

Minutes
Graduate Associate Deans
405 Student Services Building
2:00 – 3:30PM
7/14/2016

Members Attending: Dixie Thompson (Vice-Provost & Dean), Ernest Brothers (Graduate School), Gale Fulton (Architecture & Design), Bruce Behn (Business), Joan Rentsch (Communication & Information), Jeffrey Fairbrother (Education, Health, & Human Sciences), Tammy Wyatt (for Mary Gunther, Nursing), Robert Mindrup (Social Work), Claudia Kirk (Veterinary Medicine);

Ex Officio: Holly Mercer (University Libraries); Yvonne Kilpatrick (Graduate School: Graduate & International Admissions), Stephen Kania (Veterinary Medicine), Stephanie Galloway (Graduate School); Sean Hendricks (Graduate School), Mary Albrecht (Accreditation)

1. **Meeting called to order** at 2 p.m. by Dixie Thompson.
2. **Members were welcomed and Millie Cheatham was introduced** as the new administrative coordinator/office manager in the Graduate School. She will provide support for this committee. Her contact information is:

Millie Cheatham
111G Student Services Building
mcheatha@utk.edu
974-0818

3. **Minutes of the June 9, 2016 meeting were approved** as presented.
4. **Yvonne Kilpatrick and Ernest Brothers introduced the committee to Prospect, a College Net suite of tools we have purchased that will allow us to track students from recruitment to alumni.** The program will allow instant communication with prospective students, and by tracking, we can begin to see the return on our investment.

Greg Tipps, Ernest Brothers, Yvonne Kilpatrick, and Sean Hendricks will form a team to help bring the program to departments. We will start small, infusing the form much like we did with Admit. The focus at the beginning will be on recruitment.

We want to know your interest, as we want to begin rolling it out this recruitment season. Committee members can follow up with Yvonne if they would like to hear more about Prospect and its capabilities.

Post Meeting Follow-up: "Thank you for the opportunity to share with you yesterday at the Graduate Associate Deans meeting about the services the Graduate School can provide to help your graduate programs recruit students through Prospect. Please feel free to test the [sample on-line inquiry form](http://tiny.utk.edu/ask-grad) (tiny.utk.edu/ask-grad) that can be accessed from most electronic devices with Internet capability.

If you would like to schedule a time for programs in your college to hear more about Prospect, please feel free to contact me by e-mail, ykilpatr@utk.edu.—Yvonne"

5. **Mary Albrecht made a presentation to the committee regarding u.Achieve - Automated Degree Audits.** This program will allow us to track how students are progressing toward their degree.

Currently there is a lot of variety across departments in how program requirements are identified in the Graduate Catalog. Some are very specific about which courses a student must complete, while others are much more ambiguous. Our first step will be for departments to clarify what their degree requirements are. From there, we will begin encoding with the current catalog and move forward. This is a multi-year process, but over time, this will make it easier for students to understand where they are in their program of study.

Dixie asked that committee members take this information to their departments and begin looking at their catalog copy to determine what changes may be necessary to provide the clarity we need.

Post Meeting Follow-up: Mary Albrecht provided a copy of her PowerPoint presentation for the committee (attached). Please note that "DISC, DSCA, DSCB, etc. stands for discipline... Also, there are some notes in the "notes" section for each slide."

6. **Graduate School Updates – Dixie Thompson**

- We will be hosting the Graduate Student Orientation on August 9, 2016 and the GTA Orientation on August 11, 2016. Dr. Ernest Brothers is providing leadership for these events. **Remind your departments and encourage students to attend. Invitations have gone out.**
- Several requests have come in for GRAs to be elevated to the 70% rate (30 hours a week). Once we reach 30 hours, we get into the Affordable Care Act, and the question also remains whether or not a student can manage success at 30 hours. We will continue to look at these in a case-by-case basis. If the student is in good standing, we will allow up to 65% (26 hours). Feedback is welcome, but the standard is 50% and we don't want to overburden the student.
- I just returned from the Council of Graduate Schools. There was interesting data on the trends of growth related to online/hybrid courses, and yet we are dropping. We may need to be more innovative in how we budget and finance online initiatives. This is something we may need to look at more closely down the road.

- We will be setting up meetings with your dean to discuss graduate programs and professional education. They are welcome to invite others to take part in those meetings...we will let them decide who should attend. **If you want to be there, you may want to touch base and let them know.**
- Our next meeting is **August 11, 2016.**

Meeting adjourned.