROP		Was taught in summer 2008. 530 was last taught sp 2007. Confusion: 531 is same course as 530. Because 530 and 531 are same course, Committee voted to drop 530.	
		552 (Readings in Black American Literature)		X	Scheduled for spring 2012 and spring 2013. In system for sp 2012 registration.	2010 list 2009 list
		590 (Topics in Critical Theory)		X	Scheduled for summer 2012.	2010 list
	(GEOG) Geography	521 (Topics in Cultural Geography)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	2010 list
		634 (Seminar in Climatology)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	2010 list
	(GEOL) Geology	650 (Seminar in Geomorphology)	X Committee voted to DROP		Topics course not designed to be offered on a regular basis but needs to be kept. Because on report for 7 years and no justified rationale, Committee voted to drop course.	2010 list 2009 list 2008 list
	(HIST) History	533 (Topics in European National History)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
		552 (Topics in Military History)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	
		555 (Topics in United States Social and Economic History)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	
		651 (Seminar in Military and Foreign Relations History)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	
	(LFSC) Life Sciences	516 (Introduction to Genome Science and Technology II)		X	Material required for MS students. Will be taught soon.	2010 list
		540 (Colloquium)	X Committee voted to DROP		No response from department. No, response from department, Committee voted to drop course.	
	(MATH) Mathematics	511 (Methods in Applied Mathematics I)	10-20-11 Correction UTSI did want to keep course	X	Math does not plan to offer 511 and 512 but they are used by UTSI and they may want to keep them. Correction: error by UTSI. Received notification they need course for their engineering students, will offer fa 2012.	2010 list
		512 (Methods in Applied Mathematics II)	10/20/11 Correction UTSI did want to keep course	X	UTSI did not respond to keep Math 511 and 512. UTSI's responses were to keep PHYS 572 and ENMG 540. Correction: error by UTSI. Received notification they need course for their engineering students, will offer fa 2012.	2010 list
		516 (Analytical Applied Mathematics II)		X	Second half of sequence—will be taught next semester. In system for sp 2012 registration.	2010 list
		526 (Statistics II)		X	Second half of sequence to be taught next semester. In system for sp 2012 registration.	

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
		538 (Mathematical Principles of Continuum Mechanics II)		X	Second half of sequence—will be taught next semester. In system for sp 2012 registration.	2010 list
	(MICR) Microbiology	640 (Topics in Virology)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	2010 list
	(MUSC) Music General	511 (Lecture Recital)	X			2010 list 2009 list 2008 list 2007 list
	(MUCO) Musicology	570 (Music in the 19 th Century)		X	Faculty member who taught left UT. New faculty member coming next year will teach.	
	(MUVC) Music Voice	570 (Vocal Chamber Music Performance)	X			2010 list
	(MUTC) Music Technology	560 (Technology in Music Research)		X	To be taught next semester. In system for sp 2012 registration.	2010 list 2009 list
	(PHIL) Philosophy	560 (Topics in the Philosophy of Science)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	
		577 (Topics in Philosophy of the Mind)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	2010 list 2009 list
		620 (Topics in Ancient and Medieval Philosophy)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	2010 list 2009 list
		622 (Topics in Modern Philosophy)		X	Topics course not designed to be offered on a regular basis but needs to be kept.	2010 list 2009 list
	(PHYS) Physics	572 (Mathematical Methods in Physics II) --secondary course: <i>Mathematics 518</i>)		X	UTSI response: continuation of Physics 571 – request to keep course active. (Department indicated to drop).	
	(POLS) Political Science	533 (Congress)		X	Will be offered during one of the next three terms. Because on report for 7 years and rationale continues to be the same, <u>Committee voted to drop course.</u> At Council, faculty communicated course will be taught in 2013. Committee voted to retain course.	2010 list 2009 list 2008 list

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
		654 (Contemporary Public Policies)		X	Will be offered in the summer.	
	(PSYC) Psychology	573 (Descriptive and Theoretical Psychopathology)	X			
		610 (Seminar in Applied Psychology)	X			
	(REST) Religious Studies	513 (Religion, the Arts, and the Media)	X			
	(SOCI) Sociology	551 (Juvenile Delinquency and the Social Structure)	X			
		653 (Sociology of Law)		X	New faculty member intends to teach. Same rationale and still not taught, on report for 8 years. <u>Committee voted to drop course.</u> At Council, faculty communicated course will be taught in 2012-2013. Committee voted to retain course.	2010 list 2009 list 2008 list 2007 list
	(THEA) Theatre	587 (Computer Aided Rendering for the Theatre)		X	Being offered next semester. In system for sp 2012 registration.	
BUSINESS ADMINISTRATION						
	(HRD) Human Resource Development	605 (Seminar in Organizational Theory and Environmental Context)	X			2010 list
		608 (Seminar in Work/Life Interface Issues)	X			2010 list
	(MGT) Management	571 (International Management)	X			
	(STAT) Statistics	585 (Principles of Statistical Process Management)	X			

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
		666 (Advanced Statistical Process Control)	X			
COMMUNICATION AND INFORMATION						
	(CCI) Communication and Information	630 (Theory and Literature in Communication and Information Disciplines)	X			
	(INSC) Information Sciences	555 (Scientific and Technical Communications)		X	The unit plans to offer the course in summer of 2012	
		589 (Information Networking Technologies)	X			2010 list 2009 list 2008 list 2007 list
	(JREM) Journalism and Electronic Media	555 (Seminar in the Technology and Economics of Media and Information Systems)		X	Plans are to offer the course in spring or fall of 2012. In system for sp 2012 registration.	
EDUCATION, HEALTH, AND HUMAN SCIENCES						
	(CFS) Child and Family Studies	631 (Adolescent Development in Families)		X	We wish to retain CFS 631 based on relevance of content and current faculty expertise/interest. It is scheduled to be taught Fall, 2012. Plans are currently underway to design a new version of 631 with Profs. Barber, Johnson, and Olmstead collaborating to define a scope and curriculum for the course that any and all of them could teach regularly over the next several years. CFS MS & PhD students will take this course to partially fulfill specialization requirements for the degrees.	2010 list 2009 list
	(COUN) Counselor Education	521 (Mental Health Counseling)	X			
	(EDAM) Educational Administration	596 (Seminar in School Leadership K-12)	X			

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
		614 (Statistics for Educational Administrators) --secondary course: Higher Education Administration 614.	X			2010 list
		616 (Research Methods) --secondary course Higher Education Administration 616.	X			
	(ELED) Elementary Education	515 (Seminar)	X Committee voted to DROP		Needed for Track 1 Master's and EdS students. Because most TPTE, MS students are Track II, we use this course rarely but it is needed on occasion. With rationale, Committee determined a special topics course could be used to teach course. Voted to Drop.	2010 list 2009 list
		606 (Research in Elementary Education)	X Committee voted to DROP		Course is for PhD students specializing in Elementary Education. They are limited in number but the course will be taught again as needed. With rationale, Committee determined a special topics course could be used to teach course. Voted to Drop.	2010 list 2009 list
		650 (Advanced Studies in Early Childhood Education)		X	Course is for PhD students specializing in Early Childhood Education. They are limited in number but the course will be taught again as needed.	2010 list
	(ENED) English Education	507 (Teaching Poetry Grades 7-12)		X	An elective course that will be offered intermittently for Track I, Track II, EdS and PhD students.	
		509 (Young Adult Literature in the Secondary School, Grades 7-12)	10/18/11 Correction moved back to NO do not drop	X	An elective course that will be offered intermittently for Track I, Track II, EdS and PhD students. With rationale, Committee determined a special topics course could be used to teach course. Committee voted to drop course. Correction: Per email from Dr. George, dept is offering course for spring 2012. Confirmed in registration CRN 29396 with 3 students registered (10/18/11).	2010 list 2009 list
	(IT) Instructional Technology	569 (Media and Technology Production Techniques)	X			

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
	(REED) Reading Education	554 (Developmental Reading Practicum)	X Committee voted to DROP		Plans are to offer this course for a subgroup of students obtaining the reading specialist endorsement. With rationale, Committee determined a special topics course could be used to teach course. Voted to Drop.	2010 list 2009 list
	(RHCO) Rehabilitation Counseling	591 (Research Project in Rehabilitation Counseling)	X			
	(SPED) Special Education	575 (Creative Problem-Solving Strategies for Special Educators)		X	Scheduled to be offered in 2012-2013 as part of a new distance education offering in gifted and STEM education.	2010 list 2009 list 2008 list
		620 (Internship in Research in Special Education and Rehabilitation)		X	Will be offered in Spring, 2012. A relatively new PhD concentration in Special Education now has 7 students and we will use this and 630 in the near future. In system for sp 2012 registration.	2010 list 2009 list 2008 list 2007 list
		630 (Internship in Institutional Leadership in Special Education and Rehabilitation)		X	A relatively new PhD concentration in Special Education now has 7 students. We anticipate using this course in the near future.	2010 list 2009 list 2008 list 2007 list
	(TPTE) Theory and Practice in Teacher Education	535 (Inquiry Teaching and Learning)		X	Will be taught as part of a new distance education offering in gifted and STEM education.	2010 list 2009 list
	TPTE	540 (Topics in Improvement of Instruction)		X	Will be offered as part of TPTE's Urban Specialist certificate, which has been reactivated beginning Fall, 2011.	
ENGINEERING						
	(BME) Biomedical Engineering	590 (Selected Biomedical Engineering Problems)		X	Can be used in BME non-thesis option.	2010 list
	(ECE) Electrical and Computer Engineering	543 (Digital Communication Systems I)		X	Anticipating a new faculty hire in this area – course should be preserved.	
		544 (Digital Communication Systems II)		X	Anticipating a new faculty hire in this area – course should be preserved.	

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
		561 (Plasma Diagnostics I)	X			
		562 (Plasma Diagnostics II)	X			
		565 (Industrial Plasma Engineering I)	X			
		566 (Industrial Plasma Engineering II)	X			
		652 (Computer-Aided Design of VLSI Systems II)	X			
	(ENMG) Engineering Management	540 (Labor Relations)		X	Course was not taught on its regular cycle of 3-4 years due to loss of faculty member. New hire anticipate Spring 2012 will be assigned to teach this important elective.	
	(ENVE) Environmental Engineering	653 (Pollutant Fate Modeling and Risk Assessment)		X	This 600-level course is needed to support our PhD concentrations in Environmental Engineering and Water Resources. It will be taught in Spring or Summer 2012.	
	(ES) Engineering Science	571 (Biomechanics of Hard and Soft Tissue)	X			
		652 (Advanced Topics in Computational Fluid Dynamics Practice) --secondary courses: <i>Aerospace Engineering 662 and Mechanical Engineering 652</i>	X Committee voted to DROP		UTSI - Computational Fluid Dynamics is a core area in aerospace engineering. It is imperative this course remain available for PhD students. It will provide interested students to develop practical scientific experiences with available commercial or in-house codes. Keeping the two courses will help with developing prerequisites. Not taught for 7 years. Committee determined a special topics course could be used to teach course. Voted to Drop.	2010 list 2009 list 2008 list
	(IE) Industrial Engineering	508 (Integrated Project, Process and Manufacturing System Design)	X			

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
		552 (Advanced Linear Programming and Extensions)		X	With the hiring of a new faculty in January 2012, the Department is planning to offer this course in the academic year 2012-2013.	
	(MSE) Materials Science and Engineering	553 (Nonwovens Science and Technology)		X	Instructor is on sabbatical this year. It is likely he will teach this course next year.	
	(ME) Mechanical Engineering	526 (Combustion and Chemically Reacting Flows II)		X	UTK – Needed to support combustion research at UTK. UTSI – Course is required to complement ME525 that was taught last year. This is an important course sequence to keep.	
		567 (Smart Structures and Materials)		X	UTSI – Course fits the flow-structures, and possibly composites, courses that one could consider to be part of the multi-physics approaches towards future Research and Education's emphasis.	
		615 (Engineering Optics and Optical Techniques)	X			
		645 (Hydrodynamic Instability)	X			
	(ME) Mechanical Engineering	647 (Nonlinear Control Systems) <i>--secondary courses: Aerospace Engineering 647, Biomedical Engineering 647</i>		X	Needed to support research area of new faculty search.	
		661 (Advanced Vibrations)		X	UTSI – This course is a very important core topic that should remain available to PhD students.	
		686 (Telerobotic Systems)		X	Course will be offered within a year.	

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
LAW						
	(LAW) Law	849 (Discrimination and the Law)	X			2010 list
		868 (Natural Resources)	X			
		909 (Non-Profit Corporations)	X			
		927 (Interviewing, Counseling and Negotiation)		X	We'd like to keep this course in the catalog for one more year as we complete review of the advocacy curriculum.	
		956 (Entertainment Law)		X	This course has been offered every year except this one; I'm not sure why it was on this list. Course "offered" but NOT TAUGHT. Last time course was taught and grades were awarded was fall 2006.	
		964 (Health Care Policy)		X	Will be offered in Spring 2012, and we expect to offer it regularly in the future. As of 10/5 no sections offered.	
		965 (Community Development)	X			
		966 (Community Legal Education)	X			
		967 (Media Impact on Justice)	X			
NURSING						
	(NURS)	535 (Global Disaster Nursing Studies III)		X	Just received federal funding for this concentration. Coursework will start in January 2012. This course is taught in the fourth term of the concentration.	
		536 (Global Disaster Nursing Studies IV)		X	Just received federal funding for this concentration. In light of current realities for efficiencies in instruction this course is under review and may be revised through appropriate curricular change processes.	

COLLEGE	ACADEMIC DISCIPLINE	COURSE	DROP EFFECTIVE DATE: FALL 2012		IF NO, GIVE JUSTIFICATION	ON PREVIOUS LISTS
			Yes	No		
SOCIAL WORK						
	(SOWK)	554 (Social Work in Community-based Health Care)	X			
INTERCOLLEGIATE						
	(CMVM) Comparative and Experimental Medicine – Veterinary Medicine	609 (Mechanisms of Disease)		X	Course is being restructured to address recent loss of internal funding. It presents the pathologic basis of diverse diseases processes, relevant to any scientific discipline involving biomedical investigation.	

The following 400-level courses (approved for graduate credit) were dropped on the Undergraduate Courses Not Taught in 4 or More Years List and consequently will be dropped from the Graduate Catalog, effective fall 2012.

ART 482 (secondary: Anthropology 482)

GEOG (Geography) 443

FREN (French) 423

FREN (French) 424

MUVC (Music Voice) 425

THEA (Theatre) 452

ATTACHMENT 4
Graduate Deans' Group
Thursday, October 13, 2011, 2:00-3:30 p.m.
Graduate School Conference Room
Minutes

Attending:

Ernest Brothers, Chris Boake, Catherine Cox, Joy DeSensi (Chair), George Dodds, Tom George, Carolyn Hodges, Yvonne Kilpatrick, Tom Ladd, Catherine Luther, Mike McEntee, Carol Parker, Peggy Pierce (proxy), Cynthia Rocha, Kay Reed, Rita Smith, John Stier

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, October 13, 2011, at 2:00 p.m. in the Graduate School Conference Room.

1. The minutes of the Graduate Deans' Group meeting from August 25, 2011 were approved.
2. Travel Funding for Graduate Students

Carolyn Hodges, Vice Provost and Dean of the Graduate School sought feedback from the Graduate Deans' Group regarding additional Travel Funding (\$200,000) to be made available through the Provost's office for Graduate Students. Feedback from the deans included: a) to develop steps to process the applications through the departments, colleges, Graduate School and Provost's office; b) to clarify how this process would differ from that already utilized by the Graduate Student Senate; c) to require presentations by graduate students to be at a premier conference; d) to determine if funds would be in addition to or separate from that offered by the Graduate Student Senate; f) establish deadline dates for applications; and g) explore the issue of perceived unfairness if funds are awarded on a "first come, first served" basis.

3. Withdrawal Procedures for Graduate Students

Kay Reed discussed reviewed the process that graduate students use to withdraw from all courses in registration for a term. The process is available on MyUTK and may be done through the last day of classes in the semester. Graduate Students are required to apply for readmission if they process a total withdrawal.

4. Overview of Changes in Admission Processes for Graduate Students

Yvonne Kilpatrick, Director of Graduate Admissions gave a progress report which included the UT Graduate Admissions Efficiency and

Effectiveness Action Plan for Year 1, 2011-2012. Topics addressed included:

- a) On-Line Application, Electronic Letters of Recommendation, and Supplemental Materials: Materials developed were submitted to CollegeNet and tested by Greg Tipps in order to assure good service regarding these materials. CollegeNet is in the process of revising the tested materials. Alternative processes have been activated to allow applicants to submit documents electronically until the new on-line application is launched.
- b) Unofficial Transcripts: Carolyn Hodges, Vice Provost and Dean of the Graduate School approved a blanket exception to accept unofficial transcripts for evaluation purposes for fall 2012. A proposal is being considered by the Academic Policy Committee to make this policy. Official transcripts will be required upon notification of admission.
- c) Application Instruction on Website: New application instructions are on the Graduate Admissions website. Faculty and staff should review the new instructions. Once the new on-line application is launched, additional instructions will be added to the website.
- d) Document Imaging: UT Central Imaging is located on Middlebrook Pike. Plans are in place for central imaging to scan admissions documents received by mail beginning November 15, 2011. This will expedite the processing of admission materials.
- e) Staff Training: Additional staff have been trained to evaluate international transcripts and degree credentials by the American Association of College Registrars and Admissions Officers.
- f) Evaluation of Graduate Admission Processes: This past summer the staff evaluated the admissions process. Over processing was eliminated i.e. double entering. Based on the Graduate School policy, if an applicant has completed graduate work, only the graduate GPA will be calculated. Previously, both the bachelor's and graduate GPAs were calculated. Departments may choose to calculate the bachelor's GPA for departmental evaluation purposes.
- g) Reports: OIT is working to make admission reports accessible to departments. Once these reports are available to departments, GRE scores will no longer be scanned into the imaging system.
- h) Investigation of Future Technology: Admissions is working with CollegeNet. A new product, ADMIT – which is interactive with departments is being explored. There is a need to meet with OIT.

5. Directors of Graduate Studies Workshop

Joy DeSensi reported the workshop for Directors of Graduate Studies would be held on Wednesday, October 19, 2011, 9:00-11:00 a.m. in the Shiloh Room of the University Center. The agenda topics for the meeting were reviewed and it was noted that the Directors of Graduate Studies are strongly encouraged to attend the workshop.

As a reminder, the policy regarding Directors of Graduate Study was reviewed as stated in the Graduate Catalog, "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".

6. 2012-2013 Graduate School Fellowships

Joy DeSensi noted the fellowships offered through the Graduate School for 2012-2013-would be announced in November. Information will be posted on the Graduate School website and Deans, Associate Deans, and Directors of Graduate Studies will receive announcements regarding the fellowships.

7. Evaluation of GTA's/TA's

In order to assist with future discussions regarding the evaluation of GTAs/TAs, the policy regarding the Evaluation/Supervision of Graduate Assistants which is located on the Graduate School website was reviewed by Joy DeSensi. The Graduate Deans were encouraged to explore how their departments carry out this process and to share the information in a discussion during the next meeting.

8. Other

Catherine Cox announced the December 1, 2011 deadline for curricular items to be included in the 2012-2013 Catalog

With no further business, the meeting was adjourned at 3:25 p.m.

Respectfully Submitted,
Joy T. DeSensi
Chair, Graduate Deans' Group