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Graduate Council Minutes

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8-30-2007

## **Graduate Council Minutes - August 30, 2007**

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## THE UNIVERSITY OF TENNESSEE

Members Present

Matthew Murray (Chair), Mary Albrecht, David Anderson, Vincent Anfara, Ben Bates, Richard Bennett, Marianne Breinig, Ralph Brockett, Bruce Bomar, Vijay Chellaboina, Robert Compton, Harry Dahms, James Diamond, William Dunne, David Dupper, Itamar Elhanany, Michael Essington, James Foggin, Trey Forgety, Eric Haley, Carolyn Hodges, George Hoemann, Karen Levy, Sibyl Marshall, Sally McMillan, Stefanie Ohnesorg, Linda Phillips, Rupy Sawhney, Michael Zemel

The Graduate Council meeting was called to order by Matthew Murray, Chair, on Thursday, August 30, 2007, at 3:00 p.m. in the 8<sup>th</sup> Floor Board Room, Andy Holt Tower.

1. Welcome and Introduction of New Members
2. Minutes of the Preceding Meeting

The minutes of the April 26, 2007 meeting were approved by the Council.

3. Orientation to the Graduate Council

Charge of the Council

Matthew Murray reviewed the charge of the Council. Graduate admission, curriculum, approvals to direct dissertations, graduate appeals, and graduate policies are some of the responsibilities of the Council. Council bylaws will need to be established.

CommitteesAcademic Policy Committee

Ben Bates, Chair of the Academic Policy Committee, introduced the members of the committee. The committee is responsible for the policies and procedures regarding the academic programs, and the committee recommends change in those policies if needed.

Appeals Committee

Matthew Murray presented the members of the Appeals Committee. Due to the fact that most cases are time sensitive, it was necessary to establish a formal committee. The committee handles approximately two to three cases a year.

Credentials Committee

Michael Zemel, Chair of the Credentials Committee, introduced the committee. The responsibility of the committee is to review requests for approval to direct dissertations as submitted by academic departments.

### Curriculum Committee

David Dupper, Chair of the Curriculum Committee, presented the committee members. The committee is responsible for reviewing and recommending to the Graduate Council curricular changes as submitted by academic colleges.

### Graduate Deans Group

Mary Albrecht, Chair of the Graduate Deans Group, introduced the committee. The group provides advice and counsel from the administrative perspective to the Graduate Council and insures that information from the Council flows back to the academic units and colleges.

### Professional Development Committee

Carolyn Hodges, Chair of the Professional Development Committee, presented the four members of the committee. The committee is charged with the responsibility of distributing funds for special grants designed for development of faculty members. These awards are given four times a year.

### Distribution of Agenda and Minutes

Kay Reed, Graduate School, informed the Council how the agenda and minutes will be distributed using Blackboard and the Graduate Council website.

### Graduate Council Website

Kay Reed, Graduate School, stated that the Graduate Council webpage will have information pertinent to the Graduate Council and the committees.

#### 4. New Business

No new business was presented.

#### 5. Administrative Reports and Announcements

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

- Graduate Teaching Assistant/Associate Orientation was held on Thursday, August 16 at the University Center Auditorium. Over four hundred students attended to hear various speakers and ask questions.
- Graduate Directors' Workshop will be held on Thursday, September 27 in the University Center Shiloh Room from 1:30 to 3:30.
- The Graduate School will be moving to 111 Suite in Student Services Building hopefully by January 2008. An Open House will be held.
- The Graduate School staff is enlarging. Two graduation specialist positions will be returned to the Graduate School. Mary Papke, Half-Time Associate Dean, will be leaving the Graduate School to work in the Chancellor's Office with

Ready for the World. Next week a search for her position will commence. The Council joined Carolyn Hodges in thanking Mary Papke for her service to the Graduate School.

- Best Practices in Teaching Workshops will begin on September 12. They will be offered in fall and spring semesters in hopes of reaching more students. These workshops will provide students with help in their professional development, teaching, building a portfolio, and will also provide mentoring.
- A task force to review the structure of the Graduate School will begin meeting in mid September and hopes to have a report of recommendations created by the end of the semester. Another task force is being created to review assistantships. The task force will review how they are used now, how they were used in the past, how peer institutions use them, ways to use assistantships (teaching and research), and how the money can be spread in order to give more financial assistance to more students.
- As of today, 5,651 graduate students are enrolled in the Graduate School, which represents 21% of the total student population. The FTE enrollment numbers are 4,350 as of today. The number of international students is rising and our university is doing better in attracting new international students than most schools in the nation.
- Diversity Enhancement Fellowships were developed last spring to help attract a diverse group of graduate students. The state has extended funding for another year.

Trey Forgety, Vice President of Graduate Student Senate, presented the following information:

- The departments responded well to their request for representatives to the Graduate Student Senate; however, it is unclear exactly how the representatives are selected.
- Graduate students are concerned with health insurance costs increasing and their benefits decreasing.
- Graduate Student Senate plans to present a proposal to the Graduate Council regarding publicity of student fees.
- Graduate Student Travel Awards average approximately \$80. William Dunne explained how the College of Arts and Sciences is receiving applications without explanations. Trey stated the forms will be changed, and he will see that the problem is addressed. The Graduate Student Senate is looking at ways to evaluate applications. The website needs to state that an application doesn't assure funding at any level.

Matthew Murray, Chair of the Graduate Council, presented the following issues to be reviewed by the Council:

- Ethics in research, plagiarism, and academic dishonesty are a growing problem. The assistance of the Graduate School will be essential. Best Practices in Academic Honesty may need to be initiated.
- Bylaws for the Graduate Council will need to be written and adopted.
- Joint degree programs, especially between American universities and international universities will need to be considered.

- The use of Speak Test and Test of English as a Foreign Language (TOEFL) will need to be evaluated. International English Language Test System (IELTS) will be reviewed as a predictor of English language ability.
- Plus or minus grading will be reviewed if approved by the Undergraduate Council for undergraduate courses.
- Robert Holub, Provost, wants to look into the curriculum change process. Academic Policy Committee may become involved.
- The criteria and procedure for approval to direct dissertations need to be reviewed.
- A review of how the university views the three-year degree programs in Europe will be conducted.

6. Items from the Floor

There were no items from the floor.

With no further business, the meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

Gay Henegar  
Secretary to Graduate Council