Graduate Associate Deans

June 13, 2019

MINUTES

Members Attending: Dixie Thompson (Vice-Provost & Dean), John Stier (Agricultural Sciences & Natural Resources), Katherine Ambroziak (Architecture & Design), Bruce Behn (Haslam Business), Todd Moore (Engineering), Roberta Lavin (Nursing), David Cihak (for Jeff Fairbrother); Regina Mays (for Holly Mercer), Suzie Allard (Communication & Information)

Ex Officio: Yvonne Kilpatrick (Graduate School), Ernest Brothers (Graduate School), Mary Albrecht (Graduate School), Sara Bradberry (Graduate School), Sean Hendricks (Graduate School)

I. Welcome & Approval of March minutes – Dixie Thompson

Minutes Approved

II. Dean's Update – Dixie Thompson

- No budget updates until BOT meets; once that happens we will know about stipend increases, faculty increase, etc. At this point, just waiting to hear.
- Fellowships:
  - Endowed & Access & Diversity: Over the past month we have been working through the nominations; all of these candidates were top-notch!
  - THEC Fellowship - $20,000 for 3 years for 3 students. Depts. Provide 25% assistantship & stipend. Ernest & Dixie coordinate a networking and professional development opportunities. Five finalists all notified today invited to interview week of June 24.
  - Remaining four nominees for the THEC Fellowship will will get a $5000 A&D award; so all of them will get some support.
  - A few of the colleges had some reallocations to do (students leaving, graduating, etc.) – we are getting close to having all the fellowship processes completed by the end of the fiscal year.
- We are hiring two people in Grad Admissions: an Associate Director and an IT Specialist. The job descriptions have been re-written considerably. We need to be able to help support recruitment initiatives / growth of graduate programs. You'll be hearing more about those positions as they are filled.

- Catalog project is nearing completion…almost ready for a soft launch in July, which will allow departments to review their programs to make sure they are correct before students see it. Thanks to Mary, Catherine, & Sara for all that work!

III. Departmental communications - Yvonne Kilpatrick

Distributed flow chart. This year we made a change in the way we receipt email communications in our office. Formerly each staff members email posted on the website. Most individuals contacted their admissions specialist directly; we tried to eliminate that and centralize our receipt of emails. gradschool@utk.edu and graduateadmissions@utk.edu

We have a filtering system now…our GRA works on those emails triaging them. This allows us to see recurring themes when students reach out to us. From there, it routs to either Graduate Admissions Staff or on to Departments. This summer we are working to restructure to better filter through the initial emails, especially as some faculty may be away for parts of the summer. Yvonne asked that departments help them understand their summer processes. She will send a list of current contacts to this group; please let us know is we need to do anything differently over the summer.

Perhaps multiple people from departments could monitor so that decisions are not delayed?

IV. Professional Development Preview – Ernest Brothers

Professional development – to date we have not had a way to pool all the activity under one umbrella. A couple of years ago the GPSD team began to meet together and talk about that. We recently had a facilitator to help us put this into a model that we will roll out this fall. Dr. Brothers shared a handout regarding the outcomes of the workshop. This conceptual model continues to evolve based on needs and demands of the students. They will be able to take advantage of the development stage they are at. We also want to have as many modes of delivery as possible.

Dr. Brothers shared another handout on what the next steps will be. We will begin rolling this out in the fall, starting with an introduction/presentation during orientation. We will update this group as we move closer to the fall.

V. Orientation Preview – Sara Bradberry

- Orientation will be August 13 (New Graduate Student) in the Student Union from 8 am -1 pm. We have an updated format with additional breakout sessions and topics. We will work with the speakers to create on-demand offerings or pdf copies of their materials for students who cannot be there.

RSVP count as of today is 698. We will also have a vendor fair introducing campus offices and organizations, as well as community partners.

- New GTA Orientation will be Friday, August 16. Same format as in the past with a little extended time. Departments will complete the RSVP online to sign up the students (instead of a list being sent to us).

Closing Remarks – Dixie Thompson

- Suzie Allard has been an interim in this committee and today is her last meeting. Virginia will be taking her place in July. Dixie thanked Suzie for her work with us this year.
- John Stier announced they are preparing to conduct the third year of the 2nd agreement of the China scholars this fall. The Chinese embassy visited this spring – it was a great meeting.
- Bruce announced that they will have a video available soon to see what Noodle is doing. Bruce will let Millie know when it is available and we can arrange to share that here.

Meeting Adjourned.

Next Meeting: July 11, 2019