Graduate Council Minutes   Graduate Council

4-15-2010

Graduate Council Minutes - April 15, 2010

Graduate Council

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THE UNIVERSITY OF TENNESSEE

April 15, 2010 Minutes

Members Present

Vincent Anfara, Mary Albrecht, Marianne Breinig, Clara Lee Brown, Harry Dahms, David Dupper, Michael Essington, Daniel Feller, Yanfei Gao, Tom George, Frank Guess, Donald Hodges, George Hoemann, Jan Lee, Leann Luna, Zhongguo Ma, Sibyl Marshall, Andrew Morse, Trevor Mouldin, Matt Murray, Joann Ng Hartmann, Stefanie Ohnesorg, Greg Petty, Jeff Phillips, Leon Potgieter, Rebecca Prosser, Greg Reed, Marian Roman, Rita Smith, Barbara Thayer-Bacon, Belle Upadhyaya, John Wachowicz, Songning Zhang, Michael Zemel, Toby Boulet, Jennifer Hardy, Sally McMillan, Ernest Brothers, Catherine Cox, Joy DeSensi, Gay Henegar, Carolyn Hodges, Yvonne Kilpatrick, Rachel Kovac, Kay Reed

The Graduate Council meeting was called to order by Vincent Anfara on Thursday, April 15, 2010, at 3:00 p.m. in the Multipurpose Room, Black Cultural Center.

Toby Boulet, President of Faculty Senate, presented Vince Anfara a certificate of appreciation for his service to Graduate Council as Chair from August 1, 2008 to July 31, 2010.

1. Minutes of the Preceding Meeting

    The minutes of the March 4, 2010 meeting were approved by the Graduate Council.

    Vince Anfara gave another short history of the Graduate Council. In 1980 Dr. Minkel, Graduate Dean and Graduate Council Chair, established five standing committees: Academic Policy Committee, Appeals Committee, Curriculum Committee, the Issues and Planning Committee, and the Graduate Deans' Group. Due to the fact that several issues overlapped with the Academic Policy Committee, the Issues and Planning Committee merged with the Academic Policy Committee.

2. Committee Reports

    Academic Policy Committee

    Stefanie Ohnesorg, Chair of the Academic Policy Committee, presented the report for the April 1, 2010 meeting. (Attachment 1)

    * The Graduate Deans' Group requested that the title of Graduate Director in the Graduate Catalog be changed to Director of Graduate Studies to prevent confusion and be consistent throughout the catalog. The Council approved the title change.

    * The committee is working on the doctoral committee definition and the parental leave policy for graduate students requested by the Graduate Student Senate.

Appeals Committee

Marianne Breinig, Chair of the Appeals Committee, reported that two appeals had been received.

Credentials Committee

Michael Zemel, Chair of the Credentials Committee, reported for the March 25, 2010 meeting. (Attachment 2)

- The Council approved the recommendations for faculty approval to direct dissertations with a unanimous vote.

Curriculum Committee

Sibyl Marshall, Chair of the Curriculum Committee, presented a new degree in the College of Nursing (Attachment 3). The Doctor of Nursing Practice was approved by the Council.

3. New Business

Sally McMillan, Vice Provost of Academic Operations, and Jennifer Hardy, Associate Registrar, presented the UT Campus Proposal for Class Changes in Timetable (Attachment 4). Don Cox, Senior Associate Dean of the College of Arts and Sciences and Jennifer Hardy co-chaired the taskforce. The taskforce created four timetable variations with a list of the pros and cons for each. Feedback from faculty, staff, and students will be received in April and May 2010, fine tuning in June and July 2010, new policy announced in August 2010, new timetable will be sent to departments to schedule their classes for Fall 2011, and the timetable will go live in Fall 2011.

4. Administrative Reports and Announcements

Vice Provost and Dean of the Graduate School

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

- Dr. Brothers of the Office of Training and Mentorship is meeting with faculty across campus on issues related to recruitment and retention.

- Yvonne Kilpatrick, Interim Director in Graduate Admissions, is working closely with departments on student applications.

- New fellowship funding has been established with UTK/ORNL, Multi-Year Dean Fellowships, and Thomas Fellowships.

- The governor has supplied funding to develop a Center for Interdisciplinary Research in Graduate Education with an interdisciplinary doctoral degree in

energy sciences. This is a joint venture with Oak Ridge National Laboratory and University of Tennessee.

- Although undergraduate admissions decline, graduate admissions have stayed approximately the same as last year.

- The Provost's Office is reviewing assistantships. A committee will be created to review the data to see where the fellowships are, how they are used, if there is a fee waiver and how it is attached to the assistantship, and who is providing the waiver.

- In 2012, due to loss of stimulus money, funding for waivers and stipends will be down approximately 10%. A request to raise the application fee by $25.00 to $60.00 will be forwarded to the Board of Trustees. If granted, the new funds may be able to assist in preventing cuts in graduate education areas.

Graduate Deans' Group

Joy DeSensi, Chair of the Graduate Deans' Group, report for the March 25, 2010 meeting and the year. (Attachment 5)

- The Graduate Student Handbook template and Director of Graduate Studies guidelines are complete. They will be sent to graduate directors, department heads, and graduate deans.

- Approximately 50 graduate student fellowships were awarded this year.

- Brad Fenwick, Vice Chancellor for Research and Engagement, shared the following information regarding Responsible Conduct of Research at the January 14 meeting. The Graduate Deans' Group agreed with his suggestion requiring certification by all graduate students.

- The title of Graduate Director in the Graduate Catalog will be changed to Director of Graduate Studies to prevent confusion and to be consistent throughout the catalog.

Graduate Student Senate

Andrew Morse, on behalf of Tom Whitmore, President of the Graduate Student Senate, presented the following information:

- The 18th annual "Love Your Libraries" Fun Run took place on March 20, 2010 with 156 runners participating. Over $15,000 was raised for University of Tennessee Libraries.

- Graduate Student Travel Awards are due today. The next application will be for travel from Sept. 1 to January 14 and are due on September 1.

- The Graduate Student Senate committee hopes to have the new family medical leave option ready to present to the Graduate Council in the fall.

Graduate Council Chair

Vince Anfara, Chair of the Graduate Council, presented the following information:

- Thanks to the chairs of the committees; Matt Murray, immediate past chair; Chair-Elect Michael Essington for agreeing to serve as Chair of the 2010 – 2011 Graduate Council; Michael Zemel for agreeing to serve as Chair-Elect of the 2010 – 2011 Graduate Council; and those members and proxies who have finished serving their terms on the Graduate Council.

- The Graduate Council and Graduate Council Committee calendar for the next year is posted on the Graduate Council webpage. Graduate Council meetings will be in the Multipurpose Room, Black Cultural Center.

- Graduate Council Orientation and first meeting will be on August 19, 2010. Meeting dates for next year's Graduate Council meetings and Graduate Council Committee meetings are posted on the Graduate School website.

- Thank you gifts were presented to Carolyn Hodges, Joy DeSensi, Kay Reed, Catherine Cox, and Gay Henegar.

- The Graduate Council Committees presented an end-of-the-year report. (Attachment 6)

5. Items from the Floor

    No items from the floor.

The meeting was adjourned at 4:30 p.m.

Respectfully Submitted,

Gay Henegar
Secretary to Graduate Council

ATTACHMENT 1

ACADEMIC POLICY COMMITTEE
THURSDAY, APRIL 1, 2010
111 STUDENT SERVICES BUILDING

REPORT

Present: Stefanie Ohnesorg (Chair), Vince Anfara, Ralph Brockett, Robert Hatcher, LeAnn Luna, Trevor Moulden, Peggy Pierce, Kay Reed, Tom Whitworth, Songning Zhang.

The meeting was called to order by Stefanie Ohnesorg, Chair, at 2:15 p.m. in 111 Student Services Building.

1. Title of Director of Graduate Studies (Item tabled from previous APC meeting of 2-18-2010) (**APPROVED BY GRADUATE COUNCIL 4-15-2010**)

    The committee voted to recommend that the Graduate Council approve the following change in the Graduate Catalog statement:
        CHANGE FROM: Graduate Program Director

        CHANGE TO: Director of Graduate Studies.
    Each academic department or program has designated a tenured or tenure-track faculty member who is the Director of Graduate Studies.

    The committee had more discussion on the specific definition of the role of Director of Graduate Studies. APC will return to this definition at a later date.

2. Doctoral   Committee
    The committee continued its discussion of components of current policy and a draft of a changed policy. The committee will continue having brown-bag lunch meetings to discuss this policy after Spring Break.

3. Parental Leave Policy for Graduate Students

    The Graduate Student Senate is working on a proposal for a Graduate Student Parental Leave Policy with the assistance of Tim Rogers, Vice Chancellor of Student Affairs, and Dr. Carolyn R. Hodges, Vice Provost and Dean of the Graduate School. The proposal is asking for six weeks of leave from work as graduate assistants for graduate students due to the birth or adoption of a child. Additional minimal safeguards are included in the proposal. The committee offered several suggestions for enhancements to the proposed policy statement.

The meeting adjourned at 3:15 p.m.

ATTACHMENT 2

CREDENTIALS COMMITTEE
THURSDAY, MARCH 25, 2010, 3:45 – 5:00 P.M.
111 STUDENT SERVICES BUILDING, GRADUATE SCHOOL CONFERENCE ROOM

REPORT

Members Present: Michael Zemel (Chair), Frank Guess, Donald Hodges, Stephen Kania, Belle Upadhyaya, Kay Reed. Electronic votes recorded from Bob Compton, David Dupper, Barbara Thayer-Bacon.

The meeting was called to order at 3:45 p.m. by Michael Zemel, Chair.

The following faculty members were recommended for approval by the Graduate Council to direct dissertations as follows:

FACULTY MEMBER	FACULTY RANK	DEPARTMENT	APPROVAL
Camden, Jon	Assistant Professor	Chemistry	Approved until tenure
Clark, Don	Professor	Economics	Approved for 10 Years August 2020
Clark, Joseph	Adjunct Prof.	Forestry, Wildlife & Fisheries	Approved for 5 Years August 2015
Crilly, Paul	Professor	Electrical Engineering & Computer Science	Approved for 10 Years August 2020
Heilbronn, Laurence	Assistant Professor	Nuclear Engineering	Approved until tenure
Jenkins, David	Assistant Professor	Chemistry	Approved until tenure
Lambert, Dayton	Assistant Professor	Agricultural & Resource Economics	Approved until tenure
Moeller, Trevor	Assistant Professor	Mechanical, Aerospace, & Biomedical Engineering	Approved until tenure
Richards, Stephen	Associate Professor	Civil & Environmental Engineering	Approved for 10 Years August 2020
Van Manen, Frank	Research Assistant Professor	Forestry, Wildlife & Fisheries	Approved for 5 Years August 2015

Meeting adjourned at 4:45 p.m.

ATTACHMENT 3

Thursday April 1, 2010	**Graduate Curriculum Committee Meeting**	**3:30p.m. Law Library Rare Books Room**

REPORT

Present: Sibyl Marshall (Chair), Vincent Anfara, Ed Caudill, Catherine Cox, Don Cox, Tom George, Tom Heffernan, Jan Lee, John Ma, Jim Phillips, George Siopsis.

The meeting was called to order at 3:30 p.m. by Sibyl Marshall.

The committee voted to approve the proposal from the College of Nursing and recommend that Graduate Council approve the new Doctor of Nursing Practice degree program along with 10 new courses.

The meeting adjourned at 4:20 p.m.

▲ Indicates major/degree being added.

COLLEGE OF NURSING

All changes effective Spring 2011

COURSE CHANGES

ADD

620 Philosophy of Scientific Practice (3) A critical examination of the philosophical, historical, and theoretical context of knowledge.
 Registration Restriction: Doctor of Nursing Practice – nursing major.

622 Methods for Translational Research (3) Provide students with methods and tools for evaluating the strength of existing evidence through meta-synthesis and meta-analysis and testing application of interventions.
 Registration Restriction: Doctor of Nursing Practice – nursing major; Doctor of Philosophy – nursing major.

623 Bioethics, Cultural and Societal Issues within Healthcare (2) A critical analysis of ethical, diversity and social issues within healthcare systems.
 Registration Restriction: Doctor of Nursing Practice – nursing major; Doctor of Philosophy – nursing major.

624 Evidence-Based Practice and Use of Information Technology (3) Provide students with knowledge and tools to design and implement evidence-based practice in health care systems. Emphasis on critical examination, synthesis and application of evidence in support of high quality practices.
 (RE) Prerequisite(s): 622.
 Registration Restriction: Doctor of Nursing Practice – nursing major; Doctor of Philosophy – nursing major.

625 Healthcare Economics (3) Critical analysis of economics in health and healthcare focusing on the healthcare market, financing, and delivery in the United States.
 Registration Restriction: Doctor of Nursing Practice – nursing major; Doctor of Philosophy – nursing major.

630 Project Organization Seminar (1) Conceptualization, analysis, and critical assessment of a clinical problem.
 Registration Restriction: Doctor of Nursing Practice – nursing major

631 Advanced Practice Option I (2) Application of advanced practice nursing concepts in area of clinical focus.
 Contact Hour Distribution: 1 directed study and 1 practicum.
 Grading Restriction(s): Satisfactory/no credit or letter grade.
 (RE) Prerequisite(s): 620 and 630.
 (DE) Prerequisite(s): 613.
 (DE) Prerequisite(s) or (DE) Corequisite(s): 612 and 623.
 Registration Restriction: Doctor of Nursing Practice – nursing major.

632 Advanced Practice Option II (4) Field experiences in areas of clinical focus and planning for capstone project.
 Contact Hour Distribution: 2 directed study and 2 practicum.
 Grading Restriction(s): Satisfactory/no credit or letter grade.
 (RE) Prerequisite(s): 631.
 (DE) Prerequisite(s): 613.
 (DE) Prerequisite(s) or (DE) Corequisite(s): 624 and 625.
 Registration Restriction: Doctor of Nursing Practice – nursing major.

633 DNP Practice Immersion (6-12) Individually designed practicum, field, or internship experiences in a variety of administrative, educational, research, or clinical practice settings.
 Grading Restriction(s): Satisfactory/no credit.
 (RE) Prerequisite(s): 632.
 (DE) Prerequisite(s) or (DE) Corequisite(s): 612 and 613.
 Registration Restriction: Doctor of Nursing Practice – nursing major.

634 DNP Capstone (3) Preparation of a tangible and deliverable academic product derived from the practice immersion experience contained in the DNP student's program of study.
 (RE) Prerequisite(s) or (RE) Corequisite(s): 633.
 Registration Restriction: Doctor of Nursing Practice – nursing major.

SUPPORTING INFORMATION:
Rationale: These are required courses for the new DNP degree. Course format and location: Courses will be offered on-campus and through distance education modalities, to accommodate professional graduate students. Impact on other academic units: The College of Nursing (CON) anticipates admitting a cohort of ten students each year. Because existing epidemiology courses through CEHHS are already over-subscribed, the CON has a paid an adjunct faculty member to teach epidemiology. We anticipate existing graduate inferential statistics courses will be able to accommodate these students. Financial impact: Implementing the DNP degree program will require three new faculty positions. This funding request has been made known to the Provost and is part of the financial plan in the THEC proposal.

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THE UNIVERSITY of TENNESSEE

Vice President for Academic Affairs & Student Success

P267 Andy Holt Tower
Knoxville, TN 37996
Phone: (865) 974-6289

March 31, 2008

MEMORANDUM

TO: Dean Joan Cresia

FROM: Katie   High
               Interim Vice President for Academic Affairs and Student Success

SUBJECT: UT Knoxville College of Nursing

I have received from the College of Nursing a Notification of Intent to establish a Doctor of Nursing Practice degree. I have transmitted the Notification of Intent to the Tennessee Higher Education Commission. The Commission has instructed the College of Nursing to proceed with a proposal.

Once the proposal is approved by the appropriate administrative channels within UT Knoxville, a consultant will review it. It will then be placed on the agenda for the UT Board of Trustees. Once approved by the Board, it will proceed to the Higher Education Commission for approval.

Please contact me should you have questions.

C: Ken   Phillips
 Jan   Lee

_____

PROGRAM CHANGES

▲ ADD   DEGREE
      DOCTOR OF NURSING PRACTICE DEGREE – NURSING MAJOR   (PENDING THEC APPROVAL)

Insert in the 2011-2012 *Graduate Catalog* text and requirements for the Doctor of Nursing Practice (DNP) degree.

Nursing Major – Doctor of Nursing Practice (DNP)

The College of Nursing offers the Doctor of Nursing Practice degree (DNP), designed for MSN or BSN graduates who are interested in earning a clinical doctoral degree in nursing. At the completion of the DNP program, students will be able to:

1. Integrate nursing science with other disciplines as the basis for the highest level of evidence-based nursing practice.
2. Demonstrate professionalism, advocacy, ethical principles, and scientific integrity in advanced nursing practice.
3. Provide collaborative leadership in the development of clinical practice models, health policy, and standards of care, for diverse populations.
4. Generate system and outcomes research and analyze other evidence to guide improvements in practice.
5. Utilize information systems/technology to support and improve nursing care and healthcare systems, and prevent illness and disability.

ADMISSION REQUIREMENTS

1. Meet requirements for admission to the Graduate School.

2. Hold a Bachelor's or a Master's degree in nursing from a program accredited by the National League for Nursing Accrediting Commission or the Collegiate Commission on Nursing Education.

3. Have a minimum cumulative graduate grade-point average of 3.0 on a 4.0 scale for previous college work.

4. Have achieved a competitive score on the verbal and quantitative portions of the Graduate Record Examination.

5. Have TOEFL scores of at least 550 on the paper test, 213 on the computer-based test, or 80 on the internet-based test if native language is not English.

6. Complete College of Nursing Graduate Program Data Form.

7. Submit College of Nursing Graduate Rating Forms from three college level instructors and/or nurses and administrators who have supervised applicant's professional work.

8. Submit an essay describing personal and professional aspirations.

9. Schedule a personal interview with the College of Nursing DNP Admissions committee. International applicants may be interviewed by telephone or teleconferencing at the discretion o the admissions committee.

10. See College of Nursing website (www.nursing.utk.edu) for current application deadlines and additional information on admission procedures.

SPECIAL REQUIREMENTS AND POLICIES

1.   Prior to enrollment in the DNP program, each student must successfully complete a criminal background check and drug screening.

2. Each student must hold personal professional liability insurance and health insurance.

3. As Registered Nurses, DNP students must be eligible to practice nursing in Tennessee, i.e., licensed in Tennessee or one of the inter-state compact states.

4. Each student must present evidence of meeting current health requirements. See College of Nursing website, www.nursing.utk.edu.

5. Each student must present evidence of current health care provider CPR certification.

6. A maximum of 6 graduate hours taken before acceptance into the DNP program may be applied toward the degree.

7. A minimum grade of B in all DNP nursing courses and a 3.00 cumulative GPA is required for continuation in the program.

Requirements

The following courses are required for all students.

		Hours Credit
612	Health and Nursing Policy/Planning	3
613	Nursing Leadership in Complex Systems	3
620	Philosophy of Scientific Practice	3
622	Methods for Translational Research	3
623	Bioethics, Cultural and Societal Issues within Healthcare	2
624	Evidence-Based Practice and Use of Information Technology	3
625	Healthcare Economics	3
630	Project Organization Seminar	1
631	Advanced Practice Option I	2
632	Advanced Practice Option II	4
633	DNP Practice Immersion	6-12
634	DNP Capstone	3
-----	Epidemiology	3
-----	Inferential Statistics	3
	Total	**42-48**

Students will be admitted to candidacy after successfully passing a comprehensive examination and defending the capstone project proposal. The capstone project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee. The capstone project committee is composed of a minimum of two doctorally-prepared (DNP or PhD) faculty. When appropriate, a third committee member may be selected, who holds special expertise relative to the specific project. The third member may be a faculty member from another academic unit, or external to the university.

Supporting Information:

Rationale: The Doctor of Nursing Practice Program (DNP) is designed for MSN or BSN graduates who are interested in earning a clinical doctoral degree in nursing. The primary focus of the DNP Program is clinical expertise. The explosion of information, the introduction of new technologies, the emergence of new scientific evidence to guide practice, and the increased complexities of health care have caused the nursing profession and other health care provider groups to examine the optimal length of a program to adequately educate an advanced practice nurse. The consensus is that clinical education beyond the master's level is required.

The DNP program will prepare nurses to practice in a clinical specialty at the highest level of professional competence. The DNP Program is a rigorous program that merges evidence-based practice, inquiry into practice, and leadership competencies. Advanced clinical practice will be supported by courses in health policy and planning, leadership in complex systems, epidemiology, meta-analysis, translational research, and a capstone project. Immersion in an area of clinical practice is the hallmark of this program and a minimum of 1000 practice hours are required (a minimum of 500 practice hours beyond the master's degree).

The DNP is also needed to address the national shortage of nursing faculty. A 2005 report, *Advancing the Nation's Health Needs: NIH Research Training Programs*, from the National Academy of Sciences called for nursing to develop a "non-research clinical doctorate" to prepare expert practitioners who can also serve as clinical faculty. DNP graduates who assume clinical faculty positions will be essential to increasing BSN enrollment to meet society's need to address a critical national nursing shortage. Programs in nursing have produced fewer than 450 PhD graduates per year since the early 1990s. Nursing schools turned away almost 43,000 qualified applicants due to insufficient number of faculty.

A needs assessment has been completed. A survey was mailed to all graduates of the UTK MSN program (n=812). Of the 185 who responded, 126 (68%) indicated they were interested in returning to school for a DNP degree. Of these 126, 83 (66%) were ready to return "immediately" or "within 2 years" to earn this clinical doctorate. Over 80% of these interested potential DNP students want a program that provides a mix of onsite and distance-independent instruction.

The proposal for this new doctoral degree is in final stages of preparation for THEC. This proposal was approved by the Graduate Council on April 24, 2008. Dr. John Peterson, President of the University of Tennessee, tabled the proposal and did not include it on the Agenda for the Board of Trustees.

The College of Nursing, with the support of the campus and systems administrations, is working with THEC and the system to have this program created for spring 2011.

THEC and the UT Vice President for Academic Affairs and Student Success are supporting this program in conjunction with the DNP program being proposed at UT Chattanooga. THEC and the UT System have conducted an external evaluation for the DNP proposed programs.

ATTACHMENT 4

UTK Time Table Proposal for Campus Review 07 April 2010

As the University of Tennessee Knoxville (UTK) moves towards implementing budget cuts in 2011, we must take steps to improve efficiency and effectiveness in areas such as classroom utilization. Approximately 31% of all student enrollments occur on Tuesday and Thursday and about 29% on Monday, Wednesday, Friday. The remaining classes are offered either once a week (about 29% of student enrollments) or on "non-standard" times. Of the approximately 11% of students enrolled in a "non-standard" class time, almost all meet on Monday/Wednesday. About 69% of all classes meet during "prime-time" which is defined as having a start time between 9 a.m. and 3 p.m. During prime-time hours, especially on Tuesday and Thursday, the number of available classrooms dips into single digits.

Taken together, these factors lead to several negative outcomes:
- Limited choices for students
- Limited room availability/poor room utilization
- General dissatisfaction with course scheduling

To address the negative outcomes detailed above, a taskforce made up of faculty, staff, and students was formed in spring of 2010 with the charge of proposing new timetable options that would spread course offerings across the day and across the week and accommodate 50, 75, and 150 minute classes/seminars on multiple days. After review of both UT's own scheduling patterns and innovations at peer universities, the taskforce has identified four potential options for changes to the timetable. Those options along with pros and cons of each are provide in the following pages. Following is a time-line for "next steps" in the process.

April-May 2010
- Share alternative timetable options with faculty, staff, and students
- Seek input on which models are most likely to improve both efficiency and effectiveness
- Feedback on the plan should be shared with taskforce co-chairs Don Cox (dcox@utk.edu) and/or Jennifer Hardy (jhardy11@utk.edu).

June-July 2010
- Taskforce works with provost to fine-tune a revised scheduling system
- Develop a clear implementation plan

August 2010
- Provost announces new policy
- Registrar's office works with departments and schedulers to define new procedures

October 2010
- Instead of rolling the times and days for courses from the previous year's schedule all departments will use the new timetable to schedule classes for fall 2011

- The new scheduling will include planning rubrics – including percentage of classes that can be scheduled during "prime-time" slots – to improve efficiency and effectiveness

Fall 2011 – "Go live"

Fall 2012 – Assess distribution of classes and student, faculty, and staff responses to changes

Variation #1: Hybrid approach. Honoring later start request. All classes with **15-minute breaks**. *Note: a student or teacher with MWF 50-minute and MW 75-minute "back-to-back classes" respectively will have a **40-minute break**.*

MWF 50-Minute Class Times	MW, WF, MF 75-Minute Class Times	TR 75-Minute Class Times
8:30-9:20		
9:35-10:25		8:20-9:35
10:40-11:30		9:50-11:05
11:45-12:35		11:20-12:35
12:50-1:40	12:50-2:05	12:50-2:05
2:20-3:10	2:20-3:35	2:20-3:35
3:50-4:40	3:50-5:05	3:50-5:05
5:20-6:10	5:20-6:35	5:20-6:35
6:50-7:40	6:50-8:05	6:50-8:05
8:20-9:10	8:20-9:35	8:20-9:35

Pros - This approach honors the later start time in the mornings. The 75-minute meeting times on days other than TR do not begin until 12:50 - this allows us to continue to have seven time blocks before the five o'clock hour.   (In other variations, we essentially lose a time block because of the need to have longer time in between 50-minute classes to preserve the nesting of the time blocks.)

Cons - A drawback to this approach is the potential for a bottleneck on MW afternoons. The College of Business schedules 75-minute blocks on MW, so there may not be enough 75-minute blocks on those days for them to schedule all of their classes so that they don't conflict with each other. Some departments may still 'illegally' schedule 75-minute blocks in the a.m. on MW.

Variation #2: Honoring later start request. Easy to remember start times. MWF with **40-minute breaks**; MW, WF MF and TR classes with **15-minute breaks**; there are **25/30-minute breaks** between MWF and MW (or WF or MF) classes. *Note: MWF classes begin 15 minutes after MW (or WF or MF) classes and end 10 minutes before.*

MWF 50-Minute Class Times	MW, WF, MF 75-Minute Class Times	TR 75-Minute Class Times
8:30-9:20	8:15-9:30	8:15-9:30
10:00-10**:**50	9:45-11:00	9:45-11:00
11:30-12:20	11:15-12:30	11:15-12:30
1:00-1:50	12:45-2:00	12:45-2:00
2:30-3:20	2:15-3:30	2:15-3:30
4:00-4**:**50	3:45-5:00	3:45-5:00
5:30-6:20	5:15-6:30	5:15-6:30
7:00-7**:**50	6:45-8:00	6:45-8:00
8:30-9:20	8:15-9:30	8:15-9:30

Pros - This approach honors the later start requests, with all 75-minute classes having the same times MTWRF. This variation also provides options for evening classes starting during the 5:00 hour (see also Variation #3 Cons).

Cons - The MWF start times are nested within the 75-minute blocks so that neither the start times nor end times match the 75-minute blocks - possible confusion? There are only 6 MWF time blocks before 5pm.

<u>**Variation #3**</u>: Total unification of start times. MWF 50-minute classes nested at the beginning of MW, WF, MF 75-minute class periods (with **40-minute / 15-minute breaks**, respectively). *Note: creates an opportunity for students and teachers to have back-to-back MWF and MW (or WF or MF) classes if desired.*

MWF 50-Minute Class Times	MW, WF, MF 75-Minute Class Times	TR 75-Minute Class Times
8:00-8:50	**8:00**-9:15	**8:00**-9:15
9:30-10:20	**9:30**-10:45	**9:30**-10:45
11:00-11:50	**11:00**-12:15	**11:00**-12:15
12:30-1:20	**12:30**-1:45	**12:30**-1:45
2:00-2:50	**2:00**-3:15	**2:00**-3:15
3:30-4:20	**3:30**-4:45	**3:30**-4:45
5:00-5:50	**5:00**-6:15	**5:00**-6:15
6:30-7:20	**6:30**-7:45	**6:30**-7:45
8:00-8:50	**8:00**-9:15	**8:00**-9:15

Pros - This approach has the same start time across the board, for all days, and all time blocks. This approach creates the opportunity for students and faculty to have back-to-back MWF and MW (or WF or MF) classes if desired.

Cons - There are only 6 MWF time blocks before 5pm. This approach does not honor the later start times, and there is a concern that the 8:00-8:50 and 8:00-9:15 time blocks will remain largely unused as they are now. Programs that have a large number of evening classes would not have multiple options for the approximately 5:00 hour. (Variation #2 works for them in this regard; they could have a 5:15 or 5:30 start time.)

Variation #4: Honoring later start request. MWF with **45-minute breaks**; MW, WF MF and TR classes with **20-minute breaks**; there are **30/35-minute breaks** between MWF and MW (or WF or MF) classes. *Note: MWF classes begin 15 minutes after MW (or WF or MF) classes and end 10 minutes before.*

MWF 50-Minute Class Times	MW, WF, MF 75-Minute Class Times	TR 75-Minute Class Times
8:30-9:20	8:15-9:30	8:15-9:30
10:05-10:55	9:50-11:05	9:50-11:05
11:40-12:30	11:25-12:40	11:25-12:40
1:15-2:05	1:00-2:15	1:00-2:15
2:50-3:40	2:35-3:50	2:35-3:50
4:25-5:15	4:10-5:25	4:10-5:25
6:00-6:50	5:45-7:00	5:45-7:00
7:35-8:25	7:20-8:35	7:20-8:35
9:10-10:00	8:55-10:10	8:55-10:10

Pros - This approach honors the later start requests, with all 75-minute classes having the same times MTWRF. This variation also allows for 20-minute breaks between TR classes, an idea that was posed by the group as a positive change, given the distances students and faculty potentially have to travel between classes (because they'll now be scheduled across campus instead of just in their own buildings).

Cons - There are only 6 MWF time blocks before 5pm. There are 45-minute breaks between MWF classes. There aren't too many starting options at the 5:00 hour.

In general, the taskforce heard comments that were pro- longer breaks in between classes (getting to and from classes, having 'down time' between classes in a long day of back to back 75-minute classes) as well as anti- longer breaks in between classes (mostly by faculty saying if breaks are too long, their 'back to back' teaching takes too long). Almost everyone was in favor of the later start time, however that presents the issue of losing at least one time block for MWF classes before 5pm. Given that we don't really use the 8:00 time block now, as well as the fact that we're going to be spreading classes across the timetable, this may not be a major issue.

Appendix – Current Valid Class Times for Fall/Spring Semesters

Valid MWF 50-Minute Class Times	Valid TR 75-Minute Class Times
8:00-8:50	8:10-9:25
9:05-9:55	9:40-10:55
10:10-11:00	11:10-12:25
11:15-12:05	12:40-1:55
12:20-1:10	2:10-3:25
1:25-2:15	3:40-4:55
2:30-3:20	5:05-6:20
3:35-4:25	6:30-7:45
4:40-5:30	7:55-9:10
5:45-6:35	9:20-10:35
6:45-7:35	
7:45-8:35	
8:45-9:35	
9:45-10:35	

ATTACHMENT 5

Graduate Deans' Group
Thursday, March 25, 2010, 2:00 – 3:15 p.m.
Graduate School Conference Room

Attending:

Mary Albrecht, Joy DeSensi (Chair), Mark DeKay, Tom George, Carolyn Hodges, Tom Ladd, Jan Lee, Catherine Luther, Masood Parang, Carol Parker, Stefanie Ohnesorg, Kay Reed.

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, March 25, 2010, at 2:00 p.m. in the Graduate School Conference Room.

1. The minutes of the Graduate Deans' Group meeting from February 11, 2010, were approved.

2. Graduate Director's Responsibilities revised draft (Attachment 1) was discussed by the Graduate Deans' Group. The suggested changes are in red bolded print:

   Director of Graduate Studies – Each academic department or program has designated a tenured or tenure-track faculty member who is the director of graduate studies. This individual, with the assistance of the other graduate faculty ~~in the department~~, is responsible for the administration of the graduate program(s) in the department**/unit** and also serves as the contact person with the Graduate School. (*Graduate Catalog*)

   Stefanie Ohnesorg, Chair of the Academic Policy Committee, will discuss the changes with the committee. In order to make the changes in the Graduate Catalog, the Academic Policy Committee must make a recommendation for the changes to the Graduate Council and receive approval.

3. Graduate Fellowships will be posted tomorrow, March 26, 2010 on the Graduate School webpage. The recipient will receive a personal email followed by a formal letter which will be copied to Dean, Associate Dean, Department Head and Graduate Director. The recipient is to sign that they accept the fellowship and return it to the Graduate School.

With no further business, the meeting was adjourned at 2:45 p.m.

Respectfully Submitted,
Gay Henegar
Secretary to Graduate Deans' Group

DIRECTOR of GRADUATE STUDIES RESPONSIBILITIES
UNIVERITY OF TENNESSEE, KNOXVILLE

<u>Director of Graduate Studies</u> – Each academic department or program has designated a tenured or tenure-track faculty member who is the director of graduate studies. This individual, with the assistance of the other graduate faculty ~~in the department~~, is responsible for the administration of the graduate program(s) in the department/unit and also serves as the contact person with the Graduate School. (*Graduate Catalog)* Directors of Graduate Studies have oversight responsibility for graduate program administration. However, in order to complete the necessary tasks, the Graduate School recognizes the important role department heads, program directors, graduate faculty, and administrative assistants have in managing and assisting with graduate programs.

1. Serves as liaison between the department and Graduate School in matters related to graduate education
2. Serves as primary contact with prospective students, departmental graduate faculty, college, graduate and international admissions, and graduate school regarding questions posed about the departmental graduate program(s)
3. Oversees graduate student application process within department/programs
4. Manages the recruiting and admission process for graduate students and coordinates the department/program graduate marketing materials; handles or coordinates with appropriate professional staff, prospective graduate student inquiries, campus visits, correspondence and application review
5. Monitors admission policies for all graduate students (domestic and international)
6. Monitors noted deficiencies of admitted graduate students

7. Registers international graduate students for SPEAK test and monitors scores; monitors evaluation and observations of students with probationary scores on SPEAK test.

8. Oversees departmental/program orientation of new graduate students

9. Attends Directors of Graduate Studies Workshops held by UTK Graduate School

10. Ensures new GTA's are notified of and registered for attendance at Graduate School Orientation during fall semester

11. Enters admission decisions in NOLIJ

12. Provides timely communication with graduate students regarding available Fellowships offered in the Graduate School (see Graduate School Website for information)

13. Manages GA and fellowship appointment process and responsibilities

14. Oversees and advises on graduate teaching assignments

15. In conjunction with faculty advisors, ensures graduate students are aware of and meet established deadlines for timely graduation (see Graduate School Website for dates)

16. Approves and signs Admission to Candidacy Form

17. Provides academic leadership in the department for graduate program curricula

18. In conjunction with graduate faculty, engages in strategic planning regarding graduate issues

19. Oversees the annual progress/evaluation of graduate students within their respective programs

20. Notifies students and Graduate School of probation and/or dismissal from graduate program

21. Ensures the graduate portion of the department website and college website are up to date
22. In conjunction with the department head, engages in budgetary planning regarding assistantships and graduate program needs
23. Develops and annually revises the *Department/Program Graduate Handbook* according to the template provided by the UTK Graduate School. Provides the Graduate School with an updated hard copy of the handbook by the first day of classes for each fall semester
24. Tracks and monitors comprehensive exam process and progress of graduate students
25. Maintains list of all graduate degrees awarded in the department (name, title, year, advisor, years in program)
26. Oversees data collection regarding graduate program's productivity (e.g. NRC survey and others) inclusive of graduate alumni data and assistantship allocation data
27. Coordinates in conjunction with graduate faculty, the evaluation of Graduate Teaching Associates, Graduate Teaching Assistants, and Graduate Research Assistants

Responsibilities specific to the Department/Programs Handles petitions, substitutions, transfer credits, etc. (advisors/committees make these decisions).

ATTACHMENT 6

2009-2010

Annual Report

of

The University of Tennessee, Knoxville

Graduate Council

Presented to

Dr. Carolyn R. Hodges

Vice Provost and Dean of the Graduate School

and

Dr. J.A. M. "Toby" Boulet

President of the UTK Faculty Senate

Prepared by

Vincent A. Anfara, Jr.
Chair, Graduate Council

April 15, 2010

Introduction

The following reports are "year-in-review" reports from the Graduate Council's Curriculum Committee, Academic Appeals Committee, Credential Committee, Academic Policy Committee, and the Graduate Deans' Group. Some noteworthy accomplishments of the Graduate Council are listed at the end of these committee/group reports.

These highlights are meant to provide a brief review of the work accomplished by the Graduate Council and its committees. More detailed information can be obtained from Graduate Council minutes and the minutes of the various committees.

Curriculum Committee

- Worked with staff in the Graduate School to disseminate information at the College and Department level regarding implementation of the Banner Student Information System.

- Reviewed all courses not taught in four or more years for continued inclusion in the Graduate Catalog.

- Considered and took action on over 1500 proposed course changes and over 300 proposed departmental changes.

- Approved new degree programs and dual degrees in several fields:

  1. College of Business Administration: A name change for the major of Management Science MS to Business Analytics MS in the College of Business Administration.

  2. College of Education, Health, and Human Sciences: Several MS majors were dropped and renamed. Revisions were the result of a departmental name change from Exercise, Sport, and Leisure Studies to Kinesiology, Recreation, and Sport Studies.   Public Health was moved out of the Department of Nutrition and became its own department.

  3. College of Engineering: Four 5-year BS/MS degrees were added.

  4. College of Nursing: A new degree program was added, Doctor of Nursing Practice.

- Continued work on development of standardized tools to assess curricular changes.

Credentials Committee

- Revised its bylaws to address minor procedural issues (approved and adopted by Graduate Council February 2010).
- Completed and approved document defining mentoring expectations for faculty directly dissertation research (approved and adopted by Graduate Council March 2010).

- Conducted monthly reviews of all requests for approval to direct doctoral dissertations, as charged by the Graduate Council.
- Discussed creation of a two-tiered Graduate Faculty system (associate and full graduate faculty) to permit faculty to be approved for committee membership (associate faculty) but not for chairing dissertation committees. No action taken.
- Discussed policies for appointment of non-UT faculty to dissertation committees. Issue referred to Academic Policy Committee.

Graduate Council Appeals Committee

The Appeals committee considered 4 appeals. The main concern of all these grievances was an academic performance evaluation. Students alleged clearly unfair decisions and unacceptable evaluation procedures. A secondary concern of two of the appeals was adherence to departmental policies and procedures.

Details:

- Two students appealed a failing grade on a comprehensive exam, which resulted in dismissal from the program.   The appeals committee's recommendation to the Dean of the Graduate School was to reject one of those appeals, and to convene an Appeal Hearing Panel for the second. The Hearing Panel subsequently recommended rejection of the appeal.
- Two students appealed a failing grade in a course, which resulted in automatic dismissal from the programs according to the policies of the departments involved.   The appeals committee's recommendation to the Dean of the Graduate School was to reject one of those appeals. However, the committee recommended granting the appeal of a student who received a grade of "incomplete" for the course and, after filing an appeal of this grade, was no longer afforded the opportunity to remove the "incomplete."

Academic Policy Committee

The Academic Policy Committee worked on a variety of policy statements during the academic year of 2009-2010. The work of the committee includes the following processes: engages in discussion of current policies and proposed policies; invites input and feedback from campus groups, including the Graduate Deans' Group; and presents the recommendations to Graduate Council for final approval.

New and Revised Policies Approved:

1. **Readmission Policy Change**. The Graduate Council approved changing the terms of absence from three terms to one term for requirement of readmission. This change was brought forward since the Banner Student Information System would not accommodate different policies by undergraduate and graduate student levels. (October 2009)
2. **Dual Degree Programs (BS/MS) in Computer Science, Electrical Engineering, and Computer Science.** The Graduate Council approved adding

Dual Degree Programs (BS/MS) in Computer Science, Electrical Engineering, and Computer Science. The BS/MS dual degree option allows counting the same nine graduate level hours toward the requirements in both the Bachelor of Science degree and the Master of Science degree. (October 2009)

3. **Joint Doctoral Degrees.** The Graduate Council approved a new policy to provide the framework for joint domestic and international doctoral degrees to be earned at UTK in collaboration with other educational institutions. (March 2010)

Other Policies on APC Agendas in 2009-10:

1. **Doctoral Committee Policy.** The Academic Policy Committee members have met throughout the Spring Semester in informal "brown-bag lunch" sessions to study the components of the current policy on doctoral committees and to work to improve the effectiveness of the policy.
2. **Title of "Director of Graduate Studies."** The committee joined the Graduate Deans' Group in discussing the title & the tasks of the individuals holding this position with their academic unit in order to make this title as descriptive as possible while accommodating the diversity of academic programs across campus. (On Graduate Council agenda April 2010)
3. **Proposed Parental Leave Policy as Presented by Graduate Student Senate.**

Graduate Deans' Group

- Revised the Department Graduate Student Handbook Template

- Graduate Directors' Responsibilities were revised. Graduate Deans recommended to the Academic Policy Committee the title Graduate Program Director be changed to Director of Graduate Studies since several colleges do not have departments. A clarification request changing from departments to programs was also made.

- Graduate Fellowships are used as a recruiting tool for attracting outstanding graduate students to UTK. The Deans were strongly encouraged to promote the fellowships and remind department heads and graduate directors to nominate students and encourage students to apply for the fellowships. Fifty Graduate School Fellowships were awarded for fall 2010-2011 and were announced on the Graduate School Website on March 26, 2010.

- The program for Responsible Conduct of Research was presented to the Graduate Deans' Group by Dr. Brad Fenwick, Vice Chancellor for Research and Engagement. The Graduate Deans supported his recommendation that **all graduate students** be required to complete the Collaborative Institutional Training Initiative (CITI) or UT Knoxville RCR training modules before completing their course work.

Other Work of the Graduate Council for 2009-2010

(1) Developed and implemented an orientation to Graduate Council (August 13, 2009).
(2) Facilitated Graduate Council's participation in the process for awarding an honorary degree (2010 to Al Gore) by establishing a Special Committee who forwarded their recommendation to the Chancellor/Provost.
(3) Presented Graduate Council minutes to the Faculty Senate for its approval.
(4) Represented Graduate Council in the Faculty Senate Executive Council Meetings
(5) Convened the Executive Committee in the fall and spring semesters to guide the work of the Graduate Council.
(6) Presented excerpts from the history of the Graduate Council in lights of 60 years of existence.