



University of Tennessee, Knoxville  
**TRACE: Tennessee Research and Creative  
Exchange**

---

Graduate Council Minutes

Graduate Council

---

2-25-2016

## **Graduate Council Minutes - February 25, 2016**

Graduate Council

Follow this and additional works at: [https://trace.tennessee.edu/utk\\_gcminutes](https://trace.tennessee.edu/utk_gcminutes)

---

### **Recommended Citation**

Graduate Council, "Graduate Council Minutes - February 25, 2016" (2016). *Graduate Council Minutes*.  
[https://trace.tennessee.edu/utk\\_gcminutes/84](https://trace.tennessee.edu/utk_gcminutes/84)

This Meeting Minutes is brought to you for free and open access by the Graduate Council at TRACE: Tennessee Research and Creative Exchange. It has been accepted for inclusion in Graduate Council Minutes by an authorized administrator of TRACE: Tennessee Research and Creative Exchange. For more information, please contact [trace@utk.edu](mailto:trace@utk.edu).

## THE UNIVERSITY OF TENNESSEE

February 25, 2016 Minutes

Members Present

Albrecht, M.; Baek, S.; Bemis, D.; Boder, E.; Botzakis, S.; Broemmel, A.; Cummings, S.; Forrest-Bank, S.; Fouts, H.; Fu, J.; Fuller, R.; Gellert, P.; Gregor, J.; Hatcher, B.; Kania, S. (Chair); Kilpatrick, Y.; Leach, S.; Mallinckrodt, B.; Marshall, S.; Mee, R.; Moir-McClean, T.; Morrow, J.; Mullikin, L.; Nebenfuehr, A.; Rentsch, J.; Roman, M.; Rooker, K. (proxy for GSS President John Keny); Stehle, M.; Stier, J.; Theriot, M.; Thompson, D.

1. The Graduate Council meeting was called to order by Stephen Kania on Thursday, February 25, 2016, at 3:00 p.m. in the Multipurpose Room, Panhellenic Building. Dr. Kania brought to the attention of the members that the Graduate Council is 67 years old.

2. Minutes of the Preceding Meeting

The minutes of the January 28, 2016 meeting were approved by the Graduate Council.

3. Committee Reports

Academic Policy Committee

Maria Stehle, Chair of the Academic Policy Committee (APC), reported on the February 4, 2016 meeting. Two items were discussed and are being presented for approval (Attachment 1):

- 1) Thesis and Dissertation Embargo Option. (Attachment 2)
- 2) Exemption from Continuous Enrollment in course 600: Internships for Doctoral Students taking course 600. (Attachment 3)

A copy of each proposal was distributed to Council members for review and discussion.

- 1) *Thesis and Dissertation Embargo Option*. After review and discussion the proposal was approved with two slight revisions: (1) to pluralize the word "periods" in the fourth sentence [...additional 12-month periods] and (2) remove the word "original" in the last sentence [...before the end of the ~~original~~ embargo period].
- 2) *Exemption from Continuous Enrollment in course 600*: Internships for Doctoral Student taking course 600. After review and discussion the proposal was approved with a slight revision: to include and add Practicum along with Internship for the exception. The proposal was approved with the following slight revision: everywhere the word internship is listed to also insert the word "practicum" as follows [internship/practicum].

Appeals Committee

Marian Roman reported, by email, there are no appeals at this time.

4. New Business

There was no new business.

## 5. Administrative Reports and Announcements

Dr. Mary Albrecht (Interim Vice Provost and Dean of the Graduate School) reported:

- Dr. Albrecht reported that Dr. Dixie Thompson, from the College of Education, Health, and Human Sciences, was selected as the new Dean of the Graduate School. Dr. Thompson will begin her new position on April 1, 2016.
- Fellowships: check our website for the deadline dates.
- DGS Workshop is March 2nd at the Center for International Education, Great Room. The Agenda is posted on our website.
- UAchieve is coming. This is an entirely new instance that will take the place of DARS. The hope is that this will also be the program that will incorporate graduate programs into an automated DARS-type encoding. This is just the beginning stage as the contract has not yet been signed. But, this is a good time for all departments to look at their catalog text to see how their program requirements are presented in the catalog.

Graduate Student Senate

Kelly Rooker (proxy for Graduate Student Senate President, John Keny) reported the following information:

- GSS will have a welcome reception for the new Graduate School Dean, Dr. Dixie Thompson, on April 4th at 5:30. Location TBD.
- Last year we hosted the Big Orange Adventure. This year we decided to go back to the 5K race. We will host a 5K on April 23rd. Money raised will benefit the new Smokey's Pantry on campus.
- Our next meeting is March 3rd at 5:30.

Graduate Council Chair

Stephen Kania, reported there are two more meetings for this year and that a nominating committee will be appointed to accept nominations for a chair-elect.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Catherine Cox  
Graduate School

**ATTACHMENT 1**  
**ACADEMIC POLICY COMMITTEE**  
**Thursday, February 4, 2016, 2:00 – 3:15**  
**Graduate School Conference Room (111 SSB)**

Present: All members of APC were present. Also attending: Dr. Stephanie Galloway (Graduate School), Dr. Mary Albrecht (interim Dean of the Graduate School, and Dr. Jens Gregor (to present the proposal).

Dr. Maria Stehle, Chair, called the meeting to order at 2:00PM.

Minutes from the January 7, 2016 meeting were approved.

The meeting had two agenda items:

1. policies regarding off-campus internships for doctoral students and waiving the requirement for continuous enrollment for 600 level courses. Jens Gregor joined the meeting to discuss the proposal.
2. policies regarding the need to extend the embargo period up to 36 months for dissertation work.

We discussed each item in detail:

*Item 1: Waiving continuous enrollment policy of course 600 for students going on internships.*

Students in engineering (most likely in other fields as well) have to do internships for 2-3 semesters before they complete/defend their dissertations. College of engineering is concerned that continuous enrollment creates a problem because students sometimes have to leave campus for their internships and so the need for readmission.

Some members pointed out the leave of absence policy. Leave of absence is a very specific problem for doctoral students. We discussed that we need to put something in graduate catalog, in parallel with leave of absence policy. Doctoral students, who wish to go on to this internship, can be exempted from leave of absence policy for up to 2 semesters.

Some members pointed out that the current policy is severely punishing international students who are here working as GRAs. They have to pay themselves, and pay out of state tuition. All students should get the opportunity to do this internship as it makes them more competitive in the job market after graduation. They do not need to sign up for any other courses.

Some members raised the question: If the course/internship is off campus, do they not have to pay all the additional fees? What does it mean for international students? And other Visa related questions.

Dr. Albrecht: suggested that we change the language from semester to term in the proposal submitted to the committee because summer is not considered to be a semester. We also discussed the implications for the course catalog language. [Note: per confirmation from the Registrar's Office, we officially have 3 semesters – spring, summer, and fall].

Policy vs procedures:

- The request needs to describe the nature of internship and the relevancy of the internship to the program or research project.

One member expressed concern that UT should not make any rules to dictate what students need to take. This should be discussed between the student and his/her mentor.

Processing the request:

- Members suggested that rigorous screening would need to take place: The request must be reviewed and signed by the students' advisor, department head should approve and Graduate School should make the decision. One member expressed his concern that it does not need to go through the Graduate School but Dr. Galloway pointed out the need for Graduate School screening to make sure that faculty and departments do not abuse the policy. Dean of Graduate School's role is to make sure that the rules have been applied consistently and prevent abuse. Dr. Galloway: there should be a diplomatic way of approving it. The rejection reason has to be discussed at any given level.

For the approval process in the Graduate School:

- On the form do not indicate "Dean of the Graduate School" as the sign-off authority but replace with "Graduate School". The consensus was that if there is an approval process, it should be easier.

Duration:

- We also discussed whether we should cap the internship for 2 semesters or not, but we agreed that it had to be specified whether this is a cap or not. At any approval you can go on an internship for 2 semester or 3 terms?
- The request should describe the nature of the internship and must include justification that the internship is integral to the program curriculum.
- We decided to propose it to the graduate council for voting in the next meeting.
- We also decided to get a proposal written up and get it circulated within the relevant units so it can be ready for the fall meeting of the graduate senate.
- If the students are not enrolled during their internships, can they access the library? When you are away, do you have the right to? Can they take use of facilities? Dr. Albrecht said: Email is not a problem... because it is all gmail now.

Jens Gregor will send the form for the proposed internship to APC.

### **1.) Continuous Enrollment proposal:**

#### *Internships for Doctoral Students Taking Course 600*

Doctoral students who have started taking course 600 and wish to do an internship can petition to be exempted from the Continuous Enrollment requirement for up to three terms with maximum of 12 months at any time. The request should describe the nature of the internship and must include justification that the internship that is integral to the program. Approval must be granted first by the student's advisor, then the Department or the Unit followed by the Graduate School. The two semesters may be separate in time or back-to-back. Students whose petition is approved need not sign up for any course work while doing the internship except international students must always check with the Center for International Education (CIE) to ensure that they remain compliant with their specific type of visa. The time limit to the degree is not extended as a result of an internship.

Item 2: Dissertation embargo policy

Maria Stehle will change the language and circulate and present it to council members at the next Graduate Council meeting. We will have discussion and feedback for revisions.

The proposal is to revise the policy to allow special request for an additional two 12-month periods. This will allow up to a three-year embargo. The maximum embargo period should be kept at 36 months, students will have to justify why they need to extend the embargo beyond 1 year.

Rationale: This should give students time to get a contract with a publishing company and once they have the contract, they can lift the embargo but they should have up to 36 months if they need it. Concern: What happens if the student wins an award? Should people wait for 3 years to read this excellent dissertation?

**The committee voted on items 1 and 2 and accepted the two revised items for circulation. APC will present the two proposals to Graduate Council for approval.**

Proposers will work on the revisions and submit the revisions to Maria.

\*One member raised a question regarding some inconsistency in the catalog. It is not really obvious that you are required to have a 3.00 GPA in order to get your degree. It should be listed under degree requirements as well.

Meeting Adjourned at 3:30PM

Minutes presented by Dr. Mehmet Aydeniz

**ATTACHMENT 2**  
**Thesis and Dissertation Embargo Option**

Thesis and Dissertation Embargo Option

Students with significant concerns related to sensitive or classified information, patents, and potential publishers' restrictions may request a 12-month embargo after the conferral of their degree to delay public release of the thesis or dissertation. The request must be approved by the student's major advisor and submitted to the thesis/dissertation consultant in the Graduate School no later than the thesis/dissertation submission deadline, using the Embargo Request form. On the Embargo Request form the student must indicate the reason for the embargo, and all requests must be approved by the Dean of the Graduate School. Upon special request, this embargo may be extended for two additional 12-month periods. The maximum embargo period is 36 months following the conferral of the graduate degree. Those students wishing to embargo their ETDs for longer than 12 months must submit an additional request at least two weeks before the end of the original embargo period.

**ATTACHMENT 3****Exemption from Continuous Enrollment in Course 600: Internships/Practicum for Doctoral Students Taking Course 600**

Doctoral students who have started taking course 600 and wish to do an internship/practicum that is relevant to their degree can petition to be exempted from the Continuous Enrollment requirement for a maximum of up to three semesters or 12 months. The request should describe the nature of the internship and must include justification. Approval must be granted first by the student's advisor, then the department, followed by the Graduate School. Multiple terms may be separate in time or back-to-back. Students whose petition is approved need not sign up for any course work while doing the internship/practicum except international students must always check with the Center for International Education (CIE) to ensure that they remain compliant with their specific type of visa. The time limit to degree is not extended as a result of an internship/practicum.