

Graduate Council Minutes

Thursday 3:15 p.m., August 25, 2011
Foundation Room

Members Present: Nesli Alp, Roger Briley, Monte Coulter, Stephen Craven, Chris Cunningham, David Edwards, Tammy Garland, Diane Halstead, Virginia Magnus, Mike Owens, David Rausch, Valerie Rutledge, Gene Schlereth, Joey Shaw, Chris Smith, Joyce Smith, Randy Walker, Kathleen Wheatley, Li Yang

Members Absent: Beth Dodd, Linda Johnston, Brendon McDermott,

Ex Officio Members Present: Jerald Ainsworth, Theresa Liedtka

Guests: Linda Orth, Jocelyn Sanders

Summary

Gene Schlereth called the meeting to order at 3:15 p.m. The minutes from the April 14 meeting and the April 28 virtual meeting were approved as submitted.

I. New Business

Graduate students teaching and providing instruction: Schlereth introduced Jocelyn Sanders, Associate Provost for Academic Affairs, to discuss the qualifications for graduate teaching assistants. Sanders distributed copies of the Faculty Credentials Guidelines of the Southern Association of Colleges and Schools (SACS) stating the document could be found on the SACS website.

<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf> . She outlined the required credentials to be the instructor of record (IOR):

To teach a general education course for the baccalaureate degree the qualifications are: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Graduate teaching assistants are required to have a master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

She said that a graduate assistant without a master's could not be the instructor of record, however could teach with supervision. She emphasized that it is the instructor of record's responsibility to provide documented supervision by keeping notes of one-on-one meetings, pedagogical methods discussions, and classroom assessments.

Jerald Ainsworth stated there had been 56 students that attended the Graduate Assistant Teaching Orientation workshop.

Resident and non-resident alien admission (informational handout): Jerald Ainsworth distributed copies of a document that outlined the procedure for processing US citizens, resident aliens and non-resident alien applications. The document is the result of collaboration between the Graduate School and International Student Services (ISS) to resolve the confusion surrounding the procedure for processing applications. (See the document included in the addendum.)

II. Old Business

Ad hoc task force – Graduate Coordinator credit, release, etc. Gene Schlereth said his preliminary research last year indicated a wide variation in compensation given to faculty for serving as coordinators. After a discussion, a task force was created and charged with determining equitable compensation for coordinators. The task force, Gene Schlereth, Chris Cunningham, Joyce Smith and Virginia Magnus will work to formulate a recommendation that the Council will be able to move forward.

Election of Graduate Council Committees: The following are the 2011-2012 Graduate Council Committees and members:

Curriculum Committee: Li Yang, David Edwards, Stephen Craven, Mike Owens, David Rausch, Jerald Ainsworth, ex officio

Petitions: Joyce Smith, Joey Shaw, Virginia Magnus, Kathleen Wheatley, Tammy Garland, Randy Walker

Graduate Faculty: Chris Smith, Chair, Diane Halstead, Nesli Alp, Valerie Rutledge, Monte Coulter

Best Practices Task Force: Randy Walker, Chris Smith, Mike Owens, Roger Briley, Chris Cunningham

Grade Appeal: From members at large

III. Announcements

Jerald Ainsworth announced the following:

The Graduate Council Blackboard site will be used to post documents. Last year's information is in one file named 2010-11 GC Business.

The Graduate School website has a new "forms" page.

Graduate Council dates are in the general academic calendar.

A thesis and dissertation workshop has been scheduled for Wednesday, September 14 at 3:00 p.m. Please pass along the workshop information to your departments.

Without further business, Chris Cunningham made a motion to adjourn which was seconded. The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Janice I. Uhles, CPS
Administrative Assistant
The Graduate School

Minutes approved as submitted: September 8, 2011 meeting.

See Addendum below:

SACS Faculty Credentials
Graduate School and ISS Office Procedures



Commission on
Colleges
Southern Association of Colleges and
Schools
1866 Southern
Lane
Decatur, Georgia 30033-
4097

FACULTY CREDENTIALS Guidelines

Comprehensive Standard 3.7.1 of the *Principles of Accreditation* reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006

GRADUATE SCHOOL AND ISS OFFICE PROCEDURES

Processing US citizen, resident alien and non-resident alien applications

US Citizen

US citizen [by birth or naturalization] applications are processed through the Graduate School. Naturalized citizens should provide a copy of their US passport or naturalization certificate. The International Student Services (ISS) Office provides assistance when reviewing international transcripts for applicants who have attended international institutions. If the ISS Office resources cannot determine the accreditation of the institution and/or grade point average for an applicant, a WES evaluation should be requested. WES is World Education Services (www.wes.org). TOEFL or IELTS requirement is determined by the Graduate School for this applicant category.

Resident Aliens

Resident alien applications are processed through the ISS Office [201 Hooper Hall]. Email contacts: Nancy-Amberson@utc.edu (425-2110) or Lora-Cook@utc.edu (425-4348). For definition purposes a resident alien = permanent resident = green card holder.

Resident alien applicants are required to submit program specific academic documents to the ISS Office. Resident alien applicants are eligible for part time or full time studies, can be considered for conditional admission, assistantships, and financial aid.

In addition, these applicants are requested to submit a copy of the *green* card and additionally a passport when the *green* card does not list country of birth. Banner, UTC's student data base, requires this information. The information is collected at time of application and is utilized for THEC reporting by various UTC administrative offices. The collected information does not affect the admission decision but is required as part of the admission process. It should be noted that status documentation will be required when applying for financial aid and if awarded an assistantship, UTC Payroll will require verification.

Official transcripts from all institutions attended are required with proof of completion of studies. If the ISS Office resources cannot determine the accreditation of the institution and/or grade point average for an applicant, a WES evaluation is requested. WES is World Education Services (www.wes.org). World Education Services provides direct email access to their secure site for authorized individuals. The ISS Office can download and print the evaluation and copies of documents used in the evaluation. In specific situations, the evaluation verified transcripts can be used in lieu of documents sent from the home country institution.

TOEFL or IELTS scores are requested as listed in the UTC Graduate Catalog (quoted below):

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) is required of all applicants whose native language is not English. A TOEFL score of 550 or higher (213 on the computer-based test; 79 on the Internet-based test) or 6.0 or higher on the IELTS must be submitted to the ISS office before action can be taken on the application. Applicants may ask The Graduate School for an exemption from the TOEFL or IELTS requirement if they: 1) have received a degree from a regionally accredited institution in the United States (or a similarly accredited institution in a country/region where the predominant spoken language is English) within the last two years, or 2) have worked full time in the United States or a predominantly English-speaking country/region for at

least two of the preceding four years. Applicants who wish to apply for such an exemption should provide transcripts showing degree conferral (#1 above) or documentation of employment in the United States or a predominantly English-speaking country.

Please note that TOEFL/IELTS scores more than two years old will not be accepted. Information about these tests and application forms are available at these Web sites: www.toefl.org (TOEFL) or www.ielts.org (IELTS). Some degree programs may require that international applicants also demonstrate the ability to speak English effectively. Programs with this requirement will list the specific assessment procedures that will indicate proficiency in English oral communication.

Non-resident Aliens = Immigration Alphabet

Non-resident alien applications are processed through the International Student Services Office [201 Hooper Hall]. Email contacts: Nancy-Amberson@utc.edu (425-2110) or Lora-Cook@utc.edu (425-4348).

Sub categories:

Refugees (may eventually receive permission to apply for a *green card*) and Temporary Protective Status (typically will not be given permission to apply for a *green card*)

- May attend part time or full time
- May work with the appropriate work authorization proof
- Refugees may apply for specific financial aid
- Pays out of state fees unless employed fulltime in Tennessee and is eligible for Paragraph 4
- Required to submit program specific academic documents/official transcripts/TOEFL or IELTS

F-1 Student Status

- Required to submit program specific academic documents/official transcripts/TOEFL or IELTS
- Required to submit proof of academic and living expenses for two full time semesters before issuance of SEVIS I-20 (SEVIS = Student and Exchange Visitor Information System)
- Full time attendance required for fall and spring semesters with summer as an option unless summer is the last semester before graduation (less than full time requires approval through ISS for SEVIS approved reasons and SEVIS is notified)
- On campus employment not to exceed 20 hours per week, fall and spring with summer employment up to 40 hours per week if not enrolled in class
- Off campus employment is approved through the ISS Office after meeting specific criteria
- Pays out of state fees
- Not eligible for conditional admission but if fully admitted, continuation conditions can be noted on the I-20, i.e. must obtain a 3.0 GPA after first semester.

J-1 Exchange Student Status

- If transient: submit current passport, TOEFL or IELTS, letter of good standing from current institution's registrar or ISEP (International Student Exchange Program)documentation

- If degree seeking: submit current passport, submit program specific academic documents/official transcripts/TOEFL or IELTS
- Application is processed through the Graduate School

All other letters of the alphabet visa holders

- ISS will review visa status to determine eligibility for study
- If visa status permits study, applicant will submit program specific academic documents / official transcripts / TOEFL or IELTS to ISS
- Pay out of state fees
- May or may not be eligible for on campus employment/assistantships
- Part time or full time study allowed

I applied for my green card but I haven't received it yet

- Applicant remains in current immigration status until ~~the~~ UTC receives a copy of the approved I-485 form and the ISS Office checks with ICE (Immigration Custom Enforcement) using the approval notice number