

# Graduate Council Minutes

## September 26, 2003



The Graduate Council met at 2:00 p.m. in the President's Conference Room. Chair Tom Berg presided.

### I. Call to Order

Members present: Drs. Frank Bailey, Ken Blake, Jackie Eller, Bichaka Fayissa, David Foote, Michael Hein, Jung-Song Lee, Nuria Novella, Jeffrey Walck, Norman Weatherby, Andrew Worsey, Barbara Young

Ex-officio members present: Interim Dean Robert Carlton, Associate Dean Peter Cunningham

Guests: Drs. Gary Wulfsburg, William Isley

### II. Dr. Kaylene Gebert, Executive Vice President & Provost

Dr. Carlton reported that Dr. Gebert had unexpectedly been called to a meeting at the Tennessee Board of Regents (TBR) and would be unable to attend the meeting.

### III. Announcements

- A. **Dr. Thomas Berg, Chair** – Dr. Berg welcomed everyone and thanked them for their participation on the committee. He asked that everyone introduce themselves and the college they were representing.
- B. **Dr. Robert Carlton** – Dr. Carlton noted his enthusiasm and excitement for the coming year and stated that based upon his earlier meeting with the Faculty and Program Review Sub-Committee he was impressed with the work of the committee members. He asked that each member of the committee consider the leadership role they are in and what direction they feel is needed in the pursuit of excellence within the College of Graduate Studies and challenged members to “think out of the box”. Dr. Carlton also noted that he would like to minimize requests for exceptions while raising the standards and level of quality. This would improve the efficiency of the Office of Graduate Studies, and reduce the workload of the graduate liaisons. There should also be a commitment to the success of our current Ph.D. programs as well as those that may come about in the future, such as History and Natural Sciences, and possibly one from the College of Education.
- C. **Dr. Peter Cunningham** – Computer Science and Mathematics’ graduate programs are up for program review this year; materials will be handed out at the next Graduate Council meeting in October. Also in development is a master of science in Nursing. Pam Holder is heading up this consortium through TBR to develop an online course; each campus will be allowed adequate input regarding the program. The Master of Professional Science degree will be coming in the fall to TBR/THEC for implementation in fall of 2004; the three areas of concentration will be healthcare informatics, biotech, and biostatistics. There is a meeting in Washington D.C. next week to discuss the program.

Dr. Cunningham reported that he has been attending graduate/career days at various campuses and noted that he needed a brochure or some sort of recruiting tool from IO. He further stated that while applicants are up 10%, enrollment is flat. Our rejection rate for the current year increased 100%. At this point it is not clear exactly what that may be attributed to; possibly the number of incomplete files or better offers. He asked that each council member think about it and respond back to your Graduate Coordinators.

### IV. Approval of Minutes – April 25, 2003

A motion was made to accept the minutes of the April 25, 2003 meeting. The motion was seconded and carried.

**V. Sub-Committee Reports**

**A. Graduate Faculty and Program Review**

**Dr. Jackie Eller, Chair**

Consent calendar attached – all items have been recommended for approval. Dr. Wulfsburg and Dr. Isley from Chemistry were in attendance to discuss two courses submitted to the council and not recommended for approval by the sub-committee. Questions and concerns were entertained. After much discussion, Dr. Berg moved to refer back to the Faculty and Program Review sub-committee for further evaluation. Move was seconded and carried.

**V. Sub-Committee Reports (continued)**

**B. Student Affairs and Travel**

**Dr. Fayissa Bichaka, Chair**

Twenty-two student travel grants have been awarded totaling \$10,018.61 leaving a remaining balance of \$13,051.39.

**C. Policies and Procedures**

**Dr. David Foote, Chair**

No report.

**VI. Old Business**

▪ **Status of course materials for approval of online Masters' in Education.**

Dr. Cunningham spoke with Connie Jones and she stated that she had not yet received any RODP materials from TBR but did expect them soon, before the next council meeting. As soon as the materials arrive the Council will receive copies to review.

**VII. New Business**

- Dr. Carlton discussed reassigned time for teaching graduate classes for graduate faculty status (not linked to teaching class – for research-active and research-productive faculty); reassigned time is not a reward for teaching but allows the instructor to come to class fresh with new methods and techniques. Dr. Cunningham noted that reassigned time shouldn't be linked to graduate faculty status. Also suggested, was the linking of all evaluative processes (e.g. promotion of tenure and merit pay) together so the associated review/assessments were not duplicated. Graduate assistant stipends have not been raised in over ten years; this will be looked at using the extra source of funds from Dr. Gebert. In looking at this how do we insure that the quality people receive quality pay, how do we raise the bar? Should the stipend be raised across the board or should specific persons receive it, and who? Dr. Carlton asked that all members give this some thought.

There being no further business the meeting was adjourned.

Respectfully submitted: Lynn Parker  
Recording Secretary