**MINUTES**
**Graduate Associate Deans**

**September 22, 2017**
AHT 4th Floor 2:00 – 3:30PM

**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), **Claudia Kirk** (Veterinary Medicine), **Kevin Kit** (for Masood Parang, Engineering)

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

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

2. **Minutes of the August 10, 2017 meeting were approved without revision.**

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

   - Best Practices in Publishing – New 6 week experience underway and is going well. We are looking forward to participant feedback as that wraps up for the term.

   - Graduate Admissions is gearing up for the processing of new students for next year.

   - Recruitment Funds: Last year we were able to offer recruitment incentives and we have asked for that again this year. It worked well and we hope that it is something we can do again. We will let you know if it is approved.

   - Graduate Courses in Mini Term: Discussed the current practice of limiting Graduate Courses in Mini Term and the policy as it is outlined in the catalog. We will compile a list of courses offered last mini term and send that to the Graduate Associate Deans so that they can generate questions about the experiences and talk with their departments. We will also talk with the Registrar to determine the practice for these courses being scheduled; should limits be in place?

   - Non-Standard Forms (handout) - There is currently a policy in the catalog about non-standard format courses (handout distributed). Does this need to remain? How is it being used and is it necessary? If so, is the catalog, and specifically this section of the catalog, the right place for it? Dixie and Mary will take back the feedback from this discussion and look at it more closely and where it needs to be.

   - APC Meetings – Over the next year there will be a lot of conversations regarding these and other policies and the catalog in general at the APC meetings. The Graduate Associate Deans are encouraged to attend those and the curriculum committee meetings whenever their calendars permit.

   - Graduate Certificates (handout) – Effective Fall 2017 there is a new process for handling Graduate Certificates. The primary chages are:

a. Students will now apply for admission to the certificate programs (with the same deadline dates as degree programs).

b. Students will apply to graduate and complete a form Students will complete a new form to confirm which classes they are counting (comparable to the admission to candidacy for our degree programs).

Additional information is provided in the handout.

- 3MT – Last year was our beta version and was a great success. We had four preliminary rounds that led to the finals during GPSAW. The response was very positive to do it again and followed with discussion. We will continue to talk about this here; encourage deans to begin discussing within their colleges.

- Dixie gave a quick update on each of the working groups:

    - Yvonne – Language

    - APC – Mary

    - Credentials – Brothers

  Each committee is progress and there has been great work, laying a good foundation as we started the new academic year.

- Ernest Brothers shared information about the CSGS Awards
  There is a faculty award (outstanding mentor), as well as student awards.
  We will need to send out the call and then request this group to help review and determine which nominees to send forward.

- Hooding Speaker for Fall 2017 – Each college can nominate 1 person. Send a letter of nomination and resume/CV to Dr. Thompson by October 20.

Meeting Adjourned at 3:40.

Following these discussions, the meeting adjourned. Our next meeting will be Sept 21 @ 2 p.m. in AHT 4th Floor Conference Room.