

**Graduate Associate Deans Meeting
November 9, 2017
2 pm – AHT 4th Floor Conference Room**

MINUTES

Members Attending: **Dixie Thompson** (Vice-Provost & Dean), **Katherine Ambroziak** (Architecture & Design), **Jeffrey Fairbrother** (Education, Health, & Human Sciences), **Kate Atchley** (for Bruce Behn, Haslam Business), **Todd Moore** (Arts & Sciences), **Alex Long** (Law), **Masood Parang** (Engineering), **Sherry Cummings** (Social Work), **Mary Gunther** (Nursing), **Michael Palenchar** (Communication & Information), **John Stier** (Agriculture)

Guests from OIT: Mark Savage, Frank Friore, Connie Grove

Ex Officio: **Mary Albrecht** (Provost's Office/Graduate School), **Sean Hendricks** (Graduate School)

1. **Welcome & call to order at 2 p.m. by Dixie Thompson**

2. **SAS Demonstration of Blueprint**

Dixie opened the meeting with background information about the Graduate Blueprint project. We have needed a place where faculty and staff looking for data on graduate education could go to gather information on their program. This summer and fall a lot of work has gone into creating the first phases of the Graduate Blueprint. We are still in the feedback stage, but we are rolling it out to you today to look at the first 2 modules of a 5 module blueprint: admissions and enrollment. There is a lot more to come, but this is a great step forward in what we want to provide.

Frank, Mark, and Connie from OIT demonstrated the modules and SAS data, and answered questions from the group.

Dixie mentioned that the admissions module would allow us to see where our data is coming from...where the areas are that we are seeing recruiting results from, or perhaps where we need to do more recruiting. All of these modules will open up new opportunities in strategic planning. We really applaud the efforts that have gone into this project...it is something that will help us tremendously down the road.

We hope to have these first 2 modules available for use in January or February 2018.

3. Review & Approve Minutes (Oct)

Minutes were approved.

4. Old Business:

3MT Distributions – Revised Numbers

The chart distributed at our last meeting was revised. These new numbers (highlighted) have also been sent electronically.

College	Students	% of total	Suggested Reps for the 2018 competition	Last year
CASNR	237	4%	2	2
Arch & Design	49	<1%	2	2
A&S	1250	21.5%	10	15
Haslam	623	10.5%	4	3
CCI	200	3.5%	2	3
CEHHS	839	14.5%	6	4
Tickle/Bredesen	1156	20%	10	10
Law	324	5.5%	3	2
Nursing	186	3%	2	2
Social Work	554	9.5%	4	2
Vet Med/CEM	367	6.5%	3	3
Total Students (w/o non-degree)	5785		48	

Judges Criteria

We want to provide information to the judges so that they consistently evaluate presenters whether it is in the semi-finals or finals. All of the criteria is on the 3MT website and can be shared with the judges. <https://gradschool.utk.edu/training-and-mentorship/3mt-three-minute-thesis-competition/>

Sean will pull the information to see if additional dialogue or commentary is needed.

MiniTerm Maximum

Dixie shared an email from Jennifer Hardy regarding our questions about maximum credit hours. There is not technically a maximum, but the session is a total of 15 class days and there is a 700-minute per credit hour policy. Students cannot possibly earn 15 credit hours during the term. This can be monitored at the department/college level; schedulers should be asked to watch for classes that are set up for more than 3 credit hours during Mini Term so that they can be looked at more closely if needed.

5. New Business:

Catalog Updates (Mary Albrecht) – see handout sent via email

As you will see in the handout, we have pulled several topics from the policies section of the catalog and moved them to a new section titled “Operational Information for Faculty.”

These items provide information for faculty and staff rather than students, so we want to have them in a separate area. We are also revising the glossary, which currently is the same for the graduate and undergraduate catalogs. Please review these new terms closely to see if they are all necessary, as some seem to be more historical in nature. One goal is to get to the place where we have a common language allowing us to eliminate outdated terms.

The document provided is a rough draft. Please review and provide feedback. (It was noted that “certificate” needs to be added to the glossary.)

Mary reminded the team that majors, concentrations, certificates and minors appear on the transcript. None of the other terms we use to describe our curriculum will be seen there.

Discussion also ensued regarding graduate minors.

- o Can we determine how many of our students get minors and in what?
- o How many are Master’s students and how many Ph.D. students get statistics minors?

It was noted that most of our peer institutes do not have graduate minors.

Dixie – We are not sure there is a database we can utilize to see how many students get minors. We will see if we can get a report that will let us see minors by program and degree.

The group briefly discussed DARS and also the issue of how the role of the doctoral committee will be used in that process, since they often help shape some course choices. We need to think about how to build in that flexibility. We also need to be able to go in at the unit level to add in those exceptions.

3MT Online Competitions (Dixie)

The group discussed whether or not we could make an online competition work; perhaps having a different category for those students. If we do go the route of categories, perhaps that would allow for a performance category? Maybe have a pre-recorded category? Perhaps we can open it up and let students choose their category; they would not have to be an online student to choose an online category.

Dr. Thompson indicated she feels if we are going to do the 3MT it needs to be live; it seems unfair to the students who can fail at the moment to be competing against someone in a medium where they have more capacity to give their best.

John Stier added that those who record don’t have the same audience interaction/feedback as those who present live would have.

As we are running out of time, Dixie asked Sean to create a forum to continue the discussion and we will try to reach a resolution at our December meeting.

TN Fellowships (Dixie) – Handout Distributed

This handout is an excerpt from a package of information that Dixie sent electronically. The Office of Research is wanting to help bolster the research mission, so they are providing this opportunity for additional fee waivers (for Ph.D. only).

In that full package (sent via email on October 25), it was explained that there would be \$800,000 distributed to the colleges, and individual amounts were included. There is an additional \$200,000 that is reserved for these 20 students (\$10,000 each for top-off) for these fellowships. The Office of Research will provide the fee waiver, the department comes up with the stipend.

- Encourage your faculty to participate in this. Talk to the department heads and be on the recruiting trail now. The application deadline for these awards is early: January 17.

Hooding Speaker

Thank you for sending us nominations for hooding speakers. We received four nominees and will make that decision next week.

Meeting adjourned at 3:30.