

Minutes
Graduate Associate Deans
405 Student Services Building
2:00 – 3:30PM
6/9/2016

Attendees: Mary Gunther, Bruce Behn, Robert Mindrup, Jeff Fairbrother, Masood Parang, Gale Fulton, Holly Mercer, Mary Albrecht, Sean Hendricks, Stephanie Galloway, Dixie Thompson.

Welcome – Dixie Thompson

Approval of Minutes – Dixie Thompson

Graduate School Updates – Dixie Thompson

- Website Launch – The new Graduate School website launched May 31, 2016. Thanks to Dr. Sean Hendricks for this leadership. We welcome feedback.
- WiSTAR³ – Women in STEM Advancing Research, Readiness and Retention – Dr. Stephanie TerMaath is organizing this group and asks that Associate Deans help share the information within colleges (See attachment)
- Plans for Graduate Student Orientation – The Graduate Student Orientation will be August 9, 2016. Dr. Ernest Brothers is providing leadership for this event. The planning for this event is ongoing. Formal announcements related to the time/place/agenda will be coming soon.
- Plans for GTA Orientation – The GTA Orientation will be August 11, 2016. Dr. Ernest Brothers is providing leadership for this event. The planning for this event is ongoing. Formal announcements related to the time/place/agenda will be coming soon.
- Meeting with Graduate Student Senate (GSS) President and VP – Dean Thompson met with the President and Vice President of the Graduate Student Senate related to plans for the coming year. Several items were discussed including: (1) the GSS would like for more departments to name GSS representatives, (2) the GSS will be continuing its discussions related to autonomy from SGA, and (3) the GSS is helping to plan the orientation events for graduate students.
- Timing of Fellowships – The Graduate School awards several fellowships each year. This year, there were several awardees who indicated that they received the notification too late to make a decision (they had already accepted offers at other institutions). There is a desire to move announcement of awards to early spring semester. A working group will be formed to explore this possibility. It was suggested that the Graduate School consider the possibility of multi-year awards. Dean Thompson will investigate the gift agreements to determine what is possible.
- Default Advisor Update – The Graduate School is working with the Registrar's office to assign Banner default advisors at the department level. For most departments, this will be the Director of Graduate Studies. Dr. Sean Hendricks will be communicating with departments about this advisor assignment. This change in

advisor assignment will provide students with a departmental contact from the initial stages. Departments can update this advisor assignment as needed.

- 600 enrollment exceptions – The Graduate School will strictly enforce this exception. This exception was designed for those students who have such an all-encompassing internship that working on the dissertation is impossible. Already we have applications for incorrect uses of this exception.
- Probation notification – We had our first attempt at incorporating departments into the probation notification process. There were a few bumps in the road that we are working to correct for future semesters.
- Professional Development Awards – There is approximately \$100K available in this fund. The current model supports faculty but has NO benefit to students. Dean Thompson is planning to change the awarding of this money to something that supports graduate students. Dean Thompson will put together a working group to outline the criteria.

Update from Graduate Admissions – Dixie Thompson

- Visit with CollegeNET – Representatives from the company that supports our admissions software visited campus. There were some fruitful discussions on who we might take greater advantage of the options within the software. We have to possibility of enhancing our admissions process.
- Data from Graduate Admissions – Data were shown comparing admissions and enrollment data from this point to June 2015. We have made real progress on getting departments to make decisions. Thanks was issued to the Graduate Associate Deans for helping to encourage departments to make decisions. Enrollment numbers look encouraging.
 - Applied 2016 – 5980 / Applied 2015 – 5847
 - Admitted 2016 – 2034 / Admitted 2015 – 1905
 - Pending in dept 2016 – 152 / Pending in dept 2015 – 1092
 - Enrolled 2016 – 818 / Enrolled 2015 – 544

Discussion of u.Achieve and policies on Graduate Minors and Graduate Certificates – Mary Albrecht

- Mary Albrecht will lead the campus-wide discussions on implementation of the graduate student degree audit system – u.Achieve. This product will provide a way to monitor students' progress toward degree completion. This system will track courses, and also provides the ability to monitor completion of other degree requirements (e.g., comprehensive exam completion, defense of thesis, etc.).
- An important first step will be for departments to provide more clarity on what the degree requirements are. We must have information to allow for the encoding of degree requirements.
- The Graduate Council will also be charged with examining policies for needed changes. We discussed the issue of how much flexibility should be allowed in determining the catalog under which a student should be allowed to graduate.
- Dr. Albrecht shared possible language related to Graduate Certificates and Graduate Minors. A long discussion was held about what really are Graduate Certificates. It is

clear that no consistent definition exists. We need to move toward a clear definition for Graduate Certificates AND we need to have a mechanism for admitting students in the Graduate Certificate programs. Details will need to be worked out.

- Timeline for u.Achieve – this is a multi-year process. The next two years will be used to do the required background. We will be selecting some departments to serve as early adopters. The target is to have it in place across campus for fall 2018.

Other Business

- Next meeting – July 14, 2016. 2PM. 405 Student Services Building.

Adjourned at 3:30PM.

Attachments

WiSTAR3
Information on Graduate Certificates
Information on Graduate Minors



Women in STEM Advancing Research, Readiness, and Retention

WiSTAR³ is a professional development program open to everyone interested in supporting women in STEM fields. The goal of this program is to provide a support network for women graduate students by engaging the STEM community to help prepare women for careers in advanced research. We aim to improve the retention of women in STEM fields across the entire pipeline by supporting and preparing our next generation of women with advanced degrees in STEM. This organization offers educational and social events to achieve our mission. Past events include: a discussion with Dr. Courtney Wright (Communication Studies) on *Effective Communication for Women in STEM in the Workplace*, a lunch with Dr. Veerle Keppens (Department Head of Materials Science and Engineering and College of Engineering Associate Dean for Faculty Affairs), and an educational event with Dr. Jeanine Williamson (Engineering Librarian) on *Navigating the Literature Review*.



To learn more about our group and future events, visit our website at:

<http://cfwstem.weebly.com/wistar3.html>

and join our facebook group:

<https://www.facebook.com/groups/887089804734155/>

For more information, contact Dr. Stephanie TerMaath (stermaat@utk.edu)

2016

Proposal for Minimum Requirements for Graduate Certificates

PREPARATION FOR U.ACHIEVE PROJECT

MARY LEWNES ALBRECHT

Background Information

The University of Tennessee, Knoxville (UT) is initiating a multi-year project of developing an online, degree audit system for Graduate Programs. Undergraduate programs will be converted from the current system into u.achieve (the latest generation of the DARS product). Graduate programs will be added. Before we can start to encode graduate programs, policy and program review is required in order to provide clear guidance to the encoders. The project also gives us the opportunity to review our processes and guidelines for curriculum.

Review of Top 25 Target Schools

Distinctions are made among Post-baccalaureate Certificates for non-degree seeking students, Graduate Certificates for degree seeking students, and Professional Development Certificates for non-degree seeking students. Common practices can be summarized as (for details, see Table 1, page 8)

1. Post-baccalaureate certificates do not require admission to a graduate program.
 - a. Courses are transcribed.
 - b. Often, admission to graduate studies is required.
 - c. Often, the GRE requirement is waived.
 - d. Course work may be a combination of upper division undergraduate courses and graduate courses, with at least 50% or more of the credits at the graduate-level.
 - e. Students are considered non-degree seeking students.
 - f. Students who complete post-baccalaureate certificates may apply from 9 to 12 graded credit hours to a degree if they subsequently apply to a graduate program.
2. Graduate Certificates most commonly are additional credentials earned while enrolled in another program.
 - a. Courses are transcribed.
 - b. Commonly restricted to students enrolled in a Master or Doctoral program.
 - c. Considered an additional credential or certification.
 - d. Students are admitted to the Graduate Certificate program before beginning coursework.
3. Professional Development Certificates are for non-degree seeking students
 - a. Typically intended to improve a person's ability to advance in a profession.
 - b. Typically intended for persons who have already earned a Master or doctoral degree.
 - c. Students are not admitted to graduate studies; admission is through the program or unit.
 - d. May be composed of transcribed courses or non-transcribed courses (continuing education units, professional development units, etc.)
 - i. If non-transcribed courses, the certificate of completion is awarded by the unit providing the education.

Table 1 Comparison of Top 25 Target Schools

School	Graduate Certificates	Minors
Clemson	Master's level, 9 - 15 hours	None
Georgia	- Interdisciplinary certificate programs - An addition to an existing degree program - Only for degree-seeking or non-degree seeking already holding a graduate degree - Certificate of activity in conjunction with professional association/state government 9 - 18 credit hours	None
Indiana	Graduate level; credit or non-credit; 12 - 29 hours; credit GC's awarded certificate equiv. to diploma; non-credit GC's awarded by department	None
Michigan State	Four types, - related to a degree program, transcribed - distinct, not related to degree program, transcribed - distinct, not related to degree program, not transcribed - distinct, not related to degree program, transcribe 9 - 19 credit hours	None
Minnesota	- GC Academic Credit (transferable courses; post-baccalaureate; admission required) - GC Professional Development (CEU's, non-transferable courses; non-university student; 30-60 hours; for professionals who need to advance in the workplace)	Yes; must declare; be enrolled in a major program
Purdue	- Graduate certificate with 75% or more of credits at 500-level or higher - Post-baccalaureate certificates with 50% or more of credits at 500-level or higher Minimum 9 hours with letter grade	None
Rutgers	- GC tied to a degree program, cross-disciplinary, mostly doctoral students - Stand-alone GC, career focus, Master's level, non-degree seeking students 9 - 18 credit hours	None
Texas A&M	- Embedded GCs – degree and certificate earned concurrently - Stand-alone GCs – non-degree seeking students Texas Higher Education Coordinating Board requires 16 - 29 credit hours if the institution already offers a graduate degree at the same level as the certificate	None

Current UT Policies and Procedures

From the 2015-2016 UT Graduate Catalog

(http://catalog.utk.edu/content.php?catoid=19&navoid=2113#Graduate_Certificate_Programs, retrieved June 2, 2016)

A graduate certificate may be earned by successful completion of a series of specific courses. A candidate for a graduate certificate program must be a fully admitted graduate student who has satisfactorily completed (minimum 3.0 grade point average) the minimum requirements for a certificate as described in the Graduate Catalog. The minimum requirements for the certificate programs are listed under the academic department offering the certificate. A candidate must be a graduate student in good standing and comply with all other applicable policies. Graduate certificate programs require a minimum of 12 semester credit hours taken at the University of Tennessee, Knoxville. Use of credits to fulfill requirements for a graduate degree will be at the discretion of the academic department.

To receive the certificate, students must submit a Completion of Certificate Program Form endorsed by the academic department to the Graduate School. Only those certificate programs that are officially approved by the Graduate Council will be posted on student transcripts. To receive a graduate certificate, students must be admitted to a certificate program or a degree program (see Admission for Graduate Certificate Students¹).

Neither the Tennessee Higher Education Commission nor SACS COC provides any minimum standards for Graduate Certificates.

Proposed Changes

From:

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To receive the certificate, students must submit a Completion of Certificate Program Form endorsed by the academic department to the Graduate School. Only those certificate programs that are officially approved by the Graduate Council will be posted on student transcripts. To receive a graduate certificate, students must be

¹ Note: The phrase “see Admission for Graduate Certificate Students” does not link to any item in the Graduate Catalog or another webpage.

admitted to a certificate program or a degree program (see Admission for Graduate Certificate Students²).

To:

Definition of Graduate Certificate Program

Graduate certificate programs provide a means for the University of Tennessee, Knoxville to respond in meeting emerging needs for educational programs.

Graduate certificate programs provide focused areas of study for students 1) pursuing other academic programs at the Master or doctoral levels, 2) who have already earned a Master or doctorate, or 3) who are post-baccalaureate and enrolled solely in graduate certificate programs. Certificates of completion or participation are non-credit certificate programs that address professional development needs of practitioners in a wide variety of fields or personal development.

Graduate certificate programs at the graduate level are for-credit programs, based entirely on credit courses, and appear on the academic transcript. They culminate in Trustee approval for awarding a certificate as the functional equivalent of a diploma. Graduate certificate programs are required to have student learning outcomes and an assessment plan reported annually through the University's adopted process.

Non-credit certificate programs may be established by any academic unit, subject to campus-level approval policies, and the certificate will be awarded by the unit to those completing the program. These typically are for professional development and continuing education of working professionals to maintain licensure. These may be offered online or non-traditional formats. They are not placed on an official university transcript.

Administration of Graduate Certificate Programs

Graduate certificate programs require a minimum of 12 semester credit hours.

Graduate certificate programs require the approval of the participating department(s), college(s), Graduate Council, and Faculty Senate. Only those that appear in the Graduate Catalog will be posted to the student's official transcript. Graduate certificate programs are comprised of courses already in the Graduate Catalog and applied to related degree programs in the supporting academic unit(s). For any graduate certificate programs, the student must earn all semester credit hours from the University of Tennessee.

No more than nine semester credit hours earned toward completion of a single certificate or more than one certificate, may be applied toward a graduate degree. Since graduate certificates are university credentials, a student must apply through Graduate Admissions to the graduate certificate program and be accepted by the program to participate in the certificate program prior to enrolling in any courses. Students must maintain a minimum 3.0 grade point average once in the program and complete the requirements of the certificate program as stated in the Graduate Catalog to be awarded the graduate certificate.

Commented [AML1]: Details on who actually issues the certificate need clarification. This is the ideal situation - a formal certificate that has the seal of the university and appropriate signatures since it is for-credit and appears on the transcript as an official credential.

Commented [AML2]: This section was developed as a starting place for discussion and is based on what we do, what the Top 25 Target Schools do, and what we should do.

Commented [AML3]: We currently require 12; other institutions require a minimum of 9. This is our call and open to discussion.

Commented [AML4]: They may be based in a department or interdepartmental/interdisciplinary in emerging areas.

Commented [AML5]: Again - this is up to us to make a recommendation; we should to provide guidance on this issue to prevent any issues down the road.

² Note: The phrase "see Admission for Graduate Certificate Students" does not link to any item in the Graduate Catalog or another webpage.

For those students who are concurrently enrolled in a Master or doctorate program, the graduate certificate will be awarded the same semester as the degree.

Certificates will be awarded at the normal times when degrees are awarded. The Office of the Registrar will include the certificate with the diploma for degree seeking students (concurrent enrollment) and mail the certificate to students in independent, stand-alone graduate certificates.

For independent, stand-alone graduate certificates (those when a student is not concurrently enrolled in a Master or doctorate program), the certificate is awarded upon completion of required courses and submission of application for graduation.

Rational for Changes

As a result of the federal audit of financial aid at the University of Tennessee, we must institute a more standardized and clear process for enrolling students in graduate certificate programs to be compliant. The proposed change is intended to clearly define the difference between for-credit/transcribed graduate certificate programs and non-credit/professional development certificate programs that may be offered by academic and non-academic units.

Commented [AML6]: This has financial aid implications and hence the requirement that they be awarded the same semester.

Commented [AML7]: This needs to be finalized.

2016

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Review of Top 25 Target Schools

Only one of the Top 25 Target Schools offer academic minors for graduate degrees (for details, see Table 1, page 8).

Table 2 Comparison of Top 25 Target Schools

School	Graduate Certificates	Minors
Clemson	Master's level, 9 - 15 hours	None
Georgia	3. Interdisciplinary certificate programs a. An addition to an existing degree program b. Only for degree-seeking or non-degree seeking already holding a graduate degree 4. Certificate of activity in conjunction with professional association/state government 9 - 18 credit hours	None
Indiana	Graduate level; credit or non-credit; 12 - 29 hours; credit GC's awarded certificate equiv. to diploma; non-credit GC's awarded by department	None
Michigan State	Four types, 5. related to a degree program, transcribed 6. distinct, not related to degree program, transcribed 7. distinct, not related to degree program, not transcribed 8. distinct, not related to degree program, transcribe 9 - 19 credit hours	None
Minnesota	3. GC Academic Credit (transferable courses; post-baccalaureate; admission required) 4. GC Professional Development (CEU's, non-transferable courses; non-university student; 30-60 hours; for professionals who need to advance in the workplace)	Yes; must declare; be enrolled in a major program
Purdue	3. Graduate certificate with 75% or more of credits at 500-level or higher 4. Post-baccalaureate certificates with 50% or more of credits at 500-level or higher Minimum 9 hours with letter grade	None

School	Graduate Certificates	Minors
Rutgers	3. GC tied to a degree program, cross-disciplinary, mostly doctoral students 4. Stand-alone GC, career focus, Master's level, non-degree seeking students 9 - 18 credit hours	None
Texas A&M	3. Embedded GCs – degree and certificate earned concurrently 4. Stand-alone GCs – non-degree seeking students Texas Higher Education Coordinating Board requires 16 - 29 credit hours if the institution already offers a graduate degree at the same level as the certificate	None

Current UT for Policies and Procedures

From the UT 2015-2016 Graduate Catalog

(<http://catalog.utk.edu/content.php?catoid=19&navoid=2113#Minors>, retrieved June 2, 2016)

For the master's degree at the University of Tennessee, Knoxville, a minor is defined as 6-12 semester hours in one field outside the major. Usually, the minor courses are within a single teaching discipline that also offers a major.

Four interdisciplinary minors are available: computational science, environmental policy, gerontology, statistics, and watershed.

The minor area must be approved by the major and minor academic units and a member from the minor unit must serve on the graduate committee.

Neither the Tennessee Higher Education Commission nor SACS COC provides any minimum standards for Graduate Minors.

Proposed Changes

From:

For the master's degree at the University of Tennessee, Knoxville, a minor is defined as 6-12 semester hours in one field outside the major. Usually, the minor courses are within a single teaching discipline that also offers a major.

Four interdisciplinary minors are available: computational science, environmental policy, gerontology, statistics, and watershed.

The minor area must be approved by the major and minor academic units and a member from the minor unit must serve on the graduate committee.

To:

Academic minors are intended to supplement a student's academic major. Academic minors are 9 to 12 semester credit hours within one discipline where there is an academic major. Interdisciplinary minors are permissible and require a coordinating committee composed of a minimum of at least one faculty member from the different disciplines. All semester credit hours for a minor must be earned

at the University of Tennessee, Knoxville. Academic units wishing to offer academic minors need to submit proposals through the normal curriculum process managed by departments, colleges and the Graduate Council. Academic minors are not required to have assessment plans or to submit annual assessment reports. Non-degree seeking students may not be admitted into a minor. Since minors are in support of a student's major, minors are must be approved by the graduate guidance committee and a member of the committee must come from the faculty of the academic discipline that supports the minor. All hours earned towards the minor are included in the total hours required for the degree (not in addition to the hours required for the degree). Minors are declared by the students as early as when the graduate guidance committee is established and no later than when students apply for graduation. Academic minors may be included completed by Master or doctoral students. Minors are included on the student's official transcript.

Commented [AML8]: Since it is so few hours, seems pointless to allow transfer hours to apply since we are recognizing the minor.

Commented [AML9]: This is to remove it from just listing on the Admission to Candidacy form and then we have them in the graduate catalog and can be entered into the u.achieve system.

Commented [AML10]: Not sure if this is the correct language. We don't want non-degree-seeking students to enroll in courses and then say they want to get the minor. Minors should only be associated with degree-seeking students since they are intended to support the major.

Rationale

There are currently 15 minors (three interdisciplinary minors³ and 12 disciplinary minors⁴) in the 2015-2016 Graduate Catalog. There are also informal minors that are entered on the Admission to Candidacy form. By providing a framework, minors will be defined in the graduate catalog and can be encoded into u.achieve. This will eliminate the need to identify individual minors defined by listing the designated courses on the Admission to Candidacy Form. They are attached to the students' records when graduation clearance reports are run. The revisions allow both Master and doctoral students to complete minors.

³ Computational science, environmental policy, and watershed

⁴ Agricultural and resources economics, art history, computer science, entomology, epidemiology, exercise physiology, forestry, nursing education, nutrition, plant pathology, pant sciences, wildlife and fisheries science