

**The University of Tennessee at Chattanooga**  
**Graduate Council Minutes**  
**October 27, 2005**

Members Present: N. Alp, V. Bumphus, S. Davidson, J. Dumas, D. Edwards, E. Foster, D. Halstead, B. O’Leary, M. Long, V. Petzko, Jim Tucker, John Tucker, K. Turner, J. Wilferth

Members Absent: R. Briley, L. Harris, G. Heath, T. Lease, C. Smith

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

Ex-Officio Members Absent: C. Arender, Y. Kilpatrick

<p><b>1. First Reading: Graduate Council Purpose and Membership: 14-0-0</b></p>
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**I. Call to Order, Introductions and Approval of the Minutes**

The meeting was called to order at 3:22 p.m. The minutes were approved unanimously.

**II. First Reading: Graduate Council Purpose and Membership**

Dr. Dumas explained that the Graduate Council purpose and membership document comes from the Faculty Handbook section (2.3.7) that defines who we are and how we’re composed. The membership composition was revised about five years ago, but it never made it into the Faculty Handbook. He said that we’re proposing a “revision to the revision” to clean up the wording and to juggle membership around. The proposal adds a member to the College of Health, Education and Professional Studies, but keeps the total Graduate Council members the same. The proposal deletes one at-large member from the Senate. It was decided not to grow the size of the Council, just shift where the members are coming from. It is also proposed that Graduate Council change the wording, saying the at-large representative is elected “by and from the Senate” to “by the Senate.” Graduate Council officers’ terms will be changed to two years from one year. Since the Chair has been unofficially elected to serve two years, but not the members, it only makes sense to change so they were both alike. The words Faculty Council need to be replaced by Faculty Senate in every occurrence as well.

Dr. Arfken said that in Knoxville the Graduate Council passes motions then everything goes to Senate executive committee. Usually the executive committee looks it over and allows the proposal to be implemented. If the executive council thinks it needs further discussion, then the proposal goes to whole membership of Faculty Senate. That process is much faster and could work well if we adopted that same method at UTC.

Dr. Dumas opened the floor for questions. Dr. Petzko asked if we really want the entire membership of Graduate Council to turn over every two years. Dr. Dumas replied that even though, theoretically, this change would mean the entire Council changes every two years, most Graduate Council members serve much longer than two year appointments. Dr. O'Leary asked about language regarding resignations. Dr. Arfken said that if someone resigns, it is the department's responsibility to reelect another member. Dr. Long asked if Graduate Council falls under Faculty Senate. Dr. Arfken answered that it is a standing committee of the faculty. Dr. Dumas said the other changes were minor, like adding the GSA president to ex-officio status and taking out antiquated titles. This is a Faculty Handbook revision, so Graduate Council recommends to Faculty Senate. It will have to go through the handbook committee first and then Faculty Senate. Dr. Petzko said that there is no policy and procedural standards, and she feels that is needed for a purpose statement. She said she would put something together and submit it for next reading. Dr. Halstead made the comment that, ideally, the extra language would only be one or two sentences, nothing too complicated. Dr. Edwards asked if there is a formula for how many representatives are elected per program. Dr. Arfken said she wasn't sure how the original number was devised.

Dr. Davidson moved to accept the proposal on the first reading, Dr. Wilferth seconded the motion. The proposal passed on first reading, 14-0-0.

### **III. Revision of Criteria for Graduate Faculty Membership**

Dr. Dumas wanted to make sure the Council members realized they were not going to vote on this, that what was in front of them was just a draft copy to review before an official vote. Dr. Arfken said that what is in the Graduate Council manual is the document originally approved. A subcommittee was created in Graduate Council in 2002-2003 to revise the criteria because of the addition of doctoral programs. The subcommittee created a document, Graduate Council approved the document, and when it made it to Faculty Senate it remanded. Another subcommittee met last year and revised the document. When it made it to Dr. Friedl's office for signature, he found the document lacking in certain aspects. Dr. Friedl then took it to Deans Council which looked at it and revised it. The Provost had Deans Council look at it closer because in revision there were some things that would be difficult to support administratively. Dr. Petzko said she is concerned because she was on both subcommittees that proposed the revisions to Graduate Council. Too many hours were spent writing this for it to be stopped and revised by the other councils. Dr. Halstead agreed that administrators should not be writing standards for the Graduate Council. Dr. Arfken explained that the criteria we currently have are a direct result of SACS visit and were written before doctoral programs were introduced to UTC. Dr. Petzko said she's concerned with the levels of intervention; she said she would like to see what was last approved by Graduate Council. Dr. Arfken said she would send the last proposal to the Council members. Dr. Bellar said that the second one we spent so much time on never made it to Faculty Senate, and this one is a compromise between the two documents. Professor Turner said that the deans have representatives who sit on Graduate Council and that those issues should be brought up to those representatives, not to the Deans Council. Dr. Petzko asked if we want the precedent set where revisions go to Dean's Council. Dr. Tucker made the comment that the changes should have come back through the process set in place.

**V. Other Business**

Information item: BMGT & BMKT deletions. Professor Kim Turner said the changes simply clean up the catalog language.

Recruitment Workshop: Dr. Bellar spoke about the recruitment workshop on November 11. She said the Graduate School is asking for “tag-teams” for the programs, and she’s not expecting everyone to stay through the entire meeting, but she is hoping for someone from every program. She stressed that the point of this workshop is that, if we can increase applicant pool, we can pick better applicants.

Next meeting: Dr. Arfken announced that Chancellor Brown will be visiting Graduate Council at the next meeting, November 10, 2005.

**VI. Adjournment**

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Kelly Pier, CPS  
Executive Secretary  
The Graduate School