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Graduate Council Minutes

Graduate Council

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9-28-2023

## Graduate Council Minutes - September 28, 2023

Graduate Council

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## THE UNIVERSITY OF TENNESSEE

September 28, 2023

**Members present:** Thompson, P. (Graduate Council Chair), Abedi, R. (UTSI), Alshibli, K., Bettaieb, A., Brown, N., Castillo-Rodriguez, M., Cathey, A., Cho, M., Gao, Y., Geidner, N., Gerhold, R., Han, L., Hembree, D., Higgins, P., Hines, M., Kaplan, G., Love, A., Marshall, S., Maslar, D., McCord, R., Montgomery, K., Newkirk, K., Ownley, B., Patrick, J., Schmidt, H., Scott, J., Skinner, C., Su, S., Trubee, K. (Graduate Student Senate President), Wang, T.

**Ex-Officio members present:** Brothers, E., Cahill, K., Cathey, A., Danquah, M., Dzikus, L., Gramling, J., Kupritz, V., Lane, I., Mercer, H., Meschke, L., Moss, J., Odoi, A., Scheb, J., Steele, J., Stier, J., Tran, L., Cox, C., Favier, G.

**Guests:** Haramule, J. (Office of the University Registrar), Mortensen, M. (Graduate Student Senator)

1. **Call to Order and Welcome** (Phyllis Thompson)

The Graduate Council Zoom meeting was called to order by Graduate Council Chair, Phyllis Thompson on Thursday, September 28, 2023, at 3:00 p.m.

2. **Minutes of the Preceding Meeting**

Thompson reported the September 7, 2023, Graduate Council Minutes were approved electronically on September 15, 2023.

3. **Committee Reports:**

➤ **Academic Policy Committee** (Melissa Hines, chair) (**Attachment 1**)

An information item comes forward to Graduate Council. This is catalog cleanup language from a proposal last fall.

➤ **Appeals Committee** (Siris Laursen, chair) No report

➤ **Curriculum Committee** (Sibyl Marshall, chair) (**Attachment 2**)

At the September 14 Graduate Curriculum Committee meeting, the committee reviewed all the submissions presented. All items were approved as reported and are recommended to the Graduate Council for approval.

**Vote:** Graduate Council voted: Voting results: unanimous approval.

• **Student Faculty Research Awards** (Catherine Cox for Dixie Thompson)

- The SFRA applications may be submitted from September 28 through October 17.

4. **Administrative Reports and Announcements:**

**Graduate Student Senate Update:** (K. Trubee, GSS President)

- Senate
  - Our Second Senate Session was held on September 21st via Zoom. We had 82 of our 94 reported senators in attendance. Representatives from the Pride Center and the Center for Global Engagement spoke on ways that graduate students can participate with their offices. We also passed a [Proclamation Endorsing the University of Tennessee, Knoxville, New Minimum Stipend Increase for Graduate Assistants and Associates](#).

- Town Hall
  - On Monday, the 25th of September, we held a Town Hall on Graduate and Professional Student Needs. A number of campus leaders were present and much of the executive team from the Graduate Student Senate. Some great questions were asked about parking and other resources on campus. You can watch the Town Hall on our [Instagram](#) account.
- Movie Night
  - We have An Evening under the Stars [Movie Night](#) planned for Tuesday, October 3, in the Student Union Plaza, a partnership with the Center for Student Engagement and Student Government Association. We'll be screening Top Gun Maverick and serving popcorn and candy.
- Office Hours
  - We have been holding our planned weekly [Office Hours](#) in our office in the Student Union (174A), the Dean of Students Office, and on September 29 at TRECS. We've had lots of engagement from the Senate on Fridays. I think we're starting to build some awareness and traction to make these designated times more engaging for all graduate students.
- Travel Deadlines
  - Our first deadline for the Travel Award Applications is October 1st. This is the deadline for applications to fund any travel between September 1 and October 31, 2023. Our next deadline, November 1st covers travel in November and December. You can find more information on our [website](#) about the application process and deadlines.
- Newsletter
  - Our communications team has been hard at work preparing "*The Gist by the Graduate Student Senate*." We will share the first edition of our newsletter with all graduate and professional students in October, so be on the lookout for that.
- Coming up:
  - Our Executive Committee is meeting on October 5, to gear up for the rest of the semester including our next Senate Session on October 19th and a Grad Night Out event at Petro's in Market Square the day before, on Wednesday, October 18th from 5-9 pm. We will also be participating in some Homecoming events at the end of October, but that is still taking shape.

Also on the horizon, we're looking into programming opportunities for the Spring, developing a survey on graduate student wellbeing, and potentially working with Faculty Senate to pass some legislation related to parking.

**Graduate Council Chair** (Phyllis Thompson)

- P. Thompson: *Proposed Policy Modification on Modality Change for Existing Programs* (**Attachment 3**)

P. Thompson read the proposal to expedite the process to create online modalities for existing degree programs.

**Note:** Formal Motion was made to send the conversation to the Undergraduate and Graduate Councils to review the proposal, suggest changes, and vote on it. Faculty Senate wanted the Councils to review and have the opportunity for input.

Any discussion or questions? After questions and discussion, a poll was launched for Graduate Council to vote to: approve the proposed Policy Modification on Modality Change for existing Programs.

**Vote:** Graduate Council voted: Voting results: 22 voted to approve; 0 voted to not approve, 5 voted to abstain.

Are there any items from the floor for consideration? With no items coming forward, this meeting will be adjourned.

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Catherine Cox  
Graduate Council Liaison

***Attachment 1*****REPORT OF THE ACADEMIC POLICY COMMITTEE MEETING****Thursday, September 21, 2023****3:30 – 5:00 p.m., Zoom Meeting**

Committee members present: Melissa Hines (Chair), Ahmed Bettaieb, Maria Castillo Rodriguez, Aly Fathy, Katherine Trubee (GSS President), Adam Love, David Maslar, Jennifer Patrick, Chris Pickart

Other attendees: Carl Collins, Max Mortensen (GSS representative) Dixie Thompson, Phyllis Thompson, Catherine Cox (Graduate Council Liaison), Grace Favier, Graduate School.

**Agenda Items:****I. *Catalog cleanup language for the Proficiency Examination*** (from the 2-3-22 APC meeting)

Melissa Hines called the meeting to order at 3:30 p.m.

**D. Thompson:** the item coming forward to APC today is an informational item for catalog cleanup from a proposal that APC approved in February 2022, for the Proficiency Examination. When this proposal was approved in February 2022, we inadvertently forgot to edit two areas. See below the edit to be made for the catalog cleanup – to add the specialist in education wording as shown in red font.

**Proficiency Examinations**

A proficiency examination measures the level of knowledge a student has in a specific body of knowledge. By taking a proficiency examination, a student may earn course credits and apply them towards a master's degree or specialist in education degree. A maximum of one-fourth of the total credit hours in a master's degree **program or specialist in education degree program** may be earned by this method, subject to approval by the student's graduate committee.

A proficiency examination may be given in academic courses offered for graduate credit. Students should contact the Graduate School (gradschool@utk.edu) to initiate this process.

- Students should check with the department offering the course on the availability of proficiency examinations and check with their advisor to determine if their own program allows coursework completed by proficiency examination to be applied towards the master's degree, **or specialist in education**, program of study.

**APC reviewed this editorial change and had no issues, concerns, or questions for this catalog clean-up. This will move forward to Graduate Council as an Informational Item.**

**D. Thompson**

- Please ask your academic colleagues if there are any policy changes that should be brought to APC this year.
- I know there are concerns about the graduate student Leave of Absence Policy for graduate assistants. I am gathering information about what other campuses are doing in this regard. Also, I want to share that the Federal Government is in the process of putting together some new guidelines in this area, which may involve Title IX changes and guidance.
- Graduate student GTA's and GRA's want clarity on vacation policy (spring or fall breaks). Not necessarily a university policy but have clarity within the units/departments. I encourage units to write this into their student handbooks so that everyone is clear on this topic. We might think about providing best practices to the units.

- Compliance with double dipping on awarding multiple majors/certificates/minors with the same courses. I am acquiring data from our accreditation office about what we can and can't do. I will bring information about this to APC when I have more to share.

**P. Thompson:**

While serving on the Appeals Committee last year, a question arose about the scope of which appeals can be addressed concerning ending their study or changing a grade.

**D. Thompson:** I can communicate that those rationales on which a student can have an appeal come straight from Hilltopics. We cannot change the information in Hilltopics. That information comes from the Student Code of Conduct. Also, different offices have different responsibilities.

Our charge on the Appeals Committee is to look at the academic process. When other issues are involved such as, sexual harassment or bias, we cannot investigate those claims. We are not in a position to do an investigation of sexual harassment claim or a bias claim. Other offices have different responsibilities and procedures. If it is an issue on bias, that will go to the Office and Equity and Diversity. If an issue on sexual harassment, that will go to the Office of Title IX. These types of investigations involve federal regulations, which are out of our lane. If OED or Title IX find evidence that something occurred during their investigation, then they have the opportunity to interface with the Office of Academic Affairs and/or the Graduate Appeals Committee to provide justification for the student.

Are there other topics to bring forward to APC today?

With no further discussion, the meeting adjourned at 4:10.

Respectfully submitted,

Catherine Cox  
Graduate Council Liaison

***Attachment 2***

**Graduate Curriculum Committee Meeting Report for Cycle 1 submissions  
Zoom Meeting  
Thursday, September 14, 2023**

**Members present:** Sibyl Marshall (Chair), Reza Abedi (proxy for Peng Zhao), Jennifer Akerman, Khalid Alshibli, Amy Cathey, Moonhee Cho, Patricia Higgins, Katherine Montgomery, Greg Kaplan (proxy for Luis Finotti), Kim Newkirk, Xuhong Su, Hannah Thompson (Graduate Student Senate).

**Also in attendance:** Baker School attendees: Katie Cahill, John Scheb, and Marianne Wanamaker; Herbert College of Agriculture, John Stier; College of Communication and Information, Virginia Kupritz; Graduate Council Chair, Phyllis Thompson; VOLS Online, Josh Steele and Jennifer Gramling; Graduate School, Carl Collins, Dixie Thompson, Catherine Cox, and Grace Favier.

Dr. Dixie Thompson called the meeting to order at 3:30 p.m.

**Cycle One: Graduate Curriculum proposals submitted for review and discussion**

**Howard H. Baker School of Public Policy and Public Affairs**

**Vote:** After review and discussion of all submissions, the following curriculum proposals were approved as presented for recommendation to Graduate Council.

<p><b>Thursday Sept. 14, 2023 3:30 P.M.</b></p>	<p><b>Graduate Curriculum Committee Meeting</b></p>	<p><b>Zoom Meeting</b> <a href="https://tennessee.zoom.us/j/95584504507">https://tennessee.zoom.us/j/95584504507</a> Password: 822203</p>
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## **AGENDA**

**Howard H. Baker School of Public Policy and Public Affairs**

**Summary Agenda for Cycle 1 submissions  
Graduate Curriculum Zoom Meeting  
September 14, 2023**

**Howard H. Baker Jr. School of Public Policy and Public Affairs**

**I. COURSE CHANGES**

**DROP SUBJECT CODE AND COURSES**

**Mid Impact**

**Baker Center for Public Policy (BCPP)**

BCPP 512 – Quantitative Political Analysis

**BCPP 539 - State and Local Government and Politics**

true drop – not moving to new subject code

**BCPP 542 - Legal Foundations of Public Administration**

true drop – not moving to new subject code

BCPP 543 – Law Regulation and Public Policy

BCPP 548 – Public Policy Process

BCPP 549 – Environmental Policy

BCPP 550 – Public Administration

BCPP 551 – Energy Public

BCPP 553 – Non-Profit Management

BCPP 554 – Sustainable Communities

BCPP 556 – Policy Analysis

**BCPP 558 - The Politics of Administration**

true drop – not moving to new subject code

BCPP 560 – Public Financial Administration

BCPP 562 – Public Management

BCPP 564 – Human Resource Management in Public Organizations

BCPP 566 – Public Service Ethics and Values

BCPP 569 – Internship in Public Administration

BCPP 581 – Fundamentals of Planning

**BCPP 592 - Off-Campus Study**

true drop – not moving to new subject code

BCPP 593 – Independent Study

BCPP 595 – Special topics in Public Policy

BCPP 599 – Capstone

**BCPP 654 - Contemporary Public Policies**

true drop – not moving to new subject code

**BCPP 660 - Contemporary Perspectives on Public Administration** true drop – not moving to new subject code

**BCPP 668 - Special Topics in Public Administration**

true drop – not moving to new subject code

**ADD NEW SUBJECT CODE AND COURSES**

**Mid Impact**

**Howard Baker School (HBS)**

HBS 501 - Perspectives on the Policy Process

HBS 503 - Administrative Law and Regulatory Policymaking

HBS 504 - Public Administration

HBS 511 - Working with Data

HBS 512 - Research Design and Data Acquisition

HBS 513 - Data Driven Decisions

HBS 514 - Policy Communication and Data Visualization

HBS 521 - Policies and Markets

HBS 522 - Economics of the Public Sector

HBS 523 - Regional Economics

HBS 524 - Energy Markets and Economics

HBS 531 - Public Management

HBS 532 - Public Financial Administration

HBS 533 - HR Management in Public Organizations

HBS 534 - Public Organization, Theory, and Behavior



- HBS 535 - Emergency Management
- HBS 536 - Non-Profit Management
- HBS 537 - Leading Across Difference
- HBS 541 - Environmental Policy
- HBS 542 - Energy Policy
- HBS 543 - Energy Transitions
- HBS 544 - Planning and Land Use
- HBS 545 - Sustainable Development
- HBS 551 - Foundations of U.S. Foreign Policy
- HBS 552 - U.S. National Security Policy
- HBS 553 - Grey Zone Warfare and Cybersecurity
- HBS 554 - Nuclear Security in an Age of Emerging Technologies
- HBS 561 - Tools for Economic Development
- HBS 591 - Internship
- HBS 592 - Master Class in Public Policy
- HBS 593 - Independent Study
- HBS 594 - Special Topics
- HBS 595 - Executive Practicum
- HBS 596 – Capstone

**ADD NEW SUBJECT CODE AND COURSES**

**Mid Impact**

**Institute of American Civics (IAC)**

- IAC 501 - Ethical Leadership in Public Affairs
- IAC 504 - The Art of the Possible

**Catalog Equivalency Table**

<b>Baker Center for Public Policy (BCPP) Current courses to be dropped</b>	<b>Equivalent courses, effective fall 2024 Howard Baker School (HBS)</b>
BCPP 512 Quantitative Political Analysis	HBS 511 Working with Data
BCPP 543 Law, Regulation and Public Policy	HBS 503 Administrative Law and Regulatory Policymaking
BCPP 548 Public Policy Process	HBS 501 Perspectives on the Policy Process
BCPP 549 Environmental Policy	HBS 541 Environmental Policy
BCPP 550 Public Administration	HBS 504 Public Administration
BCPP 551 Energy Policy	HBS 542 Energy Policy
BCPP 553 Non-Profit Management	HBS 536 Nonprofit Management
BCPP 554 Sustainable Communities	HBS 545 Sustainable Development
BCPP 556 Policy Analysis	HBS 513 Data Driven Decisions
BCPP 560 Public Financial Administration	HBS 532 Public Financial Administration
BCPP 562 Public Management	HBS 531 Public Management
BCPP 564 HR Management in Public Organizations	HBS 533 HR Management in Public Organizations
BCPP 569 Internship in Public Administration	HBS 591 Internship
BCPP 581 Fundamentals of Planning	HBS 544 Planning and Land Use
BCPP 593 Independent Study	HBS 593 Independent Study
BCPP 595 Special Topics in Public Policy	HBS 594 Special Topics
BCPP 599 Capstone	HBS 596 Capstone

**Catalog Equivalency Table**

<b>Baker Center for Public Policy (BCPP) Current course to be dropped</b>	<b>Equivalent course, effective fall 2024 Institute of American Civics (IAC) Effective fall 2024</b>
BCPP 566 Public Service Ethics and Values	IAC 501 Ethical Leadership in Public Affairs

## II. PROGRAM CHANGES

### Postpone proposal to DROP MPPA program

~~DROP MAJOR AND DEGREE~~

High Impact

~~Public Policy and Administration Major, MPPA~~

Rationale: College of Law will not submit their curriculum proposals to DROP the dual JD/MPPA until the end of September. Therefore, we need to postpone our proposal to drop for the MPPA. The College of Law has not yet submitted their proposals to add the dual JD/MPP and JD/MPA through the Law curriculum process (their committee doesn't meet until the end of September), so those program changes are not part of the curriculum proposals for the September 14 Graduate Curriculum Committee meeting.

### ADD NEW MAJOR AND DEGREE

High Impact

#### Public Administration Major, Master of Public Administration (MPA)

Coursework Only Without Comprehensive Exam Option

Knoxville Campus

36 credit hours

To include a 9-credit hour specialization

Includes a 3-credit hour internship (HBS 591) or an elective; and a required capstone (HBS 596)

#### Public Administration Major, Online Master of Public Administration (MPA)

Coursework Only Without Comprehensive Exam Option

Distance Education

36 credit hours

To include a 9-credit hour specialization

A 6-credit hour practicum is required

### ADD NEW MAJOR AND DEGREE

High Impact

#### Public Policy Major, Master of Public Policy (MPP)

Coursework Only Without Comprehensive Exam Option

Knoxville Campus

36 credit hours

To include a 9-credit hour specialization

Includes a 3-credit hour internship (HBS 591) or an elective and a required capstone (HBS 596)

#### Public Policy Major, Online Master of Public Policy (MPP)

Coursework Only Without Comprehensive Exam Option

Distance Education

36 credit hours

To include a 9-credit hour specialization

To include a 6-credit hour practicum in lieu of internship

### ADD FIVE-YEAR ACCELERATED PROGRAM

The Five-Year BA/MPA and BA-MPA Accelerated Programs are included into the ADD NEW MAJOR, MPA AND MPP

**ADD CERTIFICATES**

**Mid Impact**

**Agricultural and Environmental Policy Certificate**

Knoxville Campus  
Distance Education  
12 credit hours

**Economic and Community Development Certificate**

Knoxville Campus  
Distance Education  
12 credit hours

**Emergency Management Certificate**

Knoxville Campus  
Distance Education  
12 credit hours

**Energy Policy Certificate**

Knoxville Campus  
Distance Education  
12 credit hours

**National Security Certificate**

Knoxville Campus  
Distance Education  
12 credit hours

**Non-Profit Management Certificate**

Knoxville Campus  
Distance Education  
12 credit hours

**Nuclear Security Certificate**

Knoxville Campus  
Distance Education  
12 credit hours

**Policy Analytics Certificate**

Knoxville Campus  
Distance Education  
12 credit hours

**Public Management Certificate**

Knoxville Campus  
Distance Education  
12 credit hours

**Attachment 3****Proposed Policy Modification on Modality Change for Existing Programs****DRAFT**

**Purpose:** To expedite launching online programs for existing face-to-face degree programs in cases where there are no curriculum differences between the face-to-face and online versions of the program.

**Proposal:**

Proposals for the creation of online versions of all existing degree programs will be eligible to undergo an expedited curriculum approval process.

**Rationale:**

Existing degree programs have undergone the university's full curricular approval process. In cases where the only difference between an existing face-to-face degree program and a proposed online program is the modality in which each program is offered—that is, in cases where each modality has identical degree requirements and an identical body of courses—decisions about the feasibility and educational integrity of an online version of the program may be left to the departmental faculty, the department head, the dean, and the provost. This rationale assumes parity of outcomes between the different modalities because the content of each modality is identical.

The process to launch an online version of an existing program will require:

**STEP 1: Unit-level approval.**

- a) The department that is proposing the creation of an online version of an existing program will follow its standard procedure for approving curricular proposals, as stated in the unit's bylaws. In cases where the bylaws are silent on curricular proposals, the unit's voting faculty will be given the opportunity to review and vote on the proposal to create an online version of an existing program.
- b) If the proposal is accepted by the unit faculty, the unit leader will submit to the dean a recommendation for the creation of the online version of the existing program. The proposal must contain the following elements:
  - a. Evidence that the proposal has been approved by the unit's voting faculty.
  - b. Evidence that the degree requirements and courses for the new modality are identical to the existing modality, including number of credit hours and required courses. It is recommended that the unit leader provide a side-by-side showcase for each modality.
  - c. Enrollment projections for the online modality
  - d. Tentative schedule of course offerings demonstrating unit's commitment to ensuring availability of required courses for enrolled students.
  - e. Additional resources required to offer the new modality.

**STEP 2:** Review and approval of the proposal by the Dean.

**STEP 3:** Review and approval of the proposal by the Provost.

**Step 4: (with modification. Note: modifications are in yellow highlight)**

Report of approval to the Undergraduate (and Graduate) Curriculum Committee as an informational item.

**Step 5:** Notification to the University Registrar, Graduate School, and Office of Accreditation.

**Note:** Step 5 is essential to ensure all programming for Banner and other systems is done; that applications for these new options are created; the Catalog is updated; and notifications are sent to THEC and SACSCOC.