

Members Present

Mary L. Albrecht, Edward Caudill, Jon Coddington, Joan Dolence, William Dunne, David Dupper, Thomas W. George, George Hoemann for Robert Leiter, Jan Lee, Anne Mayhew, Robert N. Moore, Tammy Phelps, K.C. Reddy, Kay Reed, Patrick Schuneman, Richard Townsend for Sarah Gardial, Rose Ann Trantham, Luther Wilhelm.

1. Introductions - Ed Caudill, Chair, opened the meeting and introductions were made.
2. Review of Operating Guidelines – The group discussed a proposal to include a Vice Chair in the operating guidelines so that a presiding officer would be in place if the Chair was not available for a meeting.
 - A motion was made by Luther Wilhelm and seconded by Mary Albrecht to include a statement calling for election of a vice chair in the Operating Guidelines. The motion carried.
 - Following this consent, a motion was made by Ed Caudill and seconded by Jon Coddington to elect Bill Dunne as vice chair. The motion carried.
 - A motion was made by Mary Albrecht and seconded by Bill Dunne to edit the operating guidelines to delete any reference to the specific meeting times for the group. The motion carried. ([Approved Operating Guidelines are attached.](#))
3. Academic Program Review Checklist – Standards for Evaluating Graduate Degree Programs - Anne Mayhew discussed the changes in graduate program standards in the Academic Program Review Checklist. These changes were implemented and approved by THEC. The new standards move culminating experiences from a requirement to an optional part of a graduate program. ([See attached Academic Program Review Checklist](#)).
4. Number of Fee Waivers – Anne Mayhew reviewed the issue of the number of fee waivers allotted for graduate assistants. Denise Barlow, Executive Director of Budget and Finance, is working to prepare a report on the number of fee waivers that are given out by each academic unit. Mayhew pointed out that fee waivers represent a real allocation of funds for the university.
5. Requests for Exception for more than 50% Employment of GA, GTA and GRA's
Anne Mayhew addressed several concerns regarding graduate student employment. The policy for graduate student employment limits appointments to no more than 50% (20 hours per week). Approval for appointments exceeding .50 FTE for Fall and Spring Semesters must be approved through her office. Such requests for exceptions must come from the academic unit where the student is studying and must include a justification based on the relationship of the work assignment and the academic program.

6. Graduate Hooding and Faculty Attendance – Anne Mayhew reviewed details for the Graduate Hooding Ceremony for Fall 2003. The Graduate Hooding Ceremony will include Master's and doctoral level graduates. The ceremony will be held Saturday, December 13, 2003 at 6:00 p.m. in the Thompson-Boling Arena. Mayhew encouraged the academic units to plan for attendance by the faculty.
7. Continuous Registration 600 – Anne Mayhew addressed the recurring issue of graduate students registering for 600. The issues reviewed were as follows:
 - Academic departments have different requirements and time schedules for students registering for 600.
 - The policy for continuous registration of 600 as stated in the graduate catalog on page 23 will be evaluated and eventually re-written for clarity.
 - Should departments be required to establish prerequisites prior to taking 600? This issue needs to be discussed at the departmental level and eventually reviewed with both the Academic Policy and Curriculum Committees.
 - Students should not register for 600 during their first semester as a graduate student. Other options for enrollment should be used in the first semester.
8. International Student Enrollment Update – Rose Ann Trantham, Director of Graduate & International Admissions, reviewed enrollment statistics for international students at the University of Tennessee. The following details were noted:
 - Fall 2003 enrollment of new international graduate students - Over 150 students
 - Fall 2003 enrollment of new international undergraduate students - 26 students
 - The largest numbers of international students by country are from China, India and Korea.
 - Many international students could not get visas approved in time to begin in Fall 2003 and will be trying to meet the deadlines to be admitted and enrolled for Spring 2004.
 - Total enrollment of new graduate and professional students for Fall 2003 was 1,814.