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Graduate Council Minutes - March 22, 2018

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THE UNIVERSITY OF TENNESSEE

March 22, 2018 Minutes

Members present: Morrow, J. (Chair), Abedi, R., Cruz-Camara, N., Dzikus, L., Ekici, K., Fleming-May, R., Fouts, H., Fu, J., Fuller, R., Gaylord, N., Gordon, K., Gregor, J., Greig, J. (GSS Vice-President), Ishitani, T., Jackson, R., Larson, J., Latham, J., Marshall, S., McConville, B., Mee, R., Meschke, L., Mohsin, M., Moir-McClean, T., Moyer, D., Patterson, D., Seddighi, R., Stehle, M., Wang, H.

Ex-Officio members present: Bradberry, S., Brothers, E., Fairbrother, J., Moir-McClean, T. (proxy for K. Ambroziak), Moore, T., Stier, J., Thompson, D., Tipps, G., Cox, C.

The Graduate Council meeting was called to order by Chair, Jennifer Morrow on Thursday, March 22, 2018, at 3:00 p.m. in the Friesen Black Cultural Center, Multipurpose Room.

1. **Minutes of the Preceding Meeting**

The Graduate Council Minutes of the February 8, 2018 meeting were approved electronically.

2. **Committee Reports**

Academic Policy Committee (Maria Stehle, Chair)

APC Report from the February 22, 2018 meeting (**Attachment 1**)

► ***Editorial changes to the Conditional Admission Based on English Proficiency catalog text***

Yvonne Kilpatrick, from Graduate Admissions, presented the 2017 summer working group results for the language in the Graduate Catalog concerning English Proficiency and English certification. After discussion, it was decided that the revisions for this language are more editorial than policy-related. Mary Albrecht, with the catalog working group, will meet with Yvonne Kilpatrick and Catherine Cox and discuss the edits and revisions to the language in the catalog for English Proficiency and English certification.

► ***Proposal: Remove heading and catalog text for section: English Proficiency***

Yvonne Kilpatrick, from Graduate Admissions, presented the 2017 summer working group results for reviewing the policy related to English language requirements for applicants and students. The current English Proficiency policy no longer reflects the current practice for assessing English proficiency. In 2013, a new assessment process was implemented that is managed by the English as a Second Language Program within the UT English department. The current process is published on the English as a Second Language webpage (<http://english.utk.edu/english-as-a-second-language/learning-english-as-a-second-language/>). Although the language in the Graduate Catalog stipulates a required English class for some students, there is no mechanism for enforcement. Thus, it creates confusion for students and departments.

The working group voted to submit a proposal to the Academic Policy Committee recommending removal of the English Proficiency policy section in the Graduate Catalog. The effect would be discontinuation of the post-admission English proficiency assessment and discontinuation of required English language coursework based on the assessment. NOTE: this does not change the requirement for testing for those who will be GTAs.

- ▶ **Proposal: From the English Proficiency text, move part of the last paragraph (which refers to the Competency in English) to the Competency in English section/paragraph.**
- ▶ **Proposal: In the Competency in English section, remove the last paragraph referencing the APR I-89 form.**

~~Validation of competence in communicating with students in English is required for all who are responsible for working with students. Deans, department heads, and directors are responsible for validating such competence, using the appropriate university form (APR FORM I-89).~~

VOTE: APC voted and unanimously approved the proposals as shown below. The proposals are moving forward with recommendation for approval to the Graduate Council.

- Remove the English Proficiency heading and text from the Graduate Catalog,
- Add the sentence from the English Proficiency text to the Competency in English text,
- Remove the last paragraph in the Competency in English text referencing the I-89 form.

Friendly Amendment: It was recognized that removing the entire last paragraph as indicated above in bullet 3 is incorrect. The first part of the paragraph describes that departments are responsible for validating English competence; but are not required to use the I-89 form. The friendly amendment is to:

- retain the paragraph and only delete and remove the wording “*using the appropriate university form (APR Form I-89)*”. The last paragraph will now appear and read as shown below:

~~Validation of competence in communicating with students in English is required for all who are responsible for working with students. Deans, department heads, and directors are responsible for validating such competence. using the appropriate university form (APR FORM I-89).~~

Discussion:

Dr. Thompson communicated and acknowledged that there may be some students who need to take English 122 or who may need some additional help with their English. Dr. Thompson mentioned the following:

- 1) For those students that fall within the range of possibly needing additional English help, we will develop a strategy in our Office of Graduate Admissions to notify students of the availability of English 122 and encourage them to register.
- 2) The Graduate Admissions webpage will also publish this information.
- 3) We will communicate this change to CIE.

Other council members noted:

- Those departments that have many international students should also communicate to their international students that this course is available to them and to include this information in their Handbook.
- Departments have access to the admissions letters in ADMIT, so will know which students might be positioned to take English 122.

After discussion, Dr. Stehle asked for a vote:

The Graduate Council unanimously approved the above proposals and the APC Report.

Dr. Stehle also reported that there was another proposal that came forward regarding the residence requirement. APC discussed the proposal but has no recommendation at this time.

Dr. Gregor asked if it will be discussed again at the next APC meeting or not at all? Dr. Stehle said that APC has no plans to review the proposal again. Dr. Gregor urged APC to discuss the proposal again to determine if at least those working full-time jobs might also be approved to register for 6 credit hours, the same as those on half-time assistantships.

Dr. Stehle complied that APC will review the Residence Proposal again at their next meeting and requested that those departments that have students this affects to please attend the meeting or send her their views.

Appeals Committee (Dixie Thompson)

Mehmet Aydeniz is unable to attend today's meeting. The Appeals Committee received one appeal. They will meet soon to review and hear the appeal.

Credentials Report: No report (as the March meeting is next Thursday, March 29)

Curriculum Report: No report (the next Curriculum Committee meeting is April 5)

3. Administrative Reports and Announcements:

Deans Update: (Dixie Thompson)

- Graduate and Professional Student Appreciation Week is April 2 - April 6. Departments are encouraged to find ways to celebrate our graduate and professional students.
- Thank you for your participation and response in the online voting of our Graduate Council Minutes. The process worked well with a large percentage voting. With that process being successful, we will follow the same process as last month. Catherine will send the Minutes out next week for your review and then the vote the following week.
- Discussions about how to incorporate our electronic voting procedures into practice have been ongoing. The current Council leadership are in favor of creating a Procedure Manual for Graduate Council. This will include all kinds of procedures/practices for the Council and its various sub-committees. This will be a project for AY 2018-19.
- The Directors of Graduate Studies workshop was held March 21, 2018. There was good attendance and we shared and discussed the new Graduate Catalog policies effective fall 2018.
- The awarding of fellowships for AY 2018-19 is well underway. We have made a number of offers to potential new students. Nominations for returning students for fellowships have been received and awards will be made in the coming weeks.
- The Board of Trustees is meeting and we expect approval of a new tuition model for our solely on-line students.
- In February, Dr. Brothers and I traveled to Nashville to meet with the Tennessee Council of Graduate Schools. Associate deans from each college provided information about how our graduate programs impact the workforce - particularly in the state of Tennessee. This was shared on our trip.
- Thanks to the associate deans, the 3MT semi-finals are over and we now have our finalists. The 3MT Finals are Friday, April 6 from 1:00 - 3:00 p.m. in the Hollingsworth Auditorium. Everyone is invited to come and join us in this fun event.
- The Graduate Blueprint is available at data.utk.edu. Currently, you can find information on your admissions and enrollment. The next module to come is the support module. This will include tuition

waivers, stipends, student loans, and fellowships. As you begin to use the Graduate Blueprint website, if you see gaps, inconsistencies, or errors, please bring them to my attention. I want to know so that I can get any errors corrected.

- With the Credentials Committee going away, we will need to look at and change our Bylaws next year. For those members serving on the Credentials Committee, we need to redistribute those members to the other committees. With your approval, we will redistribute the members on the Credentials Committee to the other sub-committees.
- Graduate Admissions Updates: Greg Tipps
 - On April 2nd, our CollegeNET account manager and VP of sales will be here for a campus visit. This is our opportunity to let them know of any issues or questions we have. And, to give them ideas of what we want. From the input they receive from us, they take back to their developers for possible implementation. We welcome all who have interest to attend.

We will have two open sessions. One is for ADMIT users and the other for Prospect. ADMIT session is from 1:00 – 2:15, Panhellenic Multipurpose Room 106. Prospect / recruiters group is from 2:30 – 3:30 same room.
 - Second, it is that time of year for annual changes to your 2019 application. I will send out requests for program updates to the online application. I would like to have all your updates by the end of April.

Graduate Student Senate (Jamie Greig, GSS Vice President)

- On our web site we posted a non-discrimination statement which reads, “*The GPSA condemns discrimination or harassment on the basis of race, color, class, national origin, immigrant status, religion, sex, sexual orientation, gender identity, marital status, parental status, pregnancy, age, physical or mental disability, or veteran status. Membership in the GPSA and the GSS shall be open to all students, and shall not be restricted on the basis of any of the aforementioned categories.*” We also acknowledge on our web site that we are in support of the statement from the Faculty Senate.
- We did communicate to the Administration that because of the recent speaker on campus causing a “shut down on the hill” many graduate students were locked out of buildings and could not get to their labs to work on their experiments. One graduate student may have had an experiment fail, causing a delay in their graduation. In the future, it may not be the best idea to shut down critical facilities of the university to accommodate guest speakers, whatever their opinion is.
- The Student Government Associations of the UT System (SGA and GSS leadership) worked together to create and sign a resolution that opposes the FOCUS Act (removing student and faculty representation from the BOT).

The Student Government Associations of the University of Tennessee System strongly encourage members of the General Assembly to amend HB2115 and SB2260 to continue allowing direct representation of students and faculty on the University of Tennessee Board of Trustees.
- Travel Awards for students traveling to present research May 1st thru August 31st – the deadline to submit the application in the Graduate School is April 9.
Please note: we will only have one date now for when applications must be submitted. If your college wants to receive the applications a week ahead, then communicate to the departments that the applications must be in the dean’s office by X date. We will only publish the date the travel award must be submitted to the Graduate School.
- We have been working with the Graduate School concerning the Graduate and Professional Student Appreciation Week, which is April 2-6. We ask that you promote this event within your area. Many people across campus have worked hard for this event. The full calendar is available on the Graduate School webpage. Please review it for all the events happening that week. One event on Monday, April 2nd, I would like to bring to your attention is the GSS barbeque at Circle Park from 11:30 a.m. - 1:00 p.m. At the BBQ everyone can meet the students running for GSS president and vice-president. If you have a student that you think may be a good candidate, please have them come to the picnic.

- The GSS Awards Breakfast is April 4, from 8:30 – 10:00 a.m. at Neyland Stadium Tennessee Terrace. This is sponsored by the Office of the Provost. Thank you to the Directors that submitted names for nominations. We have over 50 students who will be receiving awards.

Graduate Council Chair (Jennifer Morrow)

- Marian Roman and I are recruiting members for chair-elect of Graduate Council. We called many of you. We have one member who is considering the position and that is David Patterson from the College of Social Work. If anyone is interested, please contact Marian Roman or me and we will add your name to the ballot. At our next meeting, we will pass out ballots and vote for our chair-elect.
- Survey software package: I received an update this morning. Qualtrics is trying to extend their contract until May 2019. It was supposed to end September 2018. We should find out in a week if the extension is approved. There is still no update as to who our new vendor will be. Survey Gizmo was selected. But, then there was a contract issue. But, now, they are back on the table. Hopefully, soon, all this will be sorted out. Otherwise, we may have to start all over again.
- Just a reminder that for those members rotating off Graduate Council, that your college should be selecting or electing new members. Those names should be submitted to Catherine Cox by April 16.
- Our next and last Graduate Council meeting for this academic year is April 26, 2018.

With no further business, the meeting adjourned at 4:05 p.m.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison

ATTACHMENT 1**MINUTES OF ACADEMIC POLICY COMMITTEE MEETING
Thursday, February 22, 2018, 2:00 P.M.
111 Student Services Building**

Committee members: Maria Stehle (Chair), Sergio Bedford, Eric Boder, and Lars Dzikus.

Other attendees: Mehmet Aydeniz, Graduate Council, Chair-Elect, Mary Albrecht, Dixie Thompson, and Catherine Cox, Graduate School. Yvonne Kilpatrick, Graduate Admissions.

Maria Stehle called the meeting to order at 2:10 p.m.

1. Proposal: Changes to the Conditional Admission Based on English Proficiency catalog text

Yvonne Kilpatrick, from Graduate Admissions, presented the 2017 summer working group results for the language in the Graduate Catalog concerning English Proficiency and English certification. After discussion, it was decided that the revisions for this language are more editorial than policy-related. Mary Albrecht, with the catalog working group, will meet with Yvonne Kilpatrick and Catherine Cox and discuss the edits and revisions to the language in the catalog for English Proficiency and English certification.

2. Proposal: Remove heading and catalog text for section: English Proficiency

Yvonne Kilpatrick, from Graduate Admissions, presented the 2017 summer working group results for reviewing the policy related to English language requirements for applicants and students. The current English Proficiency policy no longer reflects the Graduate School practices for assessing English proficiency. In 2013, a new assessment process was implemented that is managed by the English as a Second Language Program within the UT English department. The current process is published on the English as a Second Language webpage (<http://english.utk.edu/english-as-a-second-language/learning-english-as-a-second-language/>).

The working group voted to submit a proposal to the Academic Policy Committee recommending removal of the English Proficiency policy section in the Graduate Catalog (as shown below). The effect would be discontinuation of the English proficiency assessment that occurs after admission and discontinuation of placement in English language coursework that occurs subsequent to the assessment.

Proposal: Remove heading and catalog text for section titled: *English Proficiency*. Also, we are requesting to move the text below in yellow highlight from under the *English Proficiency* heading to the *Competency in English* heading.

English Proficiency

Applicants whose native language is not English must pass an English proficiency examination (English Placement Exam), given by the university prior to initial registration. Students whose performance on the examination indicates a need for additional English study must enroll immediately for English 121 or another course assigned by the English Department for undergraduate credit and pass with a grade of C or better. A student may not take more than 9 additional credit hours of course work while enrolled in English 121. Students whose scores indicate that they are not prepared to enter English 121 will be referred to a program of intensive English study prior to enrolling in an academic program.

All prospective teaching assistants or associates whose native language is not English are required to take and pass the ITA-OPIC Test before they can be assigned classroom related duties in connection with their assistantships. The ITA-OPIC is administered on campus through the Graduate School, and students need to consult the ITA-OPIC website for more specific details on the ITA-OPIC, including test dates (<https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>).

The content of the second paragraph, above, refers to the policy stated in the *Competency in English* section of the Graduate Catalog. **The working group also recommends moving the highlighted language above to the *Competency in English* section (shown below in yellow highlight).**

Competency in English:

The University of Tennessee, Knoxville, requires all who teach to be competent in spoken English. The specific policy, as it relates to graduate students who teach, is as follows: Since a certain level of competency with English as a spoken language is necessary for effective communication and teaching, all Graduate Teaching Assistants and Graduate Teaching Associates whose first language is not English are required to demonstrate an appropriate level of comprehensibility for classroom teaching by taking the Oral Proficiency Interview by computer (OPIC) administered through the Graduate School. **Students need to consult the ITA-OPIC website for more specific details on the ITA-OPIC, including test dates (<https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>).**

The results of this test will be communicated to the appropriate department to be used in determining the nature and extent of instructional or other duties assigned the Graduate Teaching Assistants or Graduate Teaching Associates. Suggested modes of remediation will be given to the department and graduate student when appropriate.

New international students who have been offered an appointment as Graduate Teaching Assistant or Graduate Teaching Associate will take the OPIC after their arrival at the UT and the results of the test will be used to determine the nature of their assignment.

~~Validation of competence in communicating with students in English is required for all who are responsible for working with students. Deans, department heads, and directors are responsible for validating such competence, using the appropriate university form (APR FORM 1-89).~~

Discussion: Mary Albrecht communicated that the APR Form 1-89, mentioned above is no longer valid and not being used and recommends that the paragraph mentioning the obsolete form be removed.

VOTE: APC voted and unanimously approved as shown below. The proposal is moving forward with recommendation for approval to the Graduate Council.

- Remove the English Proficiency heading and text from the Graduate Catalog,
- Add the sentence from the English Proficiency text to the Competency in English text,
- Remove the last paragraph in the Competency in English text referencing the I-89 form.

3. Jens Gregor, from Department of Electrical Engineering and Computer Science submitted a proposal regarding the doctoral residence requirement.

Discussion: APC discussed the doctoral residence requirement and decided not to take any action at this time.

With no further items, the meeting adjourned at 3:15.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison