

**The University of Tennessee at Chattanooga
Graduate Council Minutes
September 14, 2006**

Members Present: N. Alp, E. Bartoo, R. Briley, V. Bumphus, M. Colston, S. Davidson ,
S. Davis, J. Dumas, K. Gibbs, P. Guess, M. Long, J. McNair, E. Meagher, V. Petzko, C.
Smith,
J. Tucker, K. Turner

Members Absent: D. Edwards, E. Foster, J. Freeman, B. O'Leary

Ex-Officio Members Present: D. Arfken, S. Bellar, Y. Kilpatrick, T. Liedtka

Ex-Officio Members Absent: B. Zielke

Actions Taken

- Approval to add IELTS as an alternative to TOEFL as an admissions test for prospective international graduate students, 16-0-0.
- Endorsement to place Graduate Council manual on line, 16-0-0.

I. Call to Order, Introductions and Approval of the Minutes

The meeting was called to order by Dr. Dumas, chair, at 3:20p.m. The minutes were approved unanimously with corrections to the list of members present.

II. IELTS Proposal

Dr. Arfken presented a request to add the International English Language Testing System (IELTS) as an alternative to the TOEFL (Test of English as a Foreign Language) as part of the admissions requirements for international students who do not have a bachelor's or master's degree from a United States institution of higher education. ETSU, MTSU, and the University of Memphis use IELTS. IELTS is often a more readily available test for international students. It also tests speaking ability, which the TOEFL does not.

In the ensuing discussion, Dr. Dumas asked if UTC has any graduate programs now that require a TOEFL score higher than 550. Dr. Arfken responded the DPT requires a 560, and any program can require a higher score than the minimum set for overall graduate admission for international students. Someone asked if we could add the requirement before fall 2007. Dr. Arfken said we have to give some notice to students, but generally one semester is sufficient. Dr. McNair asked how far the approval process

has to go. Dr. Arfken said that, usually, changes to admissions requirements have to go to the UT Board of Trustees, but in this case of adding an alternative Dr. Levy might want it as an information item only. Dr. Dumas recommended that the wording in the “request” section be changed to “a bachelor’s or graduate degree from an English speaking country or a U. S. institution of higher education.” Prof. Turner asked if the language concerning having a degree from a U.S. university was currently a policy. Ms. Kilpatrick said that it’s a practice, not necessarily a policy, and that she would check with the International Services Support office to confirm her response.

With a motion by Dr. Petzko and a second by Dr. McNair, Graduate Council voted to support the request to add IELTS as an alternative to the admissions test for prospective international graduate students, 16-0-0.

III. Distribution of the Graduate Council Manual

Dr. Bellar discussed the methods of distributing the Graduate Council manual that contains policies and procedures that members use as reference. In previous years, the manual has been printed as a pamphlet. She asked members if they would prefer to have the manual available in print form, online, or in both forms. Graduate Council members voted unanimously to have the manual uploaded to the Graduate Council Web site with separate links to various forms.

IV. Statute of Limitations

Graduate Council is reviewing a number of policies and procedures this year from its list of concerns. Members who sit on the graduate petitions committee realize that there are many requests for backdated withdrawals, some of which go back a number of years. The requests often concern classes for which students registered, paid fees, but didn’t complete the work, sometimes for reasons related to medical issues. Some students don’t realize that they haven’t dropped a class properly until they receive a collection notice. Ms. Kilpatrick reviewed the current process and its two stages: her review and one by a Graduate Council committee.

In the discussion of a statute of limitations, Dr. Bartoo said that he thought a year is a good period to use for a cut off. Otherwise, the petition process would be overused, he said. Ms. Kilpatrick said that if there’s a cut off time, then the committee as a whole needs to look at petitions after that time. She said the statement of a clear policy would be helpful. Someone asked why the request goes to the petitions committee. She replied that happens because approving the request involves changing an academic record. Prof. Turner recommended that when the request involves a timeframe that is less than a year, the Graduate School director could approve or deny it. If the timeframe is more than a year, the petitions committee should make the decision. Dr. Petzko asked when the timeframe should start. She said one year may not be enough time. Both she and Dr. Bartoo suggested that, perhaps, it should be one year from when the grade is given. Dr. Colston asked what other universities are doing. Dr. Colston moved to table the discussion until more information can be gathered from other universities and a proposal be developed for the Council.

V. Other Business

Dr. Bellar distributed the official 14th day count that shows the head count of 1379 the same as last year and a 3.3 percent increase in FTE.

VI. Adjournment

The meeting was adjourned at 4:23.

Respectfully submitted,

Kelly Pier with assistance from several people