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Graduate Council Minutes - March 3, 2011

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THE UNIVERSITY OF TENNESSEE

March 3, 2011 Minutes

Members Present

David Anderson, Ben Blalock, Chris Boake, Caroline Bowers for George Hoemann, Ralph Brockett, Michael Essington (Chair), Dan Feller, Patricia Freeland, Tom George, Camille Hall, Robert Hatcher, Jan Lee, Catherine Luther, Zhongguo Ma, Andrew Morse, Stefanie Ohnesorg, Masood Parang, Greg Petty, Jeff Phillips, Lloyd Rinehart for Leann Luna, Marian Roman, Rita Smith, Maryls Staudt, Barbara Thayer-Bacon, John Wachowicz, Scott Wall, Michael Zemel (Chair Elect), Songning Zhang, Ernest Brothers, Catherine Cox, Joy DeSensi, Gay Henegar, Carolyn Hodges, Yvonne Kilpatrick, Kay Reed.

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

1. Minutes of the Preceding Meeting

The minutes of the February 3, 2011 meeting were approved by the Graduate Council.

2. Committee ReportsAcademic Policy Committee

Stefanie Ohnesorg, Chair of the Academic Policy Committee (APC), reported on the February 17, 2011 meeting. (Attachment 1)

- The 5-Year BS/MS degree programs for Nuclear Engineering and Physics were approved and forwarded on to the Curriculum Committee & Graduate Council.
- Registration withdrawal deadline to 84th calendar day of the semester was changed because of Banner.
- First reading of a change in the Academic Policy Committee Bylaws was shared. "All proposed agenda items related to curricula must be presented to the committee chair no later than two weeks prior to the meeting." It is to be brought for a vote of the Graduate Council on April 14, 2011.
- Doctoral committee proposal regarding timing of the committee appointment and outside membership is being reviewed.
- The APC Committee is requesting input about the 600 course registration for summer hours and leave of absences.
- Procedures for PhD Oral Exams like other institutions are being reviewed and considered.

Appeals Committee

Kay Reed, Member of the Appeals Committee, stated there is an appeal being reviewed.

3. New Business

There was no new business.

4. Administrative Reports and AnnouncementsGraduate Deans' Group

Joy DeSensi, Chair of the Graduate Deans' Group, reported on the February 10, 2011 meeting. (Attachment 2)

- The Graduate Deans' Group is discussing procedures for evaluating graduate teaching assistants. When procedures are decided, they are expected to be included in the Department Graduate Handbook for next year.
- Graduate fellowship applications are due in the Graduate Office by March 4.

Graduate Dean

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

- The Top 25 Initiative Task Force Groups are meeting weekly in order to have their executive summary ready by the end of March. Number of waivers; number and amount of stipends; admission and recruitment of top students; student life and success issues; and programs for the future are areas that are being focused on.
- Carolyn Hodges, Vice Provost and Dean of the Graduate School, will form a committee to review and approve all "Memoranda of Understanding" (MOU) for linkages between University of Tennessee, Knoxville and domestic universities.
- There will be a forum on the NRC data and process on Wednesday, March 9 at 3:45 in the University Library Auditorium.

Graduate Student Senate

Andrew Morse, President of the Graduate Student Senate, shared the following information:

- Love Your Libraries 5K Run and Fun Walk is scheduled for Saturday, March 5 at 9:00.
- Graduate students feel that the Graduate Student Senate isn't receiving any support on campus, and nobody really cares what the graduate students think. Andrew is requesting more support from the Graduate Council.

Graduate Council Chair

Michael Essington, Chair of the Graduate Council, stated the nomination committee, chaired by Sybil Marshall, is working to compile a slate of members who are willing to become the new Chair Elect. Volunteers are welcome. The vote will be conducted electronically and the results announced at the April 14 Graduate Council Meeting.

5. Items from the Floor

No items from the floor.

The meeting was adjourned at 3:40 p.m.

Respectfully Submitted,

Gay Henegar
Secretary to Graduate Council

ATTACHMENT 1

Academic Policy Committee
February 17, 2011
2:15 Pm – 3:30 Pm
111 Student Services Building
Report

PRESENT: Stefanie Ohnesorg (Chair), Ralph Brockett, Yanfei Gao, Camille Hall, Bob Hatcher, LeAnn Luna, Andrew Morse, Peggy Pierce, Kay Reed, Songning Zhang. The meeting was called to order by Stefanie Ohnesorg, Chair, at 2:15 p.m. in 111 Student Services Building, Graduate School Conference Room.

1. Results of Electronic Vote on 5-Year BS-MS degree programs. Votes were received and the exceptions were approved by this vote so that the proposals for Nuclear Engineering and Physics programs could go forward to the Curriculum Committee and Graduate Council. Some members stated objections regarding the language presented for the proposals. (Information Item only)
2. Changes in Registration Deadlines.

The committee reviewed a change in the undergraduate course registration withdrawal deadline. The Undergraduate Council had recently approved a change in the course registration withdrawal deadline to the 84th calendar day of the semester for undergraduate students. The graduate "Drop Course with W" is already in the Graduate Catalog with a deadline of the 84th calendar day.

3. Proposed Bylaws Change to Article IV Meetings, Decision-Making and Reporting, Section 2 Agenda.

The committee discussed a proposed change to the bylaws concerning the deadline for agenda items. The committee voted to recommend the following change to Graduate Council for approval:

The committee chair, in cooperation with the liaison from the Graduate School, prepares the agenda. Input for the agenda may be provided by members of the committee, the Dean of the Graduate School, the Graduate Deans Group, and the members of Graduate Council. Faculty and students are encouraged to present items for the agenda through direct contact with their Graduate Council representatives or to the committee chair. **All proposed agenda items related to curricula must be presented to the committee chair no later than two weeks prior to the meeting.**

This proposed change will be presented to the Graduate Council on Thursday, March 3, 2011, and then brought back for a vote of the Graduate Council on April 14, 2011 since it concerns bylaws.

4. Doctoral Committee Proposal.

The committee reviewed the version of the doctoral committee proposal that was sent to Graduate Council on September 23, 2010. A plan for looking into two areas – timing of the committee appointment and outside membership – was begun.

5. Registration for Course 600 and Continuous Registration.

The committee discussed the following recommendation:

Course 600 is reserved for doctoral research and dissertation hours. Initial registration for 600 should be determined by each department and generally corresponds to the time at which a student begins work actively on dissertation research. From this time on, students are required to register continuously for at least 3 hours of 600 each semester, ~~including~~ **excluding** summer term. A minimum total of 24 hours of course 600 is required.

A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six terms. ~~(including summer terms)~~. The request, approved by the major professor **director of graduate studies in the academic unit, needs to be made on the leave of absence from continuous registration of 600 form and** will be submitted by the student and filed in **to** the Graduate School.

Issues were identified as needing further exploration: Health insurance for graduate assistants, eligibility to hold a graduate assistantship without registration, benefits to faculty and the administration.

The issue will be brought back to the agenda of the APC for the April 7, 2011 meeting.

6. Thoughts on PHD Oral Exam. This item will return to the agenda for the April 7, 2011 meeting.

ATTACHMENT 2

Graduate Deans' Group
Thursday, February 10, 2011, 2:00 – 3:30 p.m.
Graduate School Conference Room

Attending:

Mark DeKay, Joy DeSensi (Chair), Michael Essington, Tom George, Yvonne Kilpatrick, Catherine Luther, Stefanie Ohnesorg, Masood Parang, Carol Parker, Kay Reed, Cynthia Rocha.

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, February 10, 2011, at 2:00 p.m. in the Graduate School Conference Room.

1. The minutes of the Graduate Deans' Group meeting from January 13, 2011 were approved.
2. Follow Up on College Diversity Initiatives

Joy DeSensi, Chair of the Graduate Deans' Group, requested the college graduate deans in collaboration with the department heads review their diversity initiatives to see if they are successful and cost worthy. Joy encouraged the graduate deans to contact Ernest Brothers to assess their diversity recruitment efforts and receive additional suggestions for their recruitment process. The Graduate School Diversity Fellowships are also great tools for recruiting promising minority students.

Further discussion included the Ready for the World Program. It was noted that the program benefits only undergraduates. It was suggested that the Graduate Deans' Group recommends the University to broaden this initiative to make it campus-wide.

3. International Opportunities

Yvonne Kilpatrick, Interim Director of the Graduate Admissions Office, shared a PowerPoint covering opportunities to recruit graduate students from Vietnam through the Vietnam Education Foundation and Libya through the Canadian Bureau for International Education (CBIE). The CBIE also can give information regarding numerous different countries.

The Center of International Education plans to invite people to come to UT and speak with interested colleges. If they are unable to attend, teleconferencing may be used. Yvonne will check on this and get back with the Graduate Deans' Group. Her PowerPoint presentation is attached. (Attachment 1)

4. Evaluation of Graduate Teaching Associates

At this time, there is no written policy on how to evaluate the Graduate Teaching Assistants/Associates and Research Assistants/Associates. The Evaluation procedure is currently determined by each college or department and may

include observations along with syllabus review and SAIS scores. Each department should have a clear evaluation process, and it should appear in the Department Graduate Handbook. Discussion of this evaluation process will be taken up at the next meeting.

5. Fellowships

All Graduate School Fellowship applications are due to the Graduate School by 5:00 p.m. on March 4. Incomplete applications will not be considered.

6. Other

The deadline date for dropping Fall 2011 courses is being extended to the 84th day.

The next meeting will be on March 31 at 2:00 p.m. in the Graduate School Conference Room.

With no further business, the meeting was adjourned at 3:05 p.m.

Respectfully Submitted,
Gay Henegar
Secretary to Graduate Deans' Group