

**Minutes
Graduate Council
January 22, 2009**

Members Present: Hinsdale Bernard, Nicholas Boer, Monte Coulter, Stephen Craven for Ahmed Eltom, John Freeman, Diane Halstead, George Helton, Gale Iles, Brian O’Leary, Mike Owens, Vicki Petzko, Joey Shaw, Cathie Smith, Joyce Smith, Greg Thibadoux, Li Yang

Members Absent: Neslihan Alp, Boris Belinskiy, Roger Briley, Tom Buggey, David Edwards, Kristi Gibbs, Chris Smith

Ex-officio Members Present: Stephanie Bellar, Joe Dumas, Yvonne Kilpatrick

Ex-officio Members Absent: Theresa Liedtka, Rhett Smith

Guests Present: Nancy Amberson, Linda Orth

Summary of Actions

1) Approved changes to *Graduate Catalog* Language Regarding TOEFL/IELTS Requirement and Exemptions; 15-0-0

Opening of the meeting and approval of the minutes:

Council President, Dr. Petzko, called the meeting to order at 3:17 p.m. She then recognized Steven Craven who was representing Dr. Eltom. Hinsdale Bernard made a motion to approve the minutes from the January 8 meeting, which was seconded by Brian O’Leary. The Council approved the minutes as submitted by voice vote.

Second reading of changes for international student language requirement:

Joe Dumas brought forward the first order of business: second reading of changes for international student language requirement for the *Graduate School* catalog.

Dr. Dumas stated this was the second reading and that the updated (revisions required by the Council at the first reading) draft was distributed electronically with the minutes. He noted that an application form would be needed; however, it was not required before approval of the language requirement process.

Nancy Amberson said written guidelines would take the pressure off her department having to make a decision. Maybe a statement directing them to the Web site that could further explain the process would help. Yvonne Kilpatrick suggested that it would be best to drive people to the location of the actual policy in the catalog.

Mike Owens expressed concern over the likelihood of students falling through the filter and not being successful in the program. Tests do not always reflect the student’s ability to read, write, and comprehend English. The Council was reminded that individual programs could have additional requirements.

Yvonne Kilpatrick recommended that an ad hoc committee of the Graduate Council be appointed to develop procedures for exemptions. She recommended a two-step process allowing for department input with the final decision made by the Graduate School.

Vicki Petzko requested the language for “Instructional Leadership Concentration-Admissions” be changed to the same language used under “Nursing-Admission.” Joyce Smith requested that “and” be placed in the “Computational Engineering-Admission” language so that it would read ... native language is not English and who do not meet the conditions outlined ...

The Council passed the second reading of the “Proposed changes to *Graduate Catalog* Language regarding TOEFL/IELTS Requirement and Exemptions,” by a vote of 15-0-0.

Dr. Petzko appointed an ad hoc committee task force of Yvonne Kilpatrick, Elizabeth Bell, Nancy Amberson, and Cathie Smith to develop processes and procedures for the TOEFL/IELTS requirements and exemptions.

Curriculum Committee:

In Kristi Gibbs’ absence, Dr. Petzko stated there were two information items on the Agenda:

09-0016G English: Renaming English 501r from *Topics in American and English Literature* to *Topics in English Studies*.

09-0007G Environmental Science: Change catalog language in program description to replace designated electives with statement of approved elective courses.

Committee Updates:

Brian O’Leary reported the Efficiency and Effectiveness committee placed on the Chancellor’s Web site a spreadsheet identifying specific categories and estimating the savings for the short and long term, as well as the effects on each area.

Stephanie Bellar discussed the preparations for the Graduate School Program Fair on January 29th. She noted that posters had been placed on bulletin boards all over the campus, that it was advertised at the top of the University’s Web site, information had been sent to area colleges and large employment centers, and a bulk mailing was sent to the August and December 08 graduates. She stated that students are great recruiters and encouraged programs to let them get involved in the graduate fair. She continued by reminding the Council that there would be a workshop in the afternoon that would give tips and ideas on how to find information on going to graduate school.

Dr. Bellar commended the programs on breaking two consecutive enrollment records, fall 08 and spring 09. She applauded the efforts of Bonny Clark and Mark Fairchild, the graduate program liaisons who had enrolled 169 new student applications in a two-week period.

Dr. Bellar announced Governor Bredesen proclaimed the week of March 30 as Graduate Education Week and that April 1 will be Graduate Education Day on the Hill. She continued by saying that UTC needed to send a student who was involved in cutting edge research who could effectively discuss the application and the economic value added to the state. She said the Graduate School would pay for the trip and that programs can send their nominations to the Graduate School.

Graduate Research and Scholars Day is scheduled for April 3-4. HHP has offered the use of their poster boards. Categories of presentations are appropriate to the discipline; the student may

perform, read poetry, present a paper, or have a poster presentation. August and December 08 graduates are welcome to submit entries.

The Graduate Student Awards program will be held on April 17 and the winning Research and Scholars Day entries will be announced. The reception, hosted by GSA, honors the best and brightest graduate students. This is a wonderful time to celebrate with the students and their families.

Discussion Items:

- 1) Catalog: electronic or hard copy. Due to budget constraints, limited printing, or possibly not printing the catalog at all has been discussed. If not printed, it would be posted on the Record office Web site. Stephanie Bellar said she wanted to bring the discussion to the Graduate Council for their input. The cost to print 1,000 catalogs is about \$3,300. She asked the departments to talk with their students to gain feedback to help determine if the cost is worth bearing, and if the department uses it as a recruiting tool. The undergraduate catalog is going to be strictly on-line for the 09-10 academic year. If the graduate catalog goes to on-line only, a guarantee must be made to improve search ability.
- 2) The Council was urged to look at the catalog and submit editorial changes to the Graduate School by mid-February. Changes cannot be made to the structure of the program.
- 3) Joe Dumas distributed a spreadsheet showing the departments that had responded to his request for a copy of their guidebook. He said he wanted to compare the department's guidebook with the graduate catalog to make sure they were consistent.
- 4) Dr. Petzko stated she would like to create a calendar and asked committees to think about when they could make their reports to the Council.
- 5) Prompted by a short discussion regarding 400-level courses, (every course needs a syllabi, possibly a lockout on registration, or offering as an individual studies class) Dr. Petzko requested the conversation be continue at the next meeting.

A motion to adjourn was made by Brian O'Leary, which was seconded. The Council voted by voice for adjournment at 4:51 p.m.

Respectfully submitted,

Janice Uhles, CPS
Administrative Assistant
The Graduate School

Minutes approved as submitted, February 12, 2009