

## THE UNIVERSITY OF TENNESSEE

Members Present

Mary Albrecht, Vincent Anfara, Basil Antar, Ben Bates, Richard Bennett, Ralph Brockett, Marianne Breinig, Ed Caudill, Robert Compton, Harry Dahms, Mark DeKay, William Dunne, David Dupper, Itamar Elhanany, Michael Essington, Daniel Feller, Tom George, Eric Haley, Robert Hatcher, Thomas Heffernan, George Hoemann, Drew Justice, Stephan Kania, Jan Lee, Julie Lynch, Sibyl Marshall, Sandra McGuire, Sally McMillan, Lane Morris, Matthew Murray, Joann Ng Hartmann, Stefanie Ohnesorg, Ken Phillips, Linda Phillips for Barbara Dewey, Cynthia Rocha, Jan Rosinski, Susan Smith, Barbara Thayer-Bacon, John Wachowicz, Luther Wilhelm for Masood Parang, Pia Wood, Michael Zemel, Catherine Cox, Joy DeSensi, Carolyn Hodges, Kay Reed

The Graduate Council meeting was called to order by Vincent Anfara, on Thursday, August 28, 2008, at 3:00 p.m. in the Great Room, International House.

1. Welcome and Introductions

Carolyn Hodges, Vice Provost and Dean of the Graduate School, introduced the Graduate School staff: Joy DeSensi, Associate Dean; Kay Reed, Assistant Dean; Jennifer Spirko, Thesis/Dissertation Consultant; Gay Henegar, Administrative Coordinator; Catherine Cox, Catalog Specialist; Sylvia Miller & Jason Brummett, Graduation Specialists; Anne Galloway, Program Resource Specialist; IT Specialist (position soon to be filled); three graduate assistants.

Vincent Anfara introduced Julie Lynch, Graduate Student Senate President.

2. Minutes of the Preceding Meeting

The minutes of the April 24, 2008 meeting were approved by the Graduate Council.

3. Orientation to the Graduate Council*Charge of the Council*

Vincent Anfara reviewed the charge of the Council. Graduate admission, curriculum, approvals to direct dissertations, graduate appeals, and graduate policies are some of the responsibilities of the Council.

4. Committee Reports*Academic Policy Committee*

Stefanie Ohnesorg, Chair of the Academic Policy Committee, introduced the committee members. The committee is responsible for the policies and procedures regarding the academic programs, and the committee recommends change in those policies if needed.

### Appeals Committee

Marianne Breinig presented the members of the Appeals Committee. This year the committee will meet approximately once a month. Streamlining the appeal process is a goal for the committee this year.

### Credentials Committee

Michael Zemel, Chair of the Credentials Committee, introduced the committee. The responsibility of the committee is to review requests for approval to direct dissertations as submitted by academic departments. This year the committee will be reviewing best practices at other institutions and the credentialing process.

### Curriculum Committee

David Dupper, Chair of the Curriculum Committee, presented the committee members. The committee is responsible for reviewing and recommending to the Graduate Council curricular changes as submitted by academic colleges. Quality, consistency, and accuracy are concerns of the committee. This year the implementation of Banner will have a big impact on the committee's work.

### Graduate Deans Group

Joy DeSensi, Chair of the Graduate Deans Group, introduced the committee. The group provides advice and counsel from the administrative perspective to the Graduate Council and insures that information from the Council flows back to the academic units and colleges. Guidelines for Graduate Handbooks, instituting proxies, and review of the committee's bylaws will be discussed this year.

### Professional Development Committee

Carolyn Hodges, Chair of the Professional Development Committee, presented the members of the committee. The committee is charged with the responsibility of distributing funds for special grants designed for development of faculty members. These awards are given four times a year.

### Distribution of Agenda and Minutes

Kay Reed, Graduate School, informed the Council how the agenda and minutes will be distributed using Blackboard and the Graduate Council website.

### Attendance at Meetings

Gay Henegar, Graduate Secretary, informed the Council about the procedure for attendance to establish a quorum per the Council Bylaws.

## 5. New Business

Matthew Murray pointed out that the President's proposal for closing the Department of Audiology and Speech Pathology and Industrial and Organizational Psychology

had not been approved by the Graduate Council. The elimination of these programs was not based on the quality of the program but on budget cuts. Faculty Senate requested Graduate Council to form an ad-hoc committee to review the termination proposal for each program to determine if the program indicators supported program closure. The committee will use program reviews and the broad AAUP guidelines to assist them in determining the criteria. The report of the Graduate Council ad-hoc committee is due to the Faculty Senate by October 13.

John Nolt, President of the Faculty Senate, explained that Jan Simek, Interim Chancellor, stated that the closures were not an issue of program quality, but budgetary issues. The centrality of the instruction in the Department of Audiology and Speech Pathology to campus needs was questioned. A task force has been established to develop long term policies and procedures.

Candace White is chairing the Faculty Senate Effectiveness Task Force to evaluate the Faculty Senate's effectiveness and procedures. Surveys will be distributed to the faculty. Communication and commitment are concerns of the task force.

#### 6. 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:

- The Graduate Education Subcommittee of the Strategic Planning Committee has created and submitted a plan to the Strategic Planning Committee. The final proposal for the overall university plan will need the approval of the Board of Trustees to approve it before it can be implemented.
- The annual orientation for Graduate Teaching Assistants/Associates (GTAs) was held on Thursday, August 14 in the University Center. The presentations were well received and approximately 300 GTAs attended.
- The Graduate Student Senate had a Grad Bash on Tuesday, August 19 at the Humanities Outdoor Amphitheatre.
- Joy DeSensi will be coordinating the Best Practices in Teaching Program which will be held Fall and Spring terms.
- Jennifer Spirko, the Thesis/Dissertation Consultant, is working on a revision of the thesis/dissertation guide.
- Graduate Program Handbooks are due to the Graduate Office by Friday, September 12. A committee will be formed to review and set guidelines.
- The Task Force on Structure for the Graduate School made recommendations, but budget cuts have restricted some of the changes from being considered or approved.

- The Task Force on Assistantship for the Graduate School is studying data and establishing guidelines and procedures for distributing assistantships and how to make better use of the funding. What types, the terms, and how they are used are being reviewed. The assistantships should develop the graduate students professionally and be used for both recruiting and retention purposes. Some colleges are converting lecture positions into assistantships.
- Linda Painter is heading the committee to implement the Banner system on campus.
- This is the last year for a hard copy of the Graduate Catalog. A moratorium on changes might be necessary until the live catalog is on-line. This change should benefit departments, as changes can occur later in the year.

#### Graduate Student Senate

- Julie Lynch, President of the Graduate Student Senate (GSS), was introduced and welcomed. The Grad Bash in August was very successful and more graduate socials are to be planned. The Graduate Student Travel Awards will be awarded this year. The fall applications for travel from September 1 through January 14 are due in the Office of the Dean of Students by 4:00 p.m. on September 5. The GSS has established rankings and are awarding more money to fewer students.

#### Graduate Council Chair

Vincent Anfara, Chair of the Graduate Council, presented the following report of issues that need to be addressed this year from the August 11 Executive Committee of the Graduate Council meeting:

- Creation of a Graduate Director's Handbook
- Review of graduate program handbooks
- An ad-hoc committee to discuss and prepare a Graduate School Diversity Plan
- Council committee bylaws review and alignment with the new Graduate Council Bylaws
- Revision of the appeals process
- Banner implementation impact on curriculum changes
- Establishment of a policy for joint degree programs
- Graduate faculty credentialing
- Effectiveness of the link of the Graduate Council to the Faculty Senate and Graduate School

- Attendance at forums for Chancellor candidates

7. Items from the floor

Pia Wood, Director of the Center for International Education, shared a new brochure for recruiting international students.

Harry Dahms expressed concern with the graduate grading system. A further review to include minuses was requested.

With no further business, the meeting was adjourned at 4:50 p.m.

Respectfully Submitted,

Gay Henegar  
Secretary to Graduate Council