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Graduate Council Minutes

Graduate Council

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3-7-2002

### Graduate Council Minutes - March 7, 2002

Graduate Council

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#### Recommended Citation

Graduate Council, "Graduate Council Minutes - March 7, 2002" (2002). *Graduate Council Minutes*.  
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## Graduate Council Minutes- March 7, 2002

### Minutes:

- [Appendix A: Academic Policy Committee](#)
- [Appendix B: Curriculum Committee Report](#)
- [Appendix C: Graduate Dean's Memos](#)

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## MINUTES

March 7, 2002

### Members Present

Robert Auge, Stephen Blackwell, Stacy Clement, Mary Jane Connelly, Kathleen Davis, Wayne Davis, Paul Frymier, Nan Gaylord, Thomas George, Nathan Hammer, Carol Harden, Dennie Kelley, Mike Lofaro, Anne Mayhew, Sam Morton, Naima Moussa, Stefanie Ohnesorg, Linda Phillips, Mary Rogge, Gerald Schroedl, Delores Smith, Richard Townsend.

The Graduate Council was called to order at 3:00 p.m. in the Board Room, 8<sup>th</sup> Floor Andy Holt Tower, by Dean Anne Mayhew.

### 1. Minutes of the Preceding Meeting

The minutes of the January 24, 2002 meeting were approved as distributed.

### 2. Committee Reports

- Academic Policy

Dr. Wayne Davis (Chair) presented the report of the Academic Policy Committee from the February 21, 2002 meeting ([Appendix A](#)). Graduate Council approved the following recommendations as presented by the Academic Policy Committee:

#### By-Laws and Operating Procedures for the Committee

(as presented in [Appendix A](#)).

#### Undergraduates Enrolling in 500-level Courses.

Add the following policy statement to the Graduate Catalog, under the Registration heading:

“With permission of the instructor, an undergraduate student with at least a B average (3.0 cumulative gpa) may take a 500-level course for undergraduate credit.

Exclusions include course 500, 502, and independent or directed study courses for which there are appropriate undergraduate course alternatives.”

Effective Date: Fall Semester 2002

Certificate Program Admission.

Replace the final sentence appearing in the Graduate Catalog, on page 15, under Graduate Certificate of Credit Admission, with the following sentence:

“To receive a graduate certificate of credit, students must be admitted to a certificate program or a degree program.”

Policy for the Administration of Graduate Assistantships, Work Assignments and Related Factors.

Change the following Graduate Catalog statement, page 32, to exclude Summer Term:

"Appointments exceeding 50% must have prior approval by the Dean of Graduate Studies, excluding Summer Term.”

Effective Summer Term 2002

Appeals

There was no report.

Credentials

The report on faculty applications to direct doctoral dissertation was presented during Closed Session.

Curriculum

Dr. Paul Frymier (Chair) reviewed the curricular items as presented in the agenda. Graduate Council returned the request

from the College of Social Work to the Committee for additional information.

Graduate Council approved the Non-Standard Format request from the Department of Chemistry, to offer the course, Chemistry 691, for one year as a distance education offering. The Committee will review the guidelines for Non-Standard Format courses in the next academic year.

Graduate Council approved the other recommendations from the Committee as distributed in the agenda, as well as the Operating Guidelines ([Appendix B](#)).

### Graduate Deans Group

Dean Mayhew reported for the Graduate Deans Group from its February 21, 2002 meeting. A committee of graduate deans (Mary Albrecht, David Dupper, Sarah Gardial, Tom George, Stuart Riggsby, Delores Smith, and Luther Wilhelm) is undertaking an enrollment report, including optimal enrollment numbers and information on what it takes to achieve that goal.

- Graduate Student Association

Mr. Nathan Hammer, President of GSA, presented a report that contained information on the following GSA activities:

Approval of a bill urging the administration to focus on campus safety concerns specific to graduate students. The bill is posted on the GSA web site at <http://web.utk.edu/~gsa/bills.html>.

‘Love Your Libraries’ 5K Run and Fun Walk. With 270 runners and 40 volunteers, this event raised approximately \$6,000 for donation to the University Libraries. More information is available at <http://web.utk.edu/~gsa/funrun>.

Results of a recent survey that included responses from 1,100 graduate students is available on the web at <http://web.utk.edu/~gsa/survey/>.

Graduate Student Orientation, scheduled for August 14, 2002, is being planned in conjunction with the Office of Graduate Student Services and the Dean of Graduate Studies.

Graduate Student Travel Fund has been changed and is now administered by the Dean of Students and the Dean of Graduate Studies. Information and applications are available at <http://web.utk.edu/~gsa/travel.html>.

### 3. Other Business

There was no other business reported.

#### 4. Announcements

Dean Mayhew distributed and discussed the following memos, which had been distributed to the campus ([Appendix C](#)):

[Temporary Change in International Admission Application Processing.](#)  
[Changes in Policy and Procedures on Scheduling Final/Examinations/Defense of Thesis.](#)  
[Spring Commencement Participation Guidelines.](#)

Dean Mayhew announced that a task force is investigating options for offering medical insurance to graduate students. Vice President Sylvia Davis is leading the task force. Council requested that the task force consider extending the coverage for three months beyond the date of the student's graduation, to prevent a lapse in coverage for students in transition as they leave the university.

#### CLOSED SESSION

Dr. Kathleen Davis (Chair) presented the report from the Credentials Committee. The following faculty members were recommended for initial approval to direct doctoral dissertation research.

Faculty Member	Academic Department	Approval Period
Appier, Janice	History	Until tenure decision
Brosnan, Kathleen	History	Until tenure decision
Dessel, J. P.	History	Until tenure decision
Glover, Lorri	History	Until tenure decision
Kulikowski, Michael	History	Until tenure decision
Piehler, G. Kurt	History	Until tenure decision
Sahadeo, Jeff	History	Until tenure decision
Tandy, David	Classics	Until cumulative post-tenure review
Rack, Philip	Materials Science & Engineering	Until tenure decision
Tithof, Patricia	Comparative & Experimental Medicine	Until tenure decision
Doktycz, Mitchel	Genome Science & Technology	5 years

Hettich, Robert	Genome Science & Technology	5 years
Hurst, Gregory	Genome Science & Technology	5 years
Michaud, Edward	Genome Science & Technology	5 years
Van Berkel, Gary	Genome Science & Technology	5 years
Vo Dinh, Tuan	Genome Science & Technology	5 years
Xu, Dong	Genome Science & Technology	5 years
Xu, Ying	Genome Science & Technology	5 years

Graduate Council approved the report.

The next meeting of the Graduate Council will be held on Thursday, April 25, 2002, at 3:00 p.m. in the Board Room, 8<sup>th</sup> Floor, Andy Holt Tower. Agenda items are due by noon on April 3, 2002.

The Graduate Council was adjourned at 4:15 p.m.

Respectfully submitted,

Kay Reed  
Secretary to the Council

## APPENDIX A

### ACADEMIC POLICY COMMITTEE

3:00 p.m., Thursday, February 21, 2002

237 University Center

Present: Wayne Davis (Chair of APC), Bob Auge, Charles Hamilton, Sam Morton, Blanche O'Bannon, Stefanie Ohnesorg, Kay Reed.

1. The committee discussed the attached By-Laws and Procedures document.  
The committee recommended that the Graduate Council approve this document. ([Attached](#))
2. The committee recommended that the Graduate Council approve the following policy change related to  
undergraduates enrolling in 500-level courses:

“With permission of the instructor, an undergraduate student with at least a B average (3.0) may take a 500-level course for undergraduate credit. Exclusions include course 500, 502, and independent or directed study courses for which there are appropriate undergraduate course alternatives.”

Proposed Effective Date: Fall Semester 2002

3. The committee recommended that the Graduate Council approve the following editorial change to the policy  
on admission to certificate programs, appearing on page 15, under Graduate Certificate of Credit Admission  
and replacing the final sentence:

“To receive a graduate certificate of credit, students must be admitted to a certificate program or a degree program.

4. The committee recommended that the Graduate Council approve the following change to the Policy for the  
Administration of Graduate Assistantships, page 32 of the Graduate Catalog, under Work Assignments and  
Related Factors:

“Appointments exceeding 50% must have prior approval by the Dean of Graduate Studies, *excluding Summer Term.*”

Proposed Effective Date: Summer Term 2002

The meeting adjourned at 4:45 p.m.

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**UNIVERSITY OF TENNESSEE  
ACADEMIC POLICY COMMITTEE  
OF  
THE GRADUATE COUNCIL  
BY-LAWS AND OPERATING PROCEDURES**

Draft February 21, 2002  
FUNCTION.

The Committee serves as a standing committee of the Graduate Council to consider, investigate, give detailed attention to policies, and forward recommendations for change to the policies contained in the Graduate Catalog that relate to general requirements for admission to graduate programs, enrollment of students, offering of graduate credit, and awarding of graduate degrees at the Knoxville campus of The University of Tennessee.

**SELECTION OF MEMBERS.**

Ensuring a balance of representatives across colleges, the Chair of the Graduate Council names voting members of the Committee from the Graduate Council Representative membership. Normally, there are about 10 Committee members. Graduate Council members may volunteer for

membership to the Committee at the time of election to the Graduate Council or may be nominated. Normally, membership continues during the term of office on the Graduate Council.

## MEETINGS.

Prior to the beginning of the academic year, meetings are scheduled to occur at 3:30 p.m. on Thursday two weeks in advance of the Graduate Council meetings. The list of meeting dates is published by the Office of Graduate Student Services and is available in documents related to the Graduate Council on the web at [web.utk.edu/~gsinfo](http://web.utk.edu/~gsinfo).

## CHAIR.

The Chair of the Graduate Council appoints the Chair of the Committee from the Graduate Council membership. The Chair also serves as the ex officio member of the Graduate Deans Group.

## AGENDA.

The agenda is prepared by the staff liaison from Graduate Student Services and is maintained in records there. The Chair and/or members of the Committee, the Dean of Graduate Studies, the Graduate Deans Group, and the Graduate Council may present items for the agenda.

## REPORTS.

Reports are presented to the Graduate Council at its regular meetings. The recommendations of the Committee are presented to the Graduate Council as motions with a second to be considered for approval.

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## APPENDIX B

### CURRICULUM REPORT

MARCH, 7, 2002

### COLLEGE OF ARTS AND SCIENCES

#### CHEMISTRY

##### Add:

691 Selected Topics in Thermal Analysis of Polymeric Materials (3) Topics of current significance. Prereq: Consent of instructor. May be repeated. Maximum 9 hrs. Maximum 3 hrs may be applied toward degree in chemistry.

Effective Fall 2002



## COLLEGE OF NURSING

## NURSING

Revise prerequisite/corequisite:

**501 Nursing Research: Methods, Design, and Analysis (3)** Prereq or coreq: Graduate level statistics.

**503 Health Promotion in Advanced Practice Nursing (3)** Prereq: Admission to MSN program or consent of instructor.

**504 Advanced Health/Physical Assessment (3)** Prereq: Admission to MSN program or consent of instructor.

**505 Advanced Clinical Pharmacology (3)** Prereq: Undergraduate pharmacology course or consent of instructor.

**506 Advanced Anesthesia Pharmacology (3)** Prereq: 505.

**510 Theoretical Foundations of Nursing (3)** Prereq: Admission to MSN program or consent of instructor.

**515 Advanced Pathophysiology for Nursing Practice (3)** Prereq: Undergraduate pathophysiology course.

**516 Advanced Pathophysiology: Neurological/Cardiovascular with Anesthesia Implications (2)** Prereq: 521. Coreq: 523.

**517 Advanced Pathophysiology: Respiratory/Renal with Anesthesia Implications (2)** Prereq: 521. Coreq: 523.

**518 Advanced Pathophysiology: Obstetrics/Regional Anesthesia (2)** Prereq: 521. Coreq: 523.

**520 Advanced Practice Nursing and Health Delivery Systems (3)** Prereq: Admission to MSN program or consent of instructor.

**521 Basics of Nurse Anesthesia (6)** Prereq: Admission to nurse anesthesia concentration.

**522 Integrated Health Science for Anesthesia (3)** Prereq or coreq: 521.

**530 Adult Health Nursing I (6)** Prereq: 504, 505, 515. Prereq or coreq: 503, 510, 520.

**531 Adult Health Nursing II (6)** Prereq: 530, 501. Prereq or coreq: 582, 583 (gerontology students only).

**544-45-46-47-48-49 Clinical Nurse Anesthesia Practicum/Seminar I, II, III, IV, V, VI (2-11)** Prereq for 544: Admission to nurse anesthesia concentration. Prereq for 545: 544, 521, 504, 505. Must be taken in sequence.

**550 Nursing of Women and Children I (8)** Prereq: 504, 505, 515. Prereq or coreq: 503, 510, 520.

**551 Nursing of Women and Children II (8)** Prereq: 550, 501. Prereq or coreq: 582.

**560 Mental Health Nursing I (6)** Prereq: 504, 505, 515. Prereq or coreq: 503, 510, 520.

**561 Mental Health Nursing II (6)** Prereq: 560, 501. Prereq or coreq: 582.

**570 Family Nurse Practitioner I (4)** Prereq: 504, 505, 515.

**571 Family Nurse Practitioner II (6)** Prereq: 570. Prereq or coreq: 503, 510, 520.

**572 Family Nurse Practitioner III (7)** Prereq: 571, 501. Prereq or coreq: 582.

**582 Scholarly Inquiry for Advanced Practice Nursing (3)** Prereq or coreq: 501 or consent of instructor.

**590 Nursing Administration I (6)** Prereq or coreq: 503, 510, 520.

**591 Nursing Administration II (6)** Prereq: 590, 501. Prereq or coreq: 582.

Effective Fall 2002

## NON-STANDARD FORMAT COURSE

### CHEMISTRY

**691 Selected Topics in Thermal Analysis of Polymeric Materials (3)**

Web-based course offered full-term over the Internet, via the Chemistry Department LAN or via CD-ROM. Contact will be maintained by e-mail, FAX, and occasional scheduled discussion periods. An extensive term paper, solution of problems, and oral final exam are required. Offered over full term for 3 hours credit. Requires 45 contact hours.

Effective Fall 2002

**All backup materials are available in 218 Student Services Building.**

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## CURRICULUM COMMITTEE OF THE GRADUATE COUNCIL OPERATING GUIDELINES

### *Role/Duties*

The role of the Curriculum Committee is to make recommendations to the Graduate Council for the approval or denial of all curricular requests submitted to the Council and to ensure quality, consistency, and accuracy in the advertisement of the University's graduate programs.

The duties of the committee are:

(1) To oversee any changes to graduate curriculum for submission to the next level of approval and for

inclusion in the

Graduate Catalog. Examples of criteria for evaluation are:

- a. Do the proposed changes meet the accrediting standards of the university?
- b. Do they meet guidelines of the Tennessee Higher Education Committee and of the Graduate Council and Faculty Senate at UT?
- c. Do the changes seem appropriate for a graduate program at the University of Tennessee? (For example, are the number of hours required consistent with the requirements of other departments? If not, is there a good reason for difference?)
- d. Do the changes overlap the curriculum of another department? (If the other department indicates it has approved the changes, then the committee will disregard this criterion.)
- e. Are there adequate university, college, and departmental resources to accommodate the proposed changes?

(2) To make sure that the courses in the curriculum, as published and advertised in the Graduate Catalog, reflect the courses

actually offered at UT. To do this, the committee annually examines a list of graduate courses that have not been offered for

four years or more. Departments are given the opportunity to justify continuing to list the courses even though they have not

been offered recently. (Typical acceptable reasons are: the courses are generic with words like "readings" or "topics" in the

title; the department is revising curriculum; a new faculty member has been hired who will teach the course; the course is

scheduled for the next year.)

(3) To propose policy concerning curriculum.

### *Members*

Membership of the Curriculum Committee consists of nine graduate council members (eight faculty members and one member from the Graduate Student Association) appointed by the Dean of Graduate Studies. Committee membership is distributed fairly among the colleges. Members are appointed to terms of 1 year and are eligible for reappointment while members of the Graduate Council. The chair is selected from among the faculty members of the committee at the first meeting during the fall semester of each year and serves for one year. If the resignation of the active chair requires the selection of a new chair before the end of the appointment period, the selection of a new chair will take place at the earliest meeting of the committee following the resignation of the current chair.

### *Meetings*

Meetings are held two weeks prior to each Graduate Council meeting, normally following the Graduate Deans meeting. Meetings are open to the university community. Graduate deans are informed in advance if a vote will be taken on a proposal made by one of their departments and are encouraged to attend. Any proposal that is not approved may be brought back to the committee at a later meeting. As a subcommittee of the Graduate Council, the Graduate Curriculum Committee's meetings are conducted in a manner consistent with the rules adopted by the Council.

## Meeting Attendance

It is essential to the proper functioning of the committee that sufficient representation of the colleges be present at every meeting. If a majority of the committee members or their duly selected proxies (see below) cannot attend a scheduled meeting, the meeting can be adjourned at the discretion of the chair without considering the curriculum proposals before the committee. The proposals would be forwarded to the Graduate Council without a recommendation of the committee. Members who cannot regularly attend the committee meetings should ask to be removed from the committee.

## Proxy

Each committee member has a proxy chosen from the member's college in a manner suitable to the dean of the college. If a committee member cannot attend, the proxy should take his/her place at the meeting and vote on all committee motions.

## *Agenda/Minutes/Reports*

The agenda is composed of materials for curricular review as submitted by the academic deans, upon recommendation of the faculty of the college, and any other curricular matters that the committee needs to discuss. The graduate studies liaison to the committee circulates the meeting agenda to the committee members before the day of the committee meeting. Minutes of the committee meeting and an updated curriculum agenda are distributed with the agenda for the Graduate Council meeting. The committee members should review the minutes for corrections as soon as they are received. The committee's recommendations are presented to the Council for approval. After approval by the Council, the material becomes a permanent record of the Graduate Council Minutes and is forwarded to the Educational Policy Committee of the Faculty Senate for approval. Refer to Flow Chart of Curriculum Process for complete routing and approval process.

Approved by Curriculum Committee: 2/21/02

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## APPENDIX C

### GRADUATE DEAN'S MEMOS

[Temporary Change in International Admission Application Processing.](#)

[Changes in Policy and Procedures on Scheduling Final/Examinations/Defense of Thesis.](#)  
[Spring Commencement Participation Guidelines.](#)