The Graduate Council

Annual Report for 2013-2014

The University of Tennessee Chattanooga

Chair: Christopher J. L. Cunningham (PSY)

Full Council Meeting Dates: 8/22/13, 9/12/13, 9/26/13, 10/10/13, 10/24/13, 11/14/13, 1/9/14, 1/23/14, 2/27/14, 3/27/14, 4/10/14

Committee Members: Summarized in the following table

Last Name	First Name	Department
Aborn	David	Environmental Science (Fall 2013)
Colston	Marisa	Health & Human Performance
Colston	Marisa	Athletic Training
Craddock	Hill	Environmental Science (Spring 2014)
Crawford	Beth	Learning and Leadership
Cunningham	Christopher	Psychology, Chair
Evans	Jan	Engineering Management
Fomunung	Ignatius	Engineering (Spring 2014)
Ford	Kevin	Music
Freeman	John	Advanced Educational Practice
Garland	Tammy	Criminal Justice
Henley	James	Marketing and Entrepreneurship (Spring 2014)
Ingram	Debbie	Physical Therapy
Jackson	Joanie	Nursing - DNP
Magnus	Ginny	Counseling, Education
Mauldin	Marcus	Public Administration
McCullough	Claire	Computer Science
McDonald	Susan	Occupational Therapy
O'Brien	Elizabeth	Education
Owens	Mike	Business
Purkey	Lynn	Foreign Languages & Literatures
Richards	Keith	Marketing and Entrepreneurship (Fall 2013)
Schreeder	Carolyn	Nursing - MSN
Sisworahardjo	Nur	Engineering (Fall 2013)
Smith	Joyce	English

Smith	Ronald	Mathematics
Taylor	Lafe	Computational Engineering
Ex Officio		
Adsit	Karen	Lifelong Learning
Liedtka	Theresa	Library
Orth	Linda	Records
Walker	Randy	The Graduate School
Zaleski	Andrew	Graduate Student Association

Summary of Committee Activities: The 2013-2014 AY was a productive year for the Graduate Council, despite the fact that it was also a year of transitions for the university's Graduate School leadership. Over 11 full council meetings and numerous sub-committee or task force working sessions, the following important topics were addressed:

Started development of strategic plan

Approved Thesis and Dissertation manuscripts being submitted to UTC Scholar, the campus repository

Approved requirement of a Program of Study for Graduate Certificate Programs which will follow the same process for degree program

Adopted the Graduate Examination Record form which requires the committee members and the dean of the respective college signatures indicating approval and acceptance of the thesis or dissertation. This form serves as the official signatures and replaces the written signature page in the manuscript. It also serves as the trigger for the format review and final acceptance in UTC Scholar by the graduate dean

Approved that if a student is dismissed from a program for reasons other than grades, the student would be dismissed from the Graduate School after all appeals are exhausted.   The student would have the option to apply to a different program. The dismissal would be considered a disciplinary action and would not show on their transcript.

Updated the Graduate Faculty "Special" membership category

Established Scholarship Committee to review applications and make selections

Reviewed and approved thirty-six curriculum proposals

For more detail, please refer to the attached minutes from the first 9 meetings of this committee for this academic year (minutes for meeting 10 and 11 were not yet finalized at the time of submitting this report).

Graduate Council Minutes
Thursday 3:15 p.m., August 22, 2013
Foundation Room, University Center

Members Present: Marisa Colston, Beth Crawford, Christopher Cunningham, Jan Evans, Kevin Ford, John Freeman, Tammy Garland, Debbie Ingram, Joanie Jackson, Marcus Mauldin, Claire McCullough, Susan McDonald, Elizabeth O'Brien, Mike Owens, Lynn Purkey, Joyce Smith, Ronald Smith, Lafe Taylor

Members Absent: David Aborn, Ginny Magnus, Keith Richards, Carolyn Schreeder, Nur Sisworahardjo

Ex Officio Members Present: Charles Buford, Theresa Liedtka, Randy Walker, Sandy Zitkus for Linda Orth

Ex Officio Members Absent: Karen Adsit

Guests: Kathy Winters

Summary

I.   Chris Cunningham, Chair of the Graduate Council called the meeting to order at 3:15 p.m. and welcomed members back for the 2013-14 academic year.

II.   Old Business: None

III.   New Business:

a. Cunningham stated that the order of the events on the agenda needed to be changed and asked Charles Buford, President of the Graduate Student Association to give the GSA report. Buford asked council members to encourage students from their respective programs to be active in GSA. He stated that a goal of the GSA is to have every program represented and asked members to contact him at Charles-Buford@mocs.utc.edu with names of students that could provide leadership for the organization.

b. Committee assignments and election of Best Practices Committee chair/vice chair was the next order of business, for committee definitions and responsibilities, please see the Graduate Council handbook.

   i. Beth Crawford was nominated and elected by a unanimous verbal vote to chair the BPC. Cunningham reminded the council the BPC membership included one representative from each; non-thesis, thesis, Ph.D., clinical doctorate, and the GSA president. Marisa Colston will represent non-thesis, Tammy Garland thesis, Debbie Ingram Ph.D. and the Ed.D. will be member/chair Beth Crawford.

   ii. The Curriculum Committee members will be Joanie Jackson, Keith Richards, Marcus Mauldin, and Jan Evans.

   iii. The Graduate Council Chair serves as Chair of the Appeals committee and as in the past, meeting will be electronic. Members are Carolyn Schreeder, Joyce Smith, Susan McDonald, Ronald Smith, Elizabeth O'Brien and Chris Cunningham as chair.

c. GA work hours limited to a total of 25 hours/week. Note: the limit is no more than an average of 30 hours per week with the approval of the student's advisor, the program coordinator and the Dean of the Graduate School. The Graduate Council approved last year to limit the work week of a full-time GA to 20 hours/week and a half-time GA to 10 hours/week and a full-time and a part-time cannot be combined and given to one student. As a result of concerns about the Affordable Care Act, that will take effect January 2014 requiring employers to offer all employees working an average of 75% of a full week (30 hours) to be covered by health insurance, the GA work week was limited to 25 hours/week total. Since then, it has been determined that GAs do not

work 52 weeks out of the year and will not average 30 hours/week so the insurance act is not a factor.

d. Time Limits for Program of Study: Time Limits [from current Graduate Catalog]

> All credit applied toward a master's, specialist's, or doctor of physical therapy degree must be earned within a six-year period, for the doctor of philosophy within an eight-year period, for the doctorate in education and the doctor in nursing practice within a ten-year period beginning with the registration for the earliest course counted. For graduate degrees requiring a thesis or dissertation the time limit includes the semester for defending the final thesis or dissertation. A student may petition his/her graduate committee for a one-year or less extension of the time limits for the degree, and on such petition only, the student's committee may grant up to a one year extension of the time limit. In such cases, the request must be signed by the major professor/adviser and the dean of the college and submitted to the Office of the Graduate School for final approval.

After a lengthy discussion, it was determined that it is the program's ultimate responsibility to determine the integrity of the courses allowed to be transferred.

e. Graduate Teaching Assistant Orientation: Dawn Ford of Walker Center for Teaching and Research lead the orientation for GTA's which basically gave the resources available to aid graduate assistants in their teaching assignments. Further discussion included whether SACS required students that only helped in the grading process to have FERPA training. Many programs have developed and are doing their own orientations for their teaching assistants. Some programs have teaching assistants sign confidentiality agreements. It was noted that the Records office has an agreement and invited any program needing one to contact the Records Office.

f. Graduate School Strategic Plan: Three or four volunteers were requested to step forward to work on a taskforce to develop a plan to determine the direction of graduate education on this campus. Claire McCullough agreed to serve. Drs. Cunningham and Walker will seek additional members. If you would like to be on this taskforce, please contact Chris Cunningham.

IV. Announcements:

a. Claire McCullough announced that she and Alice Tym are revitalizing Sigma Zi and invited everyone to brown bag lunch discussions.

b. River City I/O Conference titled "Trends in Training" will be held at the end of October, please encourage your students to attend.

c. Commencement is changing. There will be two sessions on December 14. One at 9:00 a.m. (COB and CHEPS) and the other at 2:00 p.m. (CAS and ENGCS). The Chancellor's Group (deans and vice chancellors) will attend both sessions and the Faculty are encouraged to do the same.

Without further business, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Janice Uhles, CAP
Administrative Assistant
The Graduate School

Minutes approved by the Graduate Council September 12, 2013

Graduate Council Minutes
Thursday 3:15 p.m., September 12, 2013
Foundation Room, University Center

Members Present: Hill Craddock, Beth Crawford, Christopher Cunningham, Jan Evans, Ignatius Fomunung, John Freeman, Tammy Garland, Debbie Ingram, Joanie Jackson, Marcus Mauldin, Claire McCullough, Elizabeth O'Brien, Mike Owens, Lynn Purkey, Keith Richards, Carolyn Schreeder, Joyce Smith, Ronald Smith, Lafe Taylor

Members Absent: Marisa Colston, Kevin Ford, Ginny Magnus, Susan McDonald

Ex Officio Members Present: Karen Adsit, Theresa Liedtka, Randy Walker, Sandy Zitkus for Linda Orth, Andrew Zaleski

Summary

I.   Chris Cunningham, Chair called the meeting to order at 3:15 p.m. and welcomed new members. The minutes from the August 22 meeting were accepted as submitted.

II.   Old Business:
   a. Committees: Cunningham said Lafe Taylor agreed to serve on the Best Practices Committee to fill the open position. Chair of the B.P.C., Beth Crawford stated the meetings will be alternating first and third Tuesdays of the month at 3:15 p.m. in the Graduate School Conference room located in Race 106.
   b. The following are committees and their members:
      i.   Appeals: Chris Cunningham, Chair, Marisa Colston, Susan McDonald, Elizabeth O'Brien, Carolyn Schreeder, Joyce Smith, Ronald Smith
      ii. Best Practices: Beth Crawford, Chair, Tammy Garland, Debbie Ingram, Mike Owens, Lafe Taylor
      iii. Curriculum: Marcus Mauldin, Chair, Jan Evans, Joanie Jackson, Keith Richards

III.   New Business:
   a. Graduate Council membership and reappointments: As an information item, Chris Cunningham stated that in order to maintain continuity, last year the Council adopted a 2-year cycle for council membership rotation; members could serve continuous terms without limitation. (For rotation cycle see Attachment 1or page 2 of the *Graduate Council Handbook*) Responding to a question, Cunningham stated that if a member is replacing someone in the first year of the cycle, they should continue through the second year.
   b. Fourteen day count enrollment update and recruitment efforts by program: Referring to the enrollment report from Office of Planning, Evaluation and Institutional Research (see Attachment 2) Walker stated that fall 2013 graduate enrollments are down 8% from last year and that he had meetings scheduled with each of the academic deans to discuss recruitment strategies. He stated that the just released 2013 report of the Council of Graduate Schools indicated a trend of fewer domestic students entering graduate education as compared to an increasing number of international students. He asked the council for their input on how and what needs to happen to increase enrollment. In the discussion that followed, members commented the following factors had negatively impacted their programs:
      i.   faculty reductions
      ii. addition of GRE test to their admission standards
      iii. for recruitment opportunities the financial package of graduate assistantships needs to be improved

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tests like the GRE negatively impact non-English speaking applicants due to the language barrier

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Signing off for candidacy: Walker asked members to request advisors and coordinators of their programs to review the GPA of students that are submitting candidacy forms through My Mocs Net. Students need to know they are required to have a 3.0 GPA before they are eligible to be signed into candidacy. He said the program liaisons had received several forms where the students did not have a 3.0. A statement was made that a student had an A and 2 C's but if the student made and A and 2 B's their GPA would be 3.0 and they would be eligible to graduate in that semester. Sandy Zitkus (Records Office) stated that in order to be considered a candidate for graduation a student must have a 3.0 in the semester before they intend to graduate which is the semester their candidacy form is due. (see Attachment 3, Candidacy)
Thesis and dissertation workshop: Walker stated the Graduate School emailed 50+/- students registered in thesis or dissertation and their advisors, inviting them to the workshop. Six students attended the workshop and the PowerPoint presentation has been posted on the website for review. He said he will review format only and asked committee members/chairs to be familiar with format standards. The last step in the process is submission to UMI/ProQuest (in the future it will change to BeePress and be managed by our library).
Graduate Student Association: Andrew Zaleski, Vice President of GSA stated they had elected a new secretary, Sara Freed. He said they were meeting with all of the program's department chairs to enlist their support on how to engage students to become active in the organization. He asked members to identify leaders in their programs that could become involved with GSA.
Graduate School Strategic Plan Development: Cunningham stated there had no activity of the committee.
Walker stated he had reviewed the section <u>Program Dismissal for Reasons other than Grades</u> of the <i>Graduate Catalog</i>. He said there are options at the end of the section that need to be explored and discussed. He also stated that he had met with Dean Hicks, Student Affairs regarding support opportunities and resources available for faculty that he will bring forward at the next meeting.

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Announcements:
<ol type="a">
Best Practices will meet on Tuesday afternoon in the Graduate School Conference Room, Race 106 at 3:15 p.m.
Curriculum deadline is November 15, please submit in SharePoint. Marcus Mauldin is the chair of the Curriculum committee.
Mike Owens announced the on-line MBA has started receiving applications and will be launching in January.

Without further business, the meeting adjourned at 3:48 p.m.

Respectfully submitted,

Janice Uhles, CAP
Administrative Assistant
The Graduate School

Minutes were approved by the Graduate Council September 26, 2014

Attachment 1

Membership and Program Representation

Each graduate degree program shall have one representative who is a voting member of Graduate Council (see table below).

Members of Graduate Council serve two-year terms. One-half of the Council is appointed by the respective program at the conclusion of the spring semester in odd-numbered years for a term of office beginning the following fall semester. The other half of the Council is appointed in even-numbered years. Members may be reappointed with no term limit.

Ex officio: The dean of The Graduate School, the dean of the Lupton Library, the Dean of Lifelong Learning, and the Graduate Student Association president.

Administrative support for Graduate Council is provided by the Graduate School.

Program	Odd Year Appointment	Even Year Appointment
Accountancy (M.Acc.)	X	
Athletic Training (M.S.)	X	
Business Administration (M.B.A., E.M.B.A.)	X	
Computational Engineering (Ph.D.)	X	
Computer Science (M.S.)	X	
Counseling (M.Ed.)	X	
Criminal Justice (M.S.C.J.)	X	
Education (Ed.S.)	X	
Education (M.Ed.)	X	
Engineering (M.S)	X	
Engineering Management (M.S.)	X	
English (M.A.)		X
Environmental Sciences (M.S.)		X
Health and Human Performance (M.S.)		X
Learning and Leadership (Ed.D.)		X
Mathematics (M.S.)		X
Music (M.M.)		X
Nursing (M.S.N., D.N.P.)		X
Physical Therapy (D.P.T.)		X
Psychology (M.S.)		X
Public Administration (M.P.A.)		X

Attachment 2

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA FALL 2013 FINAL ENROLLMENT COMPARISON AS OF SEPTEMBER 1, 2013			
	2012	**2013**	**% CHANGE**
UND HC	10,159	10,297	1.4%
GRAD HC	1,501	1,377	---8.3%

FIRST TIME FRESHMEN HC*	2,281	2,338	2.5%
NEW TRANSFER HC*	828	736	---11.1%
TOTAL HC	11,660	11,674	0.1%

* First Time Freshmen and New Transfer count does not include summer admits. The official First Time Freshmen and New Transfer count included in the Factbook and other official reporting will include summer admits in the total.

Attachment 3

Candidacy

Admission to a graduate degree program allows the student to demonstrate ability but does not guarantee the right to continue toward a degree unless he or she is admitted to candidacy. (Approved by Graduate Council spring 2011)

The Application for Admission to Candidacy should be filed in the Graduate School. In most instances the candidacy application will be filed in the semester prior to a student's anticipated graduation semester. The appropriate form may be obtained at www.utc.edu/graduateschool/forms/index.php. In order to be eligible for admission to candidacy, the student must have a cumulative 3.0 GPA or better on all courses taken for graduate credit and have completed prerequisite and designated courses as required by the major department or school and no grade below a C in the program of study or candidacy. A course with a grade lower than a C must be replaced by another course or be re-taken and a grade of C or higher earned.

In addition, some departments require that applicants for admission to candidacy successfully complete a qualifying examination prior to admission to candidacy for the degree. Please refer to the appropriate department for specific information regarding qualifying examination requirements or other departmental requirements for admission to candidacy.

The application, reviewed and signed by the major adviser and approved by the coordinator of the graduate program, must be submitted to the Graduate School office and approved by the dean of the Graduate School at least one semester prior to the date on which the degree is anticipated. A student who fails to submit a candidacy form in the semester prior to his / her anticipated graduation may have his / her degree conferral delayed accordingly.

Graduate Council Minutes
Thursday 3:15 p.m., September 26, 2013
Foundation Room, University Center

Members Present: Marisa Colston, Hill Craddock, Beth Crawford, Christopher Cunningham, Jan Evans, Ignatius Fomunung, Kevin Ford, John Freeman, Tammy Garland, Marcus Mauldin, Claire McCullough, Susan McDonald, Elizabeth O'Brien, Keith Richards, Carolyn Schreeder, Joyce Smith, Ronald Smith, Lafe Taylor

Members Absent: Debbie Ingram, Joanie Jackson, Ginny Magnus, Mike Owens, Lynn Purkey

Ex Officio Members Present: Karen Adsit, Theresa Liedtka, Randy Walker, Sandy Zitkus for Linda Orth, Andrew Zaleski

Guests: Chad Clark, Jim Hicks

Summary

I.   Welcome: Chris Cunningham, Chair called the meeting to order at 3:15 p.m. The minutes from the September 12, 2013 meeting were accepted as submitted. Cunningham welcomed guests Chad Clark and Jim Hicks from the Office of the Dean of Students. Cunningham stated there would be a change in the order of business.

II. New Business:
   a. Cunningham stated that the Dean of Students office is a resource that offers support services to faculty and turned the floor over to Jim Hicks. The Dean of Students Office can support faculty in basically three areas:
      i.   Student Honor Court which is composed of four faculty members and four students.-There are two pathways to Honor Court, plagiarism or cheating. Not all incidents escalate to the honor court level. If the faculty member and student agree on the infraction and the remedy, it can be documented in an Honor Court Waiver Agreement available on the DoS Website. If a student denies the charges or if an agreement on the remedy cannot be attained, the incident may be taken it to the Honor Court which is composed of four faculty members and four students. The decision of the court can be appealed to the Chancellor.
      ii. Student Code of Conduct- If a student's behavior is outside of the Student Code of Conduct, they can be removed from the class. The DoS serves as a resource for both the faculty and student.
      iii. Behavioral Intervention Team was created to facilitate services to at risk students. The team shares information from multiple sources helping to eliminate "fragmented care," initiate appropriate interventions, manage cases individually, and provide structured methods for addressing student behaviors. He said that it is important for faculty to report any incidents in their classrooms or departments to help build a database. Forms and additional information can be obtained from the Dean of Students Website at http://www.utc.edu/dean-students/.

III. Old Business:
   a. Committees:
      i.   Curriculum Committee – No Report
      ii. Strategic Plan – Chris Cunningham, Randy Walker, Claire McCullough, and Kevin Ford have volunteered but there is still room additional members. Please contact Chris Cunningham if you are interested in serving on this vital committee that will steer the future graduate education at UTC.
      iii. Best Practices – Beth Crawford stated the committee is looking at several issues. She brought forward a recommendation by the committee to require a program of study for certificates. The Council referred the recommendation back to the committee to be put in writing and distributed, which will allow membership time to review.
   b. Graduate Student Association: Andrew Zaleski, Vice President of GSA stated the GSA is working to arraign professional development opportunities and is working on sending out a survey to determine the needs of graduate students.

IV. Announcements:
   a. Karen Adsit was asked to discuss some of the projects going on in her department, online information, Mediasite and Blackboard upgrades. She said the BlackBoard upgrade will have many new features and will be implemented between the spring and summer sessions. If your program is interested in testing, please contact Erin Noseworthy. Adsit's area is also implementing Mediasite, a lecture capture system that can be stored and students can access content on-demand. It has interactivity where students can ask questions or visit links the instructor has prepared beforehand. She said that on July 14 a new federal law regarding online learning will go into effect. It will require educational institutions not physically located in a state to have written permission from the state to offer programs.

She is currently trying to sort out the nuances and make sure UTC has all of their paperwork in order. This will make a difference when recruiting and she hopes to have a list of states where UTC is approved.

b. Randy Walker said that on October 10 there will be a recruitment opportunity in Atlanta from 6-8:30 p.m. and that anyone interested should contact him for the details.

c. Walker stated Tennessee Conference of Graduate Schools (TCGS) deans meet two times per year and they are offering an award for an outstanding thesis. Nominations must be made by February 15 so anyone wanting to recognize one of their students, please contact him.

d. Conference of Southern Graduate Schools has a similar award and that deadline is November 18, again you should contact Walker if you would like to nominate one of your students.

Without further business, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Janice Uhles, CAP
Administrative Assistant
The Graduate School

Minutes were approved by the Graduate Council October 10, 2013.

Graduate Council Minutes
Thursday 3:15 p.m., October 10, 2013
Foundation Room, University Center

Members Present: Marisa Colston, Hill Craddock, Beth Crawford, Christopher Cunningham, Jan Evans, Ignatius Fomunung, Tammy Garland, Debbie Ingram, Joanie Jackson, Marcus Mauldin, Claire McCullough, Susan McDonald, Elizabeth O'Brien, Keith Richards, Carolyn Schreeder, Ronald Smith, Lafe Taylor

Members Absent: Kevin Ford, John Freeman, Ginny Magnus, Mike Owens, Lynn Purkey, Joyce Smith

Ex Officio Members Present: Karen Adsit, Randy Walker, Sandy Zitkus for Linda Orth, Andrew Zaleski

Ex Officio Members Absent: Theresa Liedtka

Summary

I.   Welcome and approval of minutes: Chris Cunningham, Chair called the meeting to order at 3:15 p.m. The minutes from the September 26, 2013 meeting were approved.

II.   Old Business:
   a. Best Practices – Beth Crawford submitted the following motion on behalf of the Best Practices Committee: Students enrolled in graduate certificate programs be required to complete a Program of Study form, following the Program of Study guidelines in the graduate catalog. The motion passed 14-0-1.
   b. Strategic Plan – Committee will convene a meeting soon and they will be discussing recruiting needs and retention.

III. New Business:
   a. Program of Study Completion Discussion: Randy Walker that Programs of Study need to be submitted in the first nine hours. It is the contract with the student and if needed, the student and advisor can modify but should be submitted to the Graduate School within the first nine hours. In the discussion that followed, it was stated that for programs where courses do not make, the student is not able to follow the order prescribed by the Program of Study. A reminder that course substitutions are permitted with the approval of the program and graduate school and should be submitted on the "Application for Candidacy, Certificate Award and Graduation" form the semester prior to the student's anticipated graduation.
   b. Graduate Student Association: Andrew Zaleski, Vice President of GSA stated they completed the survey and had set up a blackboard site to send it out to all graduate students. The survey has ten questions that will be answered using a scale from very interested to not interested. They continue to look for ways to get graduate students involved in the organization. To contact GSA, please email Charles-Buford@mocs.utc.edu or Andrew-Zaleski@mocs.utc.edu.

IV.   Announcements:
   a. A coordinators workshop will be held on October 29 from 12:00-2:00 p.m. in the Chickamauga Room, lunch will be provided.

Without further business, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Janice Uhles, CAP
Administrative Assistant
The Graduate School

The minutes were approved on October 24, 2014.

Graduate Council Minutes
Thursday 3:15 p.m., October 24, 2013
Foundation Room, University Center

Members Present: Hill Craddock, Beth Crawford, Christopher Cunningham, Jan Evans, John Freeman, Joanie Jackson, Marcus Mauldin, Claire McCullough, Susan McDonald, Elizabeth O'Brien, Mike Owens, Lynn Purkey, Carolyn Schreeder, Joyce Smith, Ronald Smith, Lafe Taylor

Members Absent: Marisa Colston, Ignatius Fomunung, Kevin Ford, Tammy Garland, Debbie Ingram, Ginny Magnus, Keith Richards

Ex Officio Members Present: Karen Adsit, Theresa Liedtka, Randy Walker, Sandy Zitkus for Linda Orth, Andrew Zaleski

Summary

Welcome and approval of minutes: Chris Cunningham, Chair called the meeting to order at 3:15 p.m. The minutes from the October 10, 2013 meeting were approved.

I.   Old Business:
   a.   Strategic Plan – Karen Adsit and Caroline Schreeder volunteered to serve on the Strategic Plan Committee with Randy Walker and Chris Cunningham.
   b.   Best Practices – Beth Crawford, as an informational item, discussed the program of study for certificate programs and the need to establish time limits for completion. Walker stated that he would create a spreadsheet and contact programs for their thoughts.

II.   New Business:
   a.   Curriculum Committee – Marcus Mauldin asked Mike Owens to discuss the proposed new College of Business proposal, Certification in Strategic Human Resource Leadership and the four courses that would be included in the certificate. Owens said the certificate was created as a gateway into the MBA program. A conversation followed which included a discussion regarding the length of the course descriptions. Subject to the editing of the course descriptions to meet the 25 word limit, the proposals were approved as follows:
       i.   Certification in Strategic Human Resource Leadership Approved 15-0-0
       ii.   MGT 5260 Business Leadership
       iii.   MGT 5280 Employee and Labor Relations
       iv.   MGT 5290 EEO & Risk Management
       v.   MGT 5380 International Management
       As a group, the courses were approved 15-0-0.
   b.   Program inquiry management – The response to applicant contacts with programs varied but it was noted that inquiries were down and a better system could help establish a relationship between the program and potential applicant.
   c.   Naming of curriculum proposals in SharePoint – When creating the titles of proposals in SharePoint, please enter the name of the department first, i.e. Nursing, SOE, Engineering Mgt.
   d.   Graduate Student Association – Andrew Zaleski stated the GSA survey would be sent out and asked council members to encourage their students to participate. He stated a meeting was scheduled on November 7th to discuss the outcome of the survey.

III.   Announcements:
   a.   Karen Adsit announced that Walker Center for Teaching and Learning would have two graduate assistantship positions, one will be a QEP research assistant and the other will be working with the distance learning working with Blackboard. She stated that WTC tries to align the work of their graduate assistants with the student's career goals. WTC will interview the applicants and make the final awarding decision, but wanted to announce the openings for fall 2014. See Item 1 in the Addendum for the position descriptions.
   b.   Walker reminded the members of the coordinator's workshop that would be held on Tuesday, October 29.
   c.   Cunningham announced the River City I/O Conference would be held over the weekend in the UC and all students were invited. He said students were being given a reduced conference registration fee to cover the cost of lunch.
   d.   Theresa Liedtka said the Library was offering the "Cite it Right" a document reference development management system workshop on October 29 and 30.

Without further business, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Janice Uhles, CAP
Administrative Assistant
The Graduate School

The minutes were approved by Graduate Council November 14, 2013.

Addendum

Item 1

Graduate Assistantship Positions for Walker Center for Teaching and Learning

**Center for Online and Distance Learning Professional
Services Graduate Assistantship**

The Center for Online & Distance Learning (CODL) has an opening for a full time (20 hours per week) Graduate Assistant for the 2014–15 academic year (fall 2014 & spring 2015). Applicants should be graduate students admitted to any UTC graduate program. Applicants should apply for the assistantship by completing the application form on the UTC Graduate School webpage (http://www.utc.edu/graduate–school/student–resources/assistantships.php) and submit it to Erin–Noseworthy@utc.edu. Graduate Assistants receive a monthly stipend (September – December; January – May) and are also provided a waiver of tuition (for up to 9 hours). The Graduate Assistant award is made contingent on full time student status (a minimum of 9 credit hours per semester) and maintenance of a minimum of a 3.25 cumulative grade point average. Preference is given to graduate students for whom the assistantship job duties (listed below) fit within their overall academic and career goals.

The mission of the Center for Online & Distance Learning is to provide support for online and distance learning needs including the administration, training and support for Blackboard, lecture capture, videoconferencing, and UTC Online. In addition to enhancing faculty and student technical skills associated with teaching and learning at a distance, the area assists faculty in the support of pedagogical best practices for distance learning. The Center works closely with departments and faculty to assist with the design, development, delivery and promotion of online and hybrid programs.

Assistantship Duties
- Design, develop, and produce documentation (tutorials, video, how–tos) for faculty and students in support of UTC Online and other instructional technologies
- Work with instructors in the use of instructional technologies (see technology qualifications below)
- Develop and teach seminars to instructors and students; seminar topics include e–Portfolios (Google Sites) and Blackboard Basics
- Write, design, or edit web page content, or direct others producing content
- Evaluate web content to ensure it meets industry standards and is compatible with all browsers and devices
- Present and make recommendations regarding course design and technology
- Test software functionality on various system hardware and/or web browsers
- Other miscellaneous duties as related to the operations of the Center for Online and Distance Learning and UTC Online

Preferred Qualifications
- Competence in the following software and hardware (Mac & PC)
    o Microsoft Office Suite
    o Blackboard (Learning Management System)
    o Social media (Facebook, Twitter, WordPress Blogs, Hootsuite, & YouTube)
    o Image editing software (Adobe Photoshop or similar)
    o Video editing (iMovie, Windows Movie Maker, or similar)
    o Web page development software (Content Management Systems)
    o Google Apps

Graduate students selected for this position are required to attend the GA/TA Orientation, generally schedule before classes begin in the Fall semester.

For more information about the assistantship contact Erin-Noseworthy@utc.edu, 423-425-5677

Grayson H. Walker Center for Teaching and Learning
Graduate Research Assistant/Graduate Administrative Assistant (mixed position) 2014-2015

The Walker Center for Teaching and Learning (WCTL) has an opening for a full time (20 hours per week) Graduate Assistant for the 2014-15 academic year (Fall 2014 & Spring 2015). Applicants should be graduate students admitted to any UTC graduate program. Applicants should apply for the assistantship by completing the application form on the UTC Graduate School webpage (http://www.utc.edu/graduate-school/student-resources/assistantships.php) and submit it to Dawn-Ford@utc.edu. Graduate Assistants receive a monthly stipend (September – December; January – May) and are also provided a waiver of tuition (for up to 9 hours). The Graduate Assistant award is made contingent on full time student status (a minimum of 9 credit hours per semester) and maintenance of a minimum of a 3.25 cumulative grade point average. Preference is given to graduate students for whom the assistantship job duties (listed below) fit within their overall academic and career goals.

The mission of the Grayson H. Walker Center for Teaching and Learning at the University of Tennessee at Chattanooga is to support UTC's strategic planning and academic initiatives by providing information, learning sessions, and consultation in the areas of teaching, learning and technology integration to facilitate excellence in university instruction.

This Graduate Assistantship is a support position for the University's Quality Enhancement Plan (QEP) ThinkAchieve. The qualified candidate will have knowledge of and interest in both faculty development/training and research and assessment. Technical knowledge is required. Knowledge of research methods and/or statistics is preferred.

Assistantship Duties
- Research on assigned teaching and learning topics and development of faculty training materials
- Assessment related research, data entry, and analysis
- Social media messaging and web page updating for the Center and ThinkAchieve program
- Other duties related to ThinkAchieve program

Office and work hours (averaging 20 hours per week) are dependent on the student schedule, but must be scheduled Monday – Friday between the hours of 8:00 am – 5:00 pm (when the Center is open).

Qualifications
Acceptance and full-time graduate enrollment (9 credit hours fall & spring semesters) in a UTC graduate program related to educational technology, training and development, faculty development, etc. [Industrial-Organizational, Cognitive, School, or Developmental Psychology (with interest in HRD training, development, learning and/or educational psychology) or Education (with interest and emphasis in faculty development, educational technology or higher education training)].

Preferred technical knowledge and skills:
Competence in the following software:
- Microsoft Office Suite (Word, Excel, Powerpoint)
- Blackboard (Learning Management System)
- Social media (Facebook, Twitter, WordPress Blogs, Hootsuite, & YouTube)
- SPSS

Graduate students selected for this position are required to attend the GA/TA Orientation, generally schedule before classes begin in the Fall semester.

For more information about the assistantship contact Dawn-Ford@utc.edu, 423-425-4204.

Graduate Council Minutes
Thursday 3:15 p.m., November 14, 2013
Foundation Room, University Center

Members Present: Marisa Colston, Hill Craddock, Beth Crawford, Christopher Cunningham, Jan Evans, Ignatius Fomunung, Lee Harris for Kevin Ford, John Freeman, Debbie Ingram, Joanie Jackson, Marcus Mauldin, Claire McCullough, Susan McDonald, Elizabeth O'Brien, Mike Owens, Carolyn Schreeder, Joyce Smith, Ronald Smith, Lafe Taylor

Members Absent: Tammy Garland, Lynn Purkey, Keith Richards

Ex Officio Members Present: Karen Adsit, Theresa Liedtka, Randy Walker, Sandy Zitkus for Linda Orth, Andrew Zaleski

Guest: David Rausch

Summary

Welcome and approval of minutes: Chris Cunningham, Chair called the meeting to order at 3:15 p.m. The minutes from the October 24, 2013 meeting were approved as submitted.

I.   Old Business: There was no old business.
II. New Business:
   a.   Program Mapping - David Rausch distributed a chart "Student Learning Outcomes" (see Addendum 1 attached) that demonstrates the idea of course mapping. Each course should have four to six measurable and clearly identifiable learning objectives that will be named in the curriculum proposal. The objectives/desired learning outcomes should be written to align with the Program objectives which are based on their accrediting agencies requirements. The institution's mission statement will have a broad scope encompassing all of the Program's learning outcomes. Hence, course outcomes are mapped to program outcomes that are mapped to institutional outcomes. Rausch said courses may have student objectives but may need to be re-written to indicate how the outcomes are measured. He said examples will be available to help programs develop outcomes and measurements.
   b.   Curriculum Committee – The chair, Marcus Mauldin presented the following proposals for the second reading which had been approved by the Curriculum Committee for the first reading. The Council's vote is recorded below:

Proposal	Approved
SOE Principal Licensure-Change Credit Requirements	18-0-0
SOE MED –School Leadership Reading Specialist	18-0-0
SOE Required GPA-Elementary and Secondary Education	18-0-0
Physical Therapy Transition (Post-professional) Doctor of Physical Therapy	18-0-0
Nursing-Graduate Admission Catalog Changes	18-0-0
Engineering Computational-Advanced Topics in the Finite Element Method	18-0-0
Physical Therapy-Licensure Prep I	18-0-0
Physical Therapy-Licensure Prep II	18-0-0

   c.   Student Dismissal for Non-Academic Reasons – Dr. Walker stated the Professional Fitness guidelines in the Graduate School catalog allows for dismissal from the program for non-grade related issues but it does not dismiss the student from the university.   He stated the Best Practices Committee was considering a recommendation for simultaneous dismissal from the program and the Graduate School. He said the current process leaves the university and the student in a precarious situation. Walker cited a recent issue and after a discussion, it was determined the Best Practices Committee should review the process and bring forward a recommendation.
   d.   Electronic Theses and Dissertations – Beth Crawford stated the Best Practices Committee was bringing forward a motion that theses and dissertations be submitted to UTC Scholar rather than ProQuest/UMI. A memo (see Addendum, Item 1) from Theresa Liedtka, Dean of the Library, was sent to the Council before the meeting explaining the new institutional repository and UTC Scholar. Liedtka explained that access to manuscripts in UTC Scholar will more broadly accessible and searchable. The Digital Commons software, renamed UTC Scholar, has dynamic functionality giving additional options in managing manuscript development as well as submission. The motion from the Best Practices Committee to adopt UTC Scholar (Academic Commons) as the official repository for thesis and dissertation passed. The new process will be implemented with the December 2013 manuscripts.

    e.   Signature and Title Pages of Theses and Dissertations – Randy Walker stated the academic dean and Graduate School dean signatures are no longer required on the signature page of the theses and dissertation manuscripts. The signature page will have the committee member names printed, not the actual signatures. After the content of the manuscript is accepted, the Graduate Examination Record should be signed by all committee members, the academic dean and the Graduate School dean. The completed and signed Graduate Examination Record is required before the manuscript will be reviewed for format by the Graduate School dean. Also, the title page of the manuscript should have the correct name of the degree completely written out, i.e. Master of Arts in English, Master of Science in Engineering, or Doctor of Philosophy in Computational Engineering.

    f.   Graduate Student Association – Andrew Zaleski, Vice President stated the results of a recent survey indicated that graduate students are interested in the GSA to focus on professional development. The said there was an open meeting scheduled for the following week.

III.   Announcements:

    a.   The next meeting will be held on January 9. Make sure to submit all proposals for fall 2014, they should be completely approved at the first meeting in January.

Without further business, the meeting adjourned at 4:00 p.m.
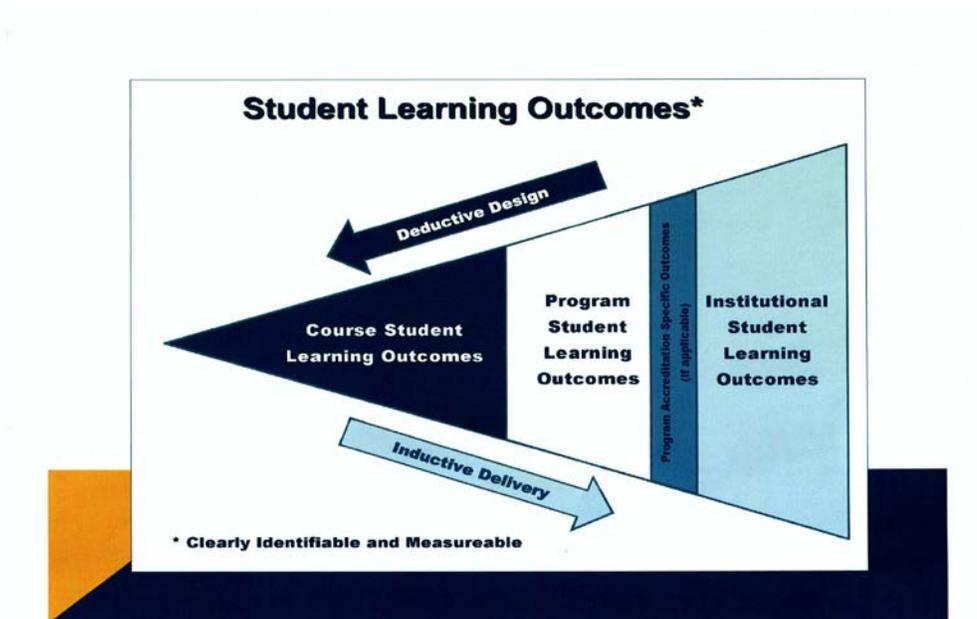
Respectfully submitted,

Janice Uhles, CAP
Administrative Assistant
The Graduate School

The minutes were approved by the Graduate Council January 9, 2014.

Addendum
Item 1- Learning Outcomes Chart

Item 2-UTC Scholar Memo from Theresa Liedtka

To: Beth Crawford, Chair of Best Practices Committee, Graduate Council
        Randy Walker, Dean of the Graduate School
From: Theresa Liedtka
Date: November 4, 2013
Re: Electronic Theses and Dissertations

The University of Tennessee at Chattanooga has purchased access to Digital Commons, an institutional repository remotely hosted by BePress. The software is managed by the UTC Library and has been named UTC Scholar.

What is an Institutional Repository (IR)?

An institutional repository is an online system for the collection, maintenance, preservation, and dissemination of an institution's scholarly work including dissertations, theses, papers, University-sponsored conferences or journals, journal articles and pre-prints, presentations, special reports and more. Digital Commons is an open access institutional repository meaning that access to materials is unrestricted; however, access restrictions, licensing, and copyright can be specified at the document or collection levels.

Here are several links to well-established institutional repositories:
University of Tennessee, Knoxville http://trace.tennessee.edu/
University of Iowa   http://ir.uiowa.edu/etd/
Butler University   http://digitalcommons.butler.edu/mantheses/
University of Kentucky   http://uknowledge.uky.edu/

Background Information

In 2010 the Graduate School, in conjunction with the Graduate Council, moved UTC's thesis and dissertation process online. At that time the UTC campus did not have the resources to support an institutional repository, and the Graduate School began a relationship with ProQuest. In 2013, then Graduate Dean Jerald Ainsworth, Dean of Lifelong Learning Karen Adsit, and I submitted a joint Student Technology Fee request to support an online subscription to an IR, which was funded.

Moving Forward: a Proposal

While UTC Scholar contains the tools to manage the entire thesis drafting and review process associated with theses and dissertations, for this semester, the UTC Library proposes depositing all completed and approved UTC theses and dissertation in our institutional repository, UTC Scholar, in lieu of the ProQuest process, or making the ProQuest process optional to students. In this way the Graduate School Dean will be the only individual immediately required to learn a new process. Long-term, the Council may wish to consider if the entire writing and review process should be managed in the IR.

In order to aid you in considering the ramifications of this proposal, below is a chart that lists the Pros and Cons associated with depositing theses and dissertations in UTC Scholar versus using ProQuest.

In addition, here is a link to a recent journal article on the topic: Clement, GP, Rascoe, F. (2013) ETD Management and Publishing in the ProQuest System and the University Repository: A Comparison Analysis. Journal of Librarianship and Scholarly Communication 1 (4): eP1074. http://dx.doi.org/10.7710/2162-3309.1074
Why deposit ETDs in UTC Scholar versus ProQuest?
Pros

- UTC Scholar is free to students.
- UTC Scholar is supported by the University Library who can offer in-person help with the upload process and licensing/copyright decisions.
- Institutional repositories increase readerships and findability as they are available to anyone with an internet connection and will be indexed in Google, Google Scholar, and WorldCat, with additional indexing available in other open access dissertation and theses repositories (such as NDLTD.). This means a researcher can discover, download, read, and cite a UTC ETD with ease and no additional costs.
- According to Giesecke and Royster, ETDs in an Open Access repository like UTC Scholar are downloaded 60 times more frequently than those available in a subscription service like ProQuest's or only print.
- All UTC scholarship is gathered and managed in one place.
- Supplementary materials like videos, data sets, and audio files can be submitted and discovered along with the ETD.
- Authors can give readers "re-use rights" via a creative commons license agreement. This allows the author to control how a reader reuses the entire publication or parts of the publication.
- From the Statement of Policy on Patents, Copyrights, and other Intellectual Property adopted by The University of Tennessee Board of Trustees on October 19, 1984 and amended on June 19, 2003,
  "To fulfill the University's obligations as a publicly-aided educational institution, University research should serve a public rather than a private purpose and the results should be disseminated on a non-discriminatory basis. The University encourages studies whose results can be freely published."

Cons

- No cost to deposit ETD via the ProQuest UTC Portal; however, there are additional fees that ProQuest assesses for various services, such as Open Access Publishing Fee $95.00 and Copyright Registration Fee $55.00.
- ETDs are indexed in ProQuest Dissertations Abstract International (Print Index) and online in ProQuest Digital Dissertations. Both of these resources are proprietary and require a yearly subscription fee payment from subscribing libraries so campus students and faculty to access, search, and discover.
- As a commercial publisher ProQuest sells copies of the UTC dissertations or theses to researchers interested in UTC scholarship, the cheapest version is in PDF form and costs researchers $38.00 per ETD.
- Supplementary materials can be deposited, but are only available to readers who purchase a print copy of the dissertation or thesis.

Graduate Council Minutes
Thursday 3:15 p.m., January 9, 2014
Foundation Room, University Center

Members Present: Marisa Colston, Hill Craddock, Beth Crawford, Christopher Cunningham, Kevin Ford, Tammy Garland, Jim Hensley, Debbie Ingram, Joanie Jackson, Claire McCullough, Susan McDonald, Elizabeth O'Brien, Mike Owens, Lynn Purkey, Carolyn Schreeder, Joyce Smith, Ronald Smith, Lafe Taylor

Members Absent: Jan Evans, John Freeman, Ignatius Fomunung, Marcus Mauldin

Ex Officio Members Present: Karen Adsit, Theresa Liedtka, Randy Walker, Linda Orth, Andrew Zaleski

Summary

I. Welcome: Chris Cunningham, Chair called the meeting to order at 3:15 p.m. and welcomed the new member from the College of Business, Jim Henley.
II. Approval of minutes: The minutes from the November 14, 2013 meeting were approved as submitted.
III. Old Business: There was no old business.
IV. New Business:
Randy Walker reminded the Council that the next meeting on January 23 was the absolute deadline proposals in the pipeline to be approved. He also reminded members developing curriculum for next year, special attention should be made to ensure student learning outcomes, i.e. the mapping process, that David Rausch presented at an earlier meeting should be incorporated.
   a. Curriculum Committee – The chair, Marcus Mauldin presented the following proposals that had been approved by the Curriculum Committee. The Council's vote is recorded below:

Name	Content Type	Action
ENGL 5210 Writing for Grad Stud II	Deactivate	ENGL 5210, 5240, 5260, 5080 and 5200 considered together and passed 17-0-0.
ENGL 5240 Business and Industrial Writing	Deactivate	
ENGL 5260 Practice of Teaching Writing	Deactivate	
ENGL Deactivation of Semiotics 5080	Deactivate	
ENGL Deactivation of Writing for Graduate Students I 5200	Deactivate	
ENGL Modification of Literary Study Concentration Requirements	Program Changes Other Than Courses	Passed 17-0-0
Math 5270 Elementary Number Theory	Add a Course	Passed 18-0-0
MATH 5330 course name change and prerequisite change	Modify a Course	Passed 18-0-0
MATH Course number and catalog description changes	Modify a Course	Passed 18-0-0
MATH-Course Number Changes Only	Modify a Course	Passed 18-0-0
Mathematics - Pre-Professional Mathematics Catalog Description	Program Changes Other Than Courses	Tabled
Nursing-Change Grading Method for NURS 7070	Modify a Course	Considered with NURS 7080
Nursing-Modify NURS 7080 Grading	Modify a Course	Passed 18-0-0
Physical Therapy Medical Terminology change	Program Changes Other Than Courses	Passed 18-0-0

   b. Best Practices – Chair Beth Crawford presented the motion from the committee that would dismiss a student from the University who had had been dismissed from a program for reasons other than grades after they had exhausted all appeals. Currently, if a student is dismissed from a program for professional fitness, they can still be in good academic standing and are still in the Graduate School. The student could potentially have more than 9 hours so moving to non-degree status would not be an option. If passed, dismissal from a program for reasons other than grades would dismiss a student from the Graduate School after all appeals are exhausted. The student would have the option to apply to a different program. The dismissal would be considered a disciplinary action and would not show on their transcript. A question regarding legality led to a brief discussion and it was determined the motion should be considered by the Council and then could be reviewed by legal counsel. The following motion passed the Council by a vote of 18-0-0.

       i.   When a student is dismissed from a graduate program for reasons other than grades, the student is also dismissed from the University. If the dismissal is upheld at the completion of the appeal process, current and future enrollments will be cancelled. Students who have been dismissed from the University may re-apply for admission.

   c. Change in definition of Special Membership for Graduate Faculty. Randy Walker asked that the Special Membership category be updated with a bulleted list clarifying the requirements which would make it more inclusive. He also requested a friendly amendment (highlighted below) revising the Special category to include culminating projects since some programs do not require theses or dissertations.   The following definition for Special Membership was approved by a vote of 18-0-0.

3. Special Membership

Special members may teach specific graduate courses or serve on specific thesis and dissertation committees or culminating projects. Special membership status of the Graduate Faculty may be granted to the following:

- full- or part-time non-tenure track faculty (with or without a terminal degree)
- visiting or adjunct faculty of the University
- individuals working in business, industry, or the government who have special academic expertise or professional experience and who demonstrate competence in a particular course of instruction or field of study but who otherwise do not meet all the criteria for associate or full membership

Individuals appointed to special membership are not eligible for election to Graduate Council. Special membership is limited to a three year appointment and may be renewed if necessary.

   d. Graduate Degree Examination Results form – Randy Walker Council asked members to help remind their programs that the Graduate Degree Examination Results form is required to be submitted to the Graduate School by the thesis or dissertation Chair after it has been signed by the academic dean. The format review of the manuscript cannot be started until GDER form is received by the Graduate School dean.

   e. Graduate Student Association – Andrew Zaleski, Vice President stated the Association did not have any activity but would report at the next meeting.

V.   Announcements:

   a. The thesis and dissertation formatting workshop will be held in the Lookout Mountain Room from 3:30-5:00. Committee members and chairs are welcome to attend. The theses review deadline is March 28 and the dissertation review deadline is March 21and the defense should be scheduled two weeks prior to the review deadline.

   b. Ally Jenkins has given her resignation and her last day will be January 16. Until a replacement has been hired, the programs she managed will be split between Mark Fairchild and Bonny Clark. A reception for Ally will be on Thursday afternoon in the Graduate School conference room between 3:30 and 4:30, everyone is invited.

   c. Records will be using an electronic grade change form in SharePoint beginning this spring. Training sessions will be about 15 minutes and will be available on line.

   d. The next meeting will be held on January 23.

Without further business, the meeting adjourned at 4:12 p.m.

Respectfully submitted,

Janice Uhles, CAP
Administrative Assistant
The Graduate School

The minutes were approved by Graduate Council on January 23, 2014.

Graduate Council Minutes
Thursday 3:15 p.m., January 23, 2014
Foundation Room, University Center

Members Present: Beth Crawford, Christopher Cunningham, Jan Evans, Kevin Ford, John Freeman, Tammy Garland, Jim Henley, Marcus Mauldin, Claire McCullough, Susan McDonald, Elizabeth O'Brien, Mike Owens, Lynn Purkey, Carolyn Schreeder, Joyce Smith, Ronald Smith, Lafe Taylor

Members Absent: Marisa Colston, Hill Craddock, Ignatius Fomunung, Debbie Ingram, Joanie Jackson

Ex Officio Members Present: Randy Walker, Linda Orth, Andrew Zaleski

Ex Officio Members Absent: Karen Adsit, Theresa Liedtka

Summary

   I.   Welcome: Chris Cunningham, Chair called the meeting to order at 3:15 p.m.
  II.   Approval of minutes: The minutes from the January 9, 2014 meeting were approved with minor grammatical changes.
 III.   Old Business: There was no old business.
  IV.   New Business:
        a.   Curriculum Committee – The chair, Marcus Mauldin presented the following proposals that had been approved by the Curriculum Committee. The Council's vote is recorded below:

ENGL Mod of Creative Writing Con Req	16-0-0
Nursing - Reactivate MSN Nursing Education	16-0-0
Nursing - Update MSN FNP Catalog Copy	16-0-0
Nursing-DNP Professional Project Courses NURS 7091 7092 7093 7094	16-0-0
Nursing - Update DNP Catalog Copy	16-0-0
MATH 5170 Nonparametric Statistics	16-0-0
Correct Co and Pre-Reqs for Courses	16-0-0
Mathematics - Pre-Professional Mathematics Catalog Description	16-0-0
Nursing - DNP Admission Changes	16-0-0
PMBA Business Analytics Track	17-0-0

Randy Walker stated the proposals that were in process would continue through the approval process and would be included in the fall 2014 proposals that would be effective fall 2015.

        b.   Best Practices – Chair Beth Crawford presented an updated version of the motion that would dismiss a student from the University who had had been dismissed from a program for reasons other than grades after they had exhausted all appeals. The language had been reviewed by the legal department who recommended the following changes.
             When a student is dismissed from a graduate program for reasons other than grades, the student is also dismissed from the Graduate School ~~University~~. If the dismissal is upheld at the completion of the appeal process, current and future enrollments will be cancelled. Students who have been dismissed from the Graduate School ~~University~~ may re-apply for admission.
        The motion passed 16-0-0.
        c.   Thesis and Dissertation Workshop Feedback – Walker stated that all students that were in their final semester enrolled in thesis or dissertation had been invited to the workshop as well as all of the chairpersons. He said there was good student attendance and the overwhelming response was to offer the workshop in a student's first semester. The thesis and dissertation workshop was recorded and will be put on line. Beginning this spring, students will be asked to submit their initial draft through UTC Scholar. The Examination Record form should also be completed by the committee, signed by the academic dean and submitted before the manuscript can be reviewed by the Graduate School. The Library will also be offering Endnote training which will be advertised on their homepage.

d. Full Time Equivalent Status – Walker stated that in the spring only GA's enrolled in thesis or dissertation who were taking less than six hours were given status of full-time enrollment. This status is reported by the University to the Clearinghouse and affects when a student must start repaying their student loans. It was determined that FTE status could not be specific to GA's, that it needed to be offered to all students enrolled in thesis or dissertation and taking less than six hours. The FTE for all students only needing to enrolled in thesis or dissertation will be on the Graduate School Website for fall 2014.

e. GSA – Andrew Zaleski stated the GSA had joined the SGA that they would work with SGA so as not to lose their identity. He said there would be a meeting for graduate students on January 28 from 4-5:00 pm. in the UC Signal Mountain Room.

V. Announcements:

a. Walker announced The Graduate School recognition program is in the planning process and each program needs to identify their outstanding student. Walker stated the format of the ceremony may be changed by having a couple of current students present their research rather than having a speaker. He said that additional information will be given at the next meeting.

b. The next meeting will be held on February 13.

Without further business, the meeting adjourned at 4:22 p.m.

Respectfully submitted,

Janice Uhles, CAP
Administrative Assistant
The Graduate School

Minutes were approved by the Graduate Council February 13, 2014.

Graduate Council Minutes

Thursday 3:15 p.m., February 27, 2014
Foundation Room, University Center

Members Present: Hill Craddock, Beth Crawford, Christopher Cunningham, Jan Evans, Kevin Ford, Joanie Jackson, Tammy Garland, Jim Henley, Marcus Mauldin, Claire McCullough, Susan McDonald, Elizabeth O'Brien, Mike Owens, Lynn Purkey, Joyce Smith, Ronald Smith, Lafe Taylor

Members Absent: Marisa Colston, Ignatius Fomunung, John Freeman, Debbie Ingram, Carolyn Schreeder

Ex Officio Members Present: Randy Walker, Linda Orth, Andrew Zaleski

Ex Officio Members Absent: Karen Adsit, Theresa Liedtka

Summary

I. Welcome: Chris Cunningham, Chair called the meeting to order at 3:15 p.m.

II. Approval of minutes: The minutes from the January 23, 2014 meeting were approved as submitted.

III. Old Business: There was no old business.

IV. New Business:

a. GSA - Andrew Zaleski, vice president of GSA reported the graduate resume workshop was canceled due to snow however a few resumes were reviewed via email. Zaleski said that more than half of the money allocated to GSA had been used to fund travel awards and that around $400 was left for summer awards. GSA elections will be held March 31 to April 4. Zaleski asked the Council to remind students in their programs to participate. He said the vote will be taken using Blackboard and an email announcement with instructions on how to vote will be included.

b. Curriculum Committee – The chair, Marcus Mauldin presented the following proposals that had been approved by the Curriculum Committee. The Council passed all of the proposals and the vote is recorded below:

Please review Reading Specialist Changes	17-0-0
Please review MGT 5190 Data Mining and Analytics Prereq Change	17-0-0
Please review MGT 5180 Advanced Queries and Business Reports Edits	17-0-0
Please review MGT 5140 Database Systems Management Edits	17-0-0

After the vote, a discussion followed regarding the 25 word limit for course descriptions. It was noted that the word count does not include pre-requisites, course titles or numbers, only words in the actual description.   The discussion also included a reminder that the Program of Study form needs to be completed prior to the end of the student's first semester. The Candidacy form should be completed the semester prior to the semester the student intends to graduate.

c. Graduate Student Recognition Reception – The Outstanding Graduate Student Awards reception will be on of this April 10 at 4:00 p.m. in the University Center's Auditorium. The date and time coincides with the Graduate Council meeting so members will be able to go from the meeting to the reception. As in the past, each degree program will select a student to be honored. The name of the student and a short description (1 to 1.5 minutes) of the criteria used in the selection to be read at the ceremony should be sent to Jan by March 20. Joyce Smith, Joanie Jackson, and Hill Craddock volunteered to serve on the ad hoc committee to help find student's that would discuss their research projects at the awards ceremony in lieu of having a speaker.

d. Thesis and Dissertation –The dissertations and theses submission deadlines to UTC Scholar, March 21 and March 28 respectively, for the format review by the Graduate School dean is approaching. Please remind your program committee chairs that in addition to submitting to UTC Scholar there are two forms that must be submitted, the Graduate Degree Exam Results form that is signed by the committee members and the college dean and the Verification of Standards and Bibliography Management Software form.

e. Graduate Student Travel Awards – The GSA and the graduate dean met to select recipients for spring travel awards. There were ten applications for the spring awards which varied from $75 to $3,100. Walker stated that next year it

would be helpful to have both selection periods in the fall, one early in the semester and one later, possibly around the middle of November. Also, Walker stated that for next year he would like Council members to participate in the selection process and asked that anyone interested in serving to let him know.

f. Establish Scholarship Committee – Walker stated that he would like to establish a Scholarship Committee. The Graduate School has received applications and there are scholarships to award. A process needs to be established that looks at the nature of the award, specific guidelines for the award and matches the applicants to the scholarship. Task force volunteers are Kevin Ford, Marisa Colston and Marcus Mauldin.

g. Graduate School Marketing Plan – In the last four years, admissions in Graduate enrollment has dropped by 100 students. While national enrollment trends are moving downward, a formal marketing plan that coordinates efforts across programs is needed. He stated that while we have been able to increase GA stipends that has helped to make us competitive in recruiting, there is still a need and will be asking for an increase to raise the stipend. He said he was searching for local career fairs such as the one at Dalton State on April 7 and invited anyone interested in attending to let him know.

V. Announcements:
   a. At the March 27 meeting nominations for the Vice-Chair for next year will be accepted. Please send nominations for yourself or others to Chris Cunningham.
   b. The Outstanding Graduate Student Awards program will be on Thursday, April 10 in the UC Auditorium.
   c. A reminder that the new grade change training in SharePoint is on line, please make sure to take the training.
   d. March 21 is Research Day
   e. Thursday, April 3 at 6:00 p.m. is the faculty retirement party at the Read House; please mark your calendars to attend.

Without further business, the meeting adjourned at 4:55 p.m.

Respectfully submitted,

Janice Uhles, CAP
Administrative Assistant
The Graduate School

The minutes were approved by the Graduate Council March 27, 2014.