



**Graduate Council Minutes
February 17, 2009**

Present: Lawrence Anderson, Jamie Barlowe, Jeanne Brockmyer, Laurie Dinnebeil, Max Funk, Hans Gottgens, Scott Heckathorn, Mohamed Hefzy, Ruth Hottell, Dong-Shik Kim, Patricia Komuniecki, Barbara Kopp Miller, Anand Kunnathur, Eric Longsdorf, Sara Lundquist, Sakui Malakpa, Anastasia Mirzoyants, Gary Moore, Azadeh Parvin, Susan Pocotte, Benjamin Pryor, Ram Rachamadugu, Patricia Relue, Randy Ruch, Kathleen Salyers, Dorothea Sawicki, Barbara Schneider, Alice Skeens, Dianne Smolen, Amy Thompson, Hermann Von Grafenstein, Frederick Williams

Absent: John Gaboury, Krishna Shenai, Mark Templin, James Trempe

Excused: Barbaranne Benjamin, Michael Bisesi, Frank Calzonetti, Dwayne Demedio, Wayne Hoss, Mylo Jennings, Sakui Malapka, Kelly Phillips

Guest: David Dignam

Call to Order and Roll

Report of Executive Committee of the Graduate Council and the Dean of the College of Graduate Studies

Dr. Relue reported the GCEC is working to resolve graduate issues where there are differences between the two campuses, such as the WP/WF grading and the calculation of GPA after retaking a graduate course. The Academic Standing Committee deals with academic policy we would like them to look at this issue and come back with a proposal. If there are other policies that need to be addressed, please send them out before the end of the semester. Progress has been made on the Bylaws with a draft document at this time. However, there are a few areas that we are still working on. Of interest to the HSC, we are looking into holding the Council meetings at a central location or alternating between campuses. Currently on the Main Campus, curricular issues were reviewed until the end of the spring semester. There is now a provision for the Curriculum Committee to deal with curricular items all year round and the GCEC to provide preliminary approval before the Graduate Council convenes in the fall semester. Duties of the Membership Committee will be discussed further at the February 24th meeting of the GCEC. The Bylaws will be posted for review as it is anticipated they will be discussed at the March 3rd Graduate Council meeting and hopefully by the March 24th meeting, be ready for a vote. Dr. Funk asked all Council members to review the Bylaws.

As a reminder, there is an attendance policy for Graduate Council meetings of two unexcused absences per academic year. Additional absences may trigger a replacement. There will be letters going out before the next meeting notifying members who may have missed several meetings.

Dr. Komuniecki stated that locating the Graduate Council on the web is now easier as there is a direct link to it from the main menu on the College of Graduate Studies website.

Dr. Komuniecki reported that finalizing the budget is presently her primary goal and that she hopes to have available by the end of this week with the intention to make it as high as possible. At that time, Dr. Komuniecki will notify the college deans of their assistantship budget. She noted it will be based on a percentage of the previous year so that colleges at least have a budget to work from immediately since that cannot wait until the University's budget hearings are concluded in April.

Dr. Komuniecki reported that workflow issues in the College of Graduate Studies are being assessed for increased efficiencies and the College has begun instituting procedures to facilitate those processes. We have processed more than 1,000 applications for admission for fall 2009, which is 306 more than this time last year; 33% are international applications, which are more time-consuming to process. For consideration is the possibility of a differential in the application fee.

Dr. Komuniecki's final announcement is that she intends to send memos to the Deans concerning the issues of timely issuance of grades and not overusing PR grades.

Questions were raised as to the allocation process and whether partial assistantships will be offered. Dr. Komuniecki responded that the colleges will receive allocations with consideration given to the Strategic Plan. There will be a percentage withheld until the end of the budget process with recommendations for areas of strategic investment. Partial assistantships will be included as part of the budget package. All Deans are being asked to present budget scenarios to the central administration for advisement, so we will receive final notice following that exercise.

Information and Discussion Items

Discussion of GRAD Form

Dr. David Dignam, Chairperson of the Institutional Biosafety Committee, attended the meeting to provide clarification on the Biosafety Committee's role. It provides approval to investigators, not students. This became important to clarify as an increasing number of students continue to seek approval. He noted the investigators already receive pertinent training and are required to have appropriate approval. He does not want students to be disadvantaged and suggests an administrative solution.

There was discussion concerning the GRAD Form process and an acceptable submission date. Faculty are the principal investigators and the form can be signed with IRB approval attached if required. All graduate students are required to complete this form. It should be submitted by the end of the first year if possible, and definitely as soon as the thesis research is started. Dr. Hefzy suggested the form not encompass both the notice of thesis and compliance requirements, which requires signatures before work starts. Anastasia Mirzoyants stated that the requirement of completing this form was not brought to her attention through her department or college. It was suggested that this be included in the new graduate student orientation materials.

Dr. Komuniecki stressed the importance of providing clarification for both students and graduate faculty. Dr. Hottell agreed that students and graduate faculty need clarification on the form. She suggested this be an information item for the graduate faculty at the annual meeting this spring.

Standing Committee Reports

Report of the Membership Committee

Dr. Hefzy, chairperson of the Membership Committee, reported the committee recently reviewed sixteen applications for graduate faculty membership and made the following recommendations:

- 10 Full
- 2 Adjunct
- 2 Special
- 2 Returned to faculty for clarification

Report of the Curriculum Committee

Dr. Anderson, chairperson of the Curriculum Committee, presented the committee's recommendation for one proposal recently reviewed: Council approved.

NEW COURSE PROPOSAL

ARS	SOC	SOC:5650	Advanced Topics in Latin American and Caribbean	3
-----	-----	----------	---	---

Organizational Reports

Report of the Graduate Student Association

Ms. Anastasia Mirzoyants, President of the GSA reported the GSA is currently working on putting together the Research Symposium, which is scheduled to take place at the University Law Center on April 9-10, 2009. The Call for Submissions and the tentative schedule of the events are now available at GSA's office and will be available online shortly. The students from both campuses are encouraged to apply. There will be more than 30 oral

presentations and two poster sessions throughout the day; 10 students can potentially receive awards. The GSA contacted Congresswoman Marcy Kaptur's office to invite her to give a lunch-break speech. Next week the GSA will meet on the Health Science Campus for the first time -- February 26, 7:00 - 8:00 p.m., Health Education Building, Room 103. At the beginning of March, the GSA is planning to have a bowling night to give graduate students from both campuses another opportunity to get to know each other.

Old Business

Policy Update on WP/WF Grading

Dr. Susan Pocotte, on behalf of the ad-hoc committee reviewing on the WP/WF grading options, discussed the document she distributed titled *Draft Proposal Regarding UT College of Graduate Studies W, WF, WP, ver. 2/13/2009*. The table was an attempt to compare the existing grading option policies of each campus. The desire is to bring back the ability to have WP/WF for students who choose to withdraw later in a semester as was the option on the HSC before the implementation of the Banner system. The table utilizes a timeline for various withdraw grading options. A department can implement the grading option that is best suitable to its program(s).

Dr. Relue stated that currently on Main Campus, students can repeat courses; however the each grade is included in the GPA. "WF" does go into GPA calculation, but not "WP". Courses where assignments tend to be frontloaded may be a good candidate for the "WP/WF" grading option. If adopted, this would likely be implemented as an additional grading scheme that can be selected when a course is proposed or modified. Courses in place would have to "opt in" with a course modification in order to use this grading option.

Dr. Pocotte added that in the Nursing program, students can retake a course one time and can retake a total of two courses. The GPA adjustment (calculated without the first grade) had been automatic without petitioning the registrar. Retakes are limited in this program as there not optional electives that will allow a student to complete the degree.

Dr. Anderson pointed out that minor changes to existing courses, such as grade change options, need to go through the Curriculum Committee but to Graduate Council as a consent agenda item only.

New Business

College of Graduate Studies – Fellowships, Scholarships and Awards

Dr. Komuniecki reported that information pertinent to the fellowships and scholarships administered through the College of Graduate Studies has been updated and is available on the web. However, given the current fiscal climate, validation of funding is occurring. It appears as though at least one new University Fellowship will be available for the 2009-2010 academic year.

Council of Graduate Schools – Dissertation Awards

Dr. Komuniecki announced that up to \$2,000 is available through the Council of Graduate Schools for dissertation awards with nominations due the third week of March. This information will be posted on the COGS website and sent out to the appropriate deans.

Announcement

Dr. Komuniecki shared the sad news that a former UT colleague, Dr. Peggy Wheelock in Biological Sciences, recently died in Omaha, Nebraska. Both she and Max Funk spoke briefly about Dr. Wheelock and her tremendous contribution to graduate education while on the faculty at UT. A more formal resolution regarding Dr. Wheelock's contribution to graduate education at UT will be presented at the next meeting.

Adjournment

There being no further business, the Council adjourned at 1:28 p.m.