



2-14-2013

# Graduate Associate Deans' Group Minutes - February 14, 2013

Graduate Council

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**Graduate Deans' Group**  
**Thursday, February 14, 2013, 2:00 – 3:00 p.m.**  
**Graduate School Conference Room**

Attending:

Chris Boake, Ralph Brockett, Ernest Brothers, Millie Cheatham, Joy DeSensi (Chair), George Dodds, Carolyn Hodges, Stephen Kania, Yvonne Kilpatrick, Tom Ladd, Sandra Leach, Catherine Luther, Joann Ng. Hartman, Stefanie Ohnesorg, John Stier, Masood Parang, Carol Parker, Peggy Pierce, Kay Reed

The Graduate Deans' Group meeting was called to order by Joy DeSensi at 2:00 p.m. on February 14, 2013 in the Graduate School conference Room.

1. Minutes of the Graduate Deans' Group Meeting from January 10, 2013 were approved.
2. Top 25 Report – Carolyn Hodges
  - Top 25 - Dr. Hodges shared the Top 25 Report presented to the Chancellor's Cabinet on February 4. There is an effort to communicate with faculty, staff, and students across campus about the progress of the Top 25 strategic plan. Dr. Hodges shared that Melissa Shivers is now the Top 25 team leader coordinator, as Mary Albrecht is now the SACS contact representative.
  - There are now ten 5-year bachelor's to master's degree programs available at UTK.
  - Dual/Joint International Degree Program – We have an agreement with the University of Padua that has been approved by SACS for implementation. There is currently a student on campus from University of Padua who is earning a PhD with a major in Educational Psychology and Counseling.
  - Speak Test – There will be a new Speak Test for international students beginning fall 2013. Dr. JoBeth Bradley will continue to coordinate and assess Speak Test results and offer guidance and advice to students and their advisors, but there will be a new outside source for the test.
  - Graduate School website – Consultants have evaluated the website and will begin work on site revisions in late spring.
  - Fall 2012 enrollment numbers and demographics were presented.
  - The Bredesen Center has brought in a second cohort of students. Both groups, which include Chancellor's Distinguished Scholars, are strong and doing well.
  - Graduate School Senate – The GSS has developed a proposal for a graduate student Family/Medical Leave policy. Copies of the proposal were provided to the group, which was asked to read the proposal and provide feedback. (Attachment 1)
  - New Graduate Student Orientation – The Graduate Student Senate requested the on-campus orientation for graduate students be established. This will occur in the fall of 2013. Individuals from various offices will be invited to talk about what is available for graduate

students on campus; there is a possibility that campus tours will also be scheduled. The Graduate Student Senate offered to help with the event, and the Chancellor has indicated he would cover the cost of a luncheon for the new students.

2. Graduate Admissions Report – Yvonne Kilpatrick

Yvonne Kilpatrick presented a chart (Attachment 2) regarding admissions for spring 2012 vs. fall 2012. It appears we are on track with the same numbers from last year. Yvonne Kilpatrick pointed out that many files are still in the department waiting for a decision. The deadline for International students was February 1. It was suggested to increase the size of files that can be sent with the application since Architecture and Art have larger portfolio type files students must submit. Yvonne indicated she would have Greg Tipps contact CollegeNet to ask about increasing the file size.

3. International Student Orientation – Joann Ng Hartmann

- Mandatory student Check-In Dates - Students must choose one of the following Check-In dates: July 31, August 7, 8, 9, 12, 13, 14, 15, or 18 (8:30 a.m. – Noon).
- International Student Orientation is Thursday, August 15, 2013, 1:00 p.m. – 6:00 p.m. which is a week before classes start. First-time UTK international students must attend this orientation. Students are instructed at the Orientation that they must take the English Placement Exam. The exam will take all morning, and their college should plan something for the afternoon, but again they must attend that morning.
- English Placement Exam is Friday, August 16. This is a 2 ½ to 3 hour exam. Graders will grade the exams over the weekend and an email will be sent to students with their grade.
- Monday morning, August 19, those who need help with their English must be at the International House (8:00-11:00 a.m.) to be enrolled in ENGL 121.
- JoAnn Hartmann explained how the process works:
  - i) It is critical to return the Graduate School Admission Application as soon as possible as this begins the I-20 process for international students.
  - ii) An I-20 cannot be issued until all documents are received in the admissions file. This includes: a) copy of Passport, b) completed and signed Financial Statement Form, and c) bank letter or statement showing funds or Assistantship letter.
  - iii) Once a student is admitted the I-20 is sent. An email is also sent with critical information and dates for the student.
  - iv) After the I-20 is sent, the student applies for her/his VISA.

4. Graduate School Fellowships – Joy DeSensi

- Joy DeSensi reminded the group of the March 5<sup>th</sup> deadline for Graduate School Fellowship applications.

5. Directors of Graduate Studies Workshop – Joy DeSensi

- The Directors of Graduate Studies Workshop will be held on March 20. It is very important that your Department Directors of Graduate Studies attend this workshop as critical information is presented.

6. Other

No other business was discussed.

Meeting was adjourned at 3:15.

The next and final Graduate Deans' Group meeting for this year will be held on Thursday, March 21<sup>st</sup>. in the Haslam Business Building, Room 334.

Respectfully Submitted,  
Catherine Cox

Gay Henegar  
Secretary to Graduate Deans' Group

## **Resolution to the UTK Graduate Student Senate – *Enactment of a Graduate Student Leave Policy***

Presented by Martin Walker and Denae D’Arcy

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**Whereas**, members of the graduate student community contribute daily to the life of the University of Tennessee, Knoxville, and

**Whereas**, members of the graduate student community have the same responsibilities as faculty and staff with regard to their families and dependents, and

**Whereas**, members of the graduate student community, through various assistantships, scholarships, and other means, hold such positions as instructors, researchers, office or lab personnel, or other essential roles at the University of Tennessee, Knoxville, and

**Whereas**, at present there are no policies in place to protect graduate students for such instances when responsibilities to family or dependents may interfere with their academic and employment responsibilities, and

**Whereas**, graduate students should enjoy a similar benefit of academic and employment protections that are provided to faculty and staff at the University of Tennessee, Knoxville, and

**Whereas**, such a policy will strengthen the University of Tennessee’s ability to attract and retain stellar graduate students in accordance with VolVision/Top 25 efforts

### **Therefore, be it resolved that**

The University of Tennessee Graduate Student Senate supports a Leave of Absence Policy for graduate students where all benefits of such a policy be extended to all graduate students as appropriate to their employment and academic status, and that

Leave policy specifically includes, but is not limited to:

- 1) Six calendar weeks of leave for the purposes of adoption, childbirth, family/dependent care, and personal health.
- 2) During this six week period graduate students will maintain both their academic and employment status at the University of Tennessee with no time lost or negative marks against them.
- 3) During this six week period graduate students will maintain the following benefits for the furtherance of their academic and employment projects:
  - a. Library privileges and resources
  - b. Parking privileges

The Graduate Student Senate requests written responses from Chancellor Cheek, Dean Hodges, Provost Martin, and Dean Davis on the Administration's plans for progress on a Graduate Student Leave Policy as suggested in the *Addendum*.

## Addendum - Graduate Student Leave Policy

The University of Tennessee, Knoxville, acknowledges that during the course of graduate studies a graduate student may be required to step away from their studies and responsibilities for various family and/or personal reasons. These reasons may include childbirth, dependent care, personal health reasons, or military service.

The following policy is designed to make it possible for graduate students to maintain their full-time, registered status, as well as to facilitate their return to full participation in their coursework, teaching, and research in a seamless manner.

Furthermore, the period of leave will not be counted against the graduate student in the annual evaluation of assistantship status or against the successful completion of their graduate degree.

### **General Eligibility Requirements:**

Any graduate student who is requesting leave:

- Must be a degree-seeking student
- Must have completed 9 credit-hours of graduate coursework at the University of Tennessee, Knoxville
- Must have been registered as a full-time graduate student (as per the "Course Load" section of the Graduate Catalog) in the academic semester immediately prior to requested term of leave (excluding the summer term)
- Must be a graduate student in good standing
- Must complete Graduate Leave of Absence Application prior to period of leave (with an exception for those requesting leave due to sudden injury or illness)

International graduate students:

- Must also consult with, and obtain approval from, their advisor at International Student and Scholar Services (ISSS) at the Center for International Education (CIE) in order to ensure that their visa status is not adversely affected due to leave.

### **General Procedures to Request Leave:**

Any graduate student who is requesting leave must complete the Graduate Leave of Absence Application, found on the Graduate School's Website <http://gradschool.utk.edu/gradforms.shtml> .

All applications require a signature and statement from the graduate student's advisor(s) and department chair. This statement will outline the parameters of the allowed leave period. While the Graduate Student Leave Policy establishes minimum requirements, it does not preclude the option for additional time or allowances being provided to the graduate student. Each department is encouraged to be as generous as possible in accommodating individual graduate student circumstances.

For each specific leave category there are additional materials that must also be submitted with the application. These materials must be submitted with the application to the Dean of the Graduate School for review.

The Dean of the Graduate School grants approval of the requested leave after appropriate consultation with the student's program department. Upon completion of reviewing the application and supporting documents, the Dean of the Graduate School will notify the graduate student's program department as well as the appropriate administrative offices that the requested leave has been granted.

It is the graduate student's responsibility to communicate with the department while on leave and to work with the faculty and department administrators towards arrangements for course completion and for continuation of teaching and research activities before and following the approved period of leave.

**Allowed During Leave:**

- Graduate students on approved leave are allowed to maintain access to library resources at the University of Tennessee, Knoxville, providing that the appropriate Library Fee has been paid
- Graduate students on approved leave will maintain their full-time status
- Graduate students on approved leave are allowed to maintain parking privileges, providing the appropriate Parking Pass has been purchased

**Not Allowed During Leave:**

- Graduate students on approved leave are only allowed health insurance benefits under the Parental Leave section of the Policy or for up to six weeks. No other allowed leave qualifies for Health Insurance benefits. If the student wishes to obtain insurance during their period of leave, they may contact the university's health care provider on their own.
- Being on leave does not excuse the graduate student from fees, fines, or due dates/deadlines (such as library books, applications, etc.) that had been obtained prior to, or during, the period of leave.

**Parental Leave for Childbirth/Adoption:**

A full-time, stipend-supported graduate student is eligible for a period of six weeks of leave from her/his graduate program for the purposes of childbirth/adoption. In the event that both parents are full-time graduate students, or that the spouse of the graduate student is also a graduate student at the University of Tennessee, Knoxville, only one parent/graduate student may Parental Leave during the same period of time.

During the period of leave the graduate student will continue to be enrolled (i.e. tuition and fees will be paid) and the graduate student will receive her/his full level of stipend support (including waivers) and health benefits. If the student does not return to their duties at the end of the agreed upon period of leave and the student has not made any additional arrangements for extending their leave, the student will no longer be eligible to receive their stipend support or health benefits.

Full-time graduate students who are not stipend-supported may request Parental Leave through the same process without tuition or stipend support.

All graduate students who are applying for Parental Leave must also include documentation from their doctor/adoption agency specifying the approximate time of the birth/adoption with their Leave Request Application.

**Planning and Approval:**

Graduate students who are requesting Parental Leave should initiate discussions with their advisor(s) and department chair at least eight weeks prior to the anticipated birth/adoption. This period will provide the necessary time to rearrange teaching duties for those students supported by assistantships, or to adjust laboratory/research schedules as well as allowing for the finding of additional help that may be needed during the graduate students' absence. In instances where a substitute is required to fulfill the duties of the graduate student, the issue will be negotiated between the student and the department.

This period of time should also be used towards the rearrangement of the graduate students' academic timeline (e.g. completion of field work, qualifying exams, sponsored projects, etc.) which will be affected by the requested period of leave. The graduate student on parental leave is expected to return to her/his duties and responsibilities at the conclusion of the agreed upon period of leave. If the graduate student is not able to return she/he must pursue Leave for Family or Dependent Care.

Allowances will be made in instances where a pregnancy or adoption is pushed forward due to unexpected complications, illnesses, injuries, or other reasons, providing that the graduate student can provide documentation of these reasons. In these situations, the application deadline will be waived, however, graduate students are asked to immediately initiate discussions with their advisor and department and the application process, as soon as the health condition arises.

**Leave for Family or Dependent Care:**

A full-time, stipend-supported graduate student is eligible for a period of up to six weeks of funded leave from her/his graduate program for the purposes of serious health condition of spouse, child, parent, or dependent. If the requested period of leave is to be more than six weeks then the student cannot retain financial support from the University of Tennessee, Knoxville. Leave approval will only be granted for periods of up to one academic semester. For periods longer than an academic semester the student should seek consultation from her/his academic advisor in regards to how to proceed with one's academic progression or withdrawal from her/his program.

Full-time graduate students who are not stipend-supported may request Family or Dependent Care Leave through the same process without tuition or stipend support.

In the event that both parents are full-time graduate students, or that the spouse of the graduate student is also a graduate student at the University of Tennessee, Knoxville, only one parent/graduate student may take Family or Dependent Care Leave during the same period of time.

Definitions:

A child is defined as the biological, adopted, foster child, stepchild, or legal ward of the graduate student, who is either under 18 years of age, or 18 years of age or older and incapable of self-care because of mental or physical disability.

A parent is defined as the biological parent of the graduate student, or the individual who stood in place of a parent to the graduate student during the period when the graduate student was a child (this definition does not include a parent-in-law).

A spouse is defined as a wife or husband as defined under Tennessee law.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- i) Any period of incapacity or treatment connected with impairment (i.e. an overnight stay) in a hospital, hospice, or residential care facility; or
- ii) A period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activity that also involves continuing treatment by (or under the supervision of) a health care provider; or
- iii) A period of incapacity that is permanent or long-term due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.); or
- iv) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, stroke, terminal diseases, etc.); or
- v) Any absence to receive multiple treatments (including and period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity for more than three consecutive days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.)

All students who are applying for request Family or Dependent Care Leave must also include documentation from a doctor or healthcare provider describing the nature of the health condition (either illness or injury) with their Leave Request Application. In addition, documentation may be requested by the Graduate School in order to verify family relations.

Planning and Approval:

Because illnesses and injuries can occur at any time, there is no time requirement for applying for Family or Dependent Care Leave. Graduate students, however, are asked to immediately initiate discussions with their advisor and department and the application process, as soon as the health condition arises.

Due to the time needed to review leave applications, the approved period of leave for Leave for Family or Dependent Care, can be retroactive to the date of the application submission if the graduate student began their leave upon submission of their application. However, if a student's requested leave is not approved by her/his department or is denied by the Graduate School, any time taken away from graduate coursework or responsibilities will not be excused or waived.

**Leave for Personal Health Reasons:**

A full-time, stipend-supported graduate student is eligible for a period of up to six weeks of funded leave from her/his graduate program for the purposes of serious health condition of the graduate student. If the requested period of leave is to be more than six weeks then the student cannot retain financial support from the University of Tennessee, Knoxville. Leave approval will only be granted for periods up to one academic semester. For periods longer than an academic semester the student should seek consultation from her/his academic advisor in regards to how to proceed with one's academic progression or withdrawal from her/his program.

Full-time graduate students who are not stipend-supported may request Leave for Personal Health Reasons through the same process without tuition or stipend support.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- i) Any period of incapacity or treatment connected with impairment (i.e. an overnight stay) in a hospital, hospice, or residential care facility; or
- ii) A period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activity that also involves continuing treatment by (or under the supervision of) a health care provider; or
- iii) A period of incapacity that is permanent or long-term due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.); or
- iv) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, stroke, terminal diseases, etc.); or
- v) Any absence to receive multiple treatments (including and period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity for more than three consecutive days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.)

All students who are applying for Leave for Personal Health Reasons must also include documentation from a doctor or healthcare provider describing the nature of the health condition (either illness or injury) with their Leave Request Application.

**Planning and Approval:**

Because illnesses and injuries can occur at any time, there is no time requirement for applying for Leave for Personal Health Reasons. Graduate students, however, are asked to immediately initiate discussions with their advisor and department and the application process, as soon as the health condition arises.

Due to the time needed to review leave applications, the approved period of leave for Leave Personal Health Reasons, can be retroactive to the date of the application submission if the graduate student began their leave upon submission of their application. However, if a student's requested leave is not approved by her/his department or is denied by the Graduate School, any time taken away from graduate coursework or responsibilities will not be excused or waived.

In the event that the graduate student is married to another graduate student at the University of Tennessee, Knoxville, the spouse of the graduate student requesting leave can also apply for Leave for Family or Dependent Care. However, the approval of one application does not imply the approval of the other.

**Leave for Military Service:**

As per the University of Tennessee, Knoxville's Graduate Catalog "Veteran's Education Benefits" section:

"Students who are called to active military duty during a term of enrollment should contact the Office of the University Registrar for assistance with withdrawal and readmission procedures."

## Top 25 – Leave of Absence Policies

	General LOA Policy			UC, Berkeley
	General LOA Policy		X	UCLA
				U of Virginia
	General LOA Policy			U of Michigan
			X	UNC, Chapel Hill
	X	General LOA Policy		W & M U
				Georgia Tech
	General LOA Policy			UC, San Diego
	General LOA Policy			UC, Davis
	General LOA Policy			UC, Santa Barbara
	General LOA Policy		X	UC, Irvine
	General LOA Policy			U of Washington
	General LOA Policy			UT, Austin
				U of Wisconsin
	X	General LOA Policy		Penn State
	X	X		U of Illinois
	5 Sick Days			U of Florida
	General LOA Policy		X	Ohio State
	X	General LOA Policy		Purdue U
	General LOA Policy		X	U of Georgia
	General LOA Policy			U of Maryland
	General LOA Policy			Texas A&M
	X	X	X	Clemson U
				Rutgers
	General LOA Policy			U of Minnesota
	X	X	X	U of Pittsburgh

LOA – Leave of Absence; "X" indicates that a policy exists

General LOA Policies all range in terms of benefits and time allowed, but all of them acknowledge the various reasons for taking a leave of absence.

While only a few of the Top 25 have official Military Leave Policies, most provide benefits to military personnel and veterans, and in many cases one of the benefits is a seamless/semi-seamless entry/re-entry to the University upon completion of military service.

**Fall 2013 UT Graduate Admissions "Working" Statistics: Degree Seeking**  
**Source: UT Graduate Admissions CollegeNet ADMIT Program**

**Attachment 2**

yk, 2/19/13

<b>As of 2/5/13</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Total</b>	<b>As of 2/12/13</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Total</b>
Admit, Domestic	24	25	4	53	Admit, Domestic	31	54	13	98
Admit, International	5	1	2	8	Admit, International	5	3	4	12
Admit Prob.	1	0	0	1	Admit Prob.	1	0	0	1
Admit Cond., Domestic	60	71	6	137	Admit Cond., Domestic	78	92	24	194
Admit Cond., International	36	13	13	62	Admit Cond., International	38	15	23	76
Deny GA, Domestic	10	11	9	30	Deny GA, Domestic	9	25	13	47
Deny GA, International	23	7	43	73	Deny GA, International	28	14	62	104
Deny Program, Domestic	43	10	0	53	Deny Program, Domestic	75	24	2	101
Deny Program, International	17	22	12	51	Deny Program, International	20	42	14	76
Withdrawn	3	2	6	11	Withdrawn	5	3	8	16
Total Files Finalized	222	162	95	479	Total Files Finalized	290	272	163	725
Ready for Department Review, Domestic	678	426	814	1918	Ready for Department Review, Domestic	713	477	870	2060
Ready for Department Review, International	239	76	406	721	Ready for Department Review, International	271	94	459	824
Working Files in Graduate Admissions	647	847	769	2263	Working Files in Graduate Admissions	542	698	661	1901
International	680	672	912	2264	International	680	680	912	2272
Domestic	1106	829	1172	3107	Domestic	1136	861	1201	3198
	<b>1786</b>	<b>1511</b>	<b>2084</b>	<b>5381</b>		<b>1816</b>	<b>1541</b>	<b>2113</b>	<b>5470</b>
<b>As of 2/19/13</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Total</b>					
Admit, Domestic	47	53	18	118					
Admit, International	5	4	5	14					
Admit Prob.	1	1	0	2					
Admit Cond., Domestic	84	93	37	214					
Admit Cond., International	41	15	29	85					
Deny GA, Domestic	12	26	16	54					
Deny GA, International	52	14	70	136					
Deny Program, Domestic	78	25	2	105					
Deny Program, International	21	40	15	76					
Withdrawn	6	3	0	9					
Total Files Finalized	347	274	192	813					
Ready for Department Review, Domestic	793	528	968	2289					
Ready for Department Review, International	394	102	509	1005					
Working Files in Graduate Admissions	314	661	464	1439					
International	682	680	911	2273					
Domestic	1166	885	1222	3273					
	<b>1848</b>	<b>1565</b>	<b>2133</b>	<b>5546</b>					