Graduate Associate Deans' Group
Thursday, September 3, 2015, 2:00 – 3:30 p.m.
Panhellenic Building Multipurpose Room

Attending:

Kate Atchley (for Bruce Behn), Ernest Brothers, Gale Fulton, Mary Gunther, Carolyn Hodges (Chair), Stephen Kania, Alex Long, Sandra Leach, Brent Mallinckrodt, Masood Parang, Joan Rentsch, Ragan Schriver, Maria Stehle, John Stier, Dixie Thompson

The meeting was called to order by Carolyn Hodges at 2:00 p.m.

1. Carolyn Hodges welcomed the members and reviewed the responsibilities of the Graduate Associate Deans' Group.

   The Graduate Associate Deans' Group serves as an advisory group for Graduate Council, especially for new policy implementation.

2. Introductions were made.

3. The Minutes of March 26, 2015 were approved.

4. Updates – Carolyn Hodges

   a. Maria Stehle will be chair of the Academic Policy Committee. Dr. Stehle indicated that she did not receive succinct feedback regarding responses to changing the grading system. Dr. Hodges asked Dr. Stehle to send her a summary of the feedback she has and asked anyone who has feedback to send it to Dr. Stehle. Dr. Stehle asked for input as soon as possible before the first Academic Policy Meeting on September 10, 2015.

   b. There was an issue last year about students with internships requesting Leave of Absence (LOA). Dr. Hodges noted that, according to Catalog policy, if the student has not completed the dissertation, the student can go on internship but must continue enrollment in course 600. Dixie Thompson said in the College of Education, even students who have finished dissertation still enroll for one credit hour. Brent Mallinckrodt from Arts and Sciences said if students hadn't finished dissertation, they were still enrolling in 600-level courses.

      In Engineering, many international students seek internships for summer. Masood Parang will send a proposal to Dr. Hodges regarding this issue.

   c. The Call for Professional Development Awards has been issued. Because funding has been cut almost in half, Dr. Hodges will have three calls instead of four. The top amount that can be requested has been changed from $5000 to $4000.

   d. Dr. Hodges and Dr. Stephanie Galloway will send out reminders that one has to be more mindful of those on probation and those who will be dismissed. Dr. Hodges asked the group to ensure that professors understand that they have up to one year (and no longer) to submit grades for incompletes. Otherwise, the incomplete becomes an F and may not be changed.

   e. The reminder will also include guidelines for GRA/GTA/GA students wishing to earn additional pay beyond 20 hours of work. Students with ten-hour assistantships may work up to 10 additional hours.

f. Dr. Hodges said she learned at the Council of Graduate Schools' Meeting that the IRS is concerned about universities paying for graduate students' insurance. The stance the Council of Graduate Schools is taking is that it doesn't apply to graduate students who aren't working 30 hours or more, which relates to the Affordable Care Act.

g. Dr. Hodges announced that in the next recruiting year, the Chancellor will offer top offs again. Numbers are going up for students getting external grants.

h. Dr. Galloway is working with OIT to improve Graduate School forms. The Graduate School is concerned with security and authenticity. The Graduate School needs original forms and signatures.

i. The Graduate School has hired an Information Specialist, who will begin work in October. Among other duties, the Information Specialist will be re-designing the website and creating promotional materials.

j. Dr. Hodges wants to put together two collaborative teams within the group. One will be about best practices for recruiting graduate students. The other team will focus on graduate student success. She wants the group to look at ways it can enhance our recruitment and ways to bring students here and support retention and success.

   Dr. Hodges asked members of the group to think about what particular initiative appeals to them.

k. Ernest Brothers distributed information about the Responsible Conduct of Research Lunch and Learn Sessions. They will be held on Fridays from September 11-November 13th in Blount Hall A004 from 11:30-1. Pizza and drinks will be provided. Though there is currently an online session, this provides an in person option.

   Dr. Brothers noted that plagiarism is becoming a larger issue, and the sessions are an attempt to get ahead of the problem. Dr. Brothers noted that if there are topics the Graduate Associate Deans' Group feel should be addressed to please email them to him or Dr. Robert Nobles.

   Dr. Brothers said there will be 12 total classes to match the online version. Dr. Brothers indicated that appropriate methods of research with human subjects is serious, and if there's an investigation, NIH and NSF funding come to a halt. He is most concerned with ensuring that students receive the training they need.

Dr. Hodges adjourned the meeting at 2:47 p.m.