

Graduate Associate Deans Meeting (Virtual)

December 10, 2020 – Minutes

Attending:

Members: Dixie Thompson (Vice-Provost & Dean), Todd Moore (Arts & Sciences) Virginia Kupritz (Communication & Information), John Stier (Herbert College of Agriculture), Sadie Hutson (Nursing), Terri Durbin (Nursing), Ozlem Kilic (Tickle College of Engineering), Sherry Cummings (Social Work), Katherine Ambroziak (Architecture), Jeff Fairbrother (Education, Health & Human Sciences); Mary Goss (Haslam College of Business); Paula Schaeffer (Law); Claudia Kirk (Vet Med)

Ex Officio & Guests: Yvonne Kilpatrick (Graduate School), Sean Hendricks (Graduate School), Ernest Brothers (Graduate School), Millie Cheatham (Graduate School); AnnaMaria Murphy (Graduate School); Sara Bradberry (Graduate School)

I. Open and Welcome – Dixie Thompson

II. Approval of Minutes – September 10, 2020 Approved

III. Meta-assessment Results - Denise Gardner & Heather Hartman

Denise & Heather shared the power point embedded below. College reports will be distributed next week.



Overview

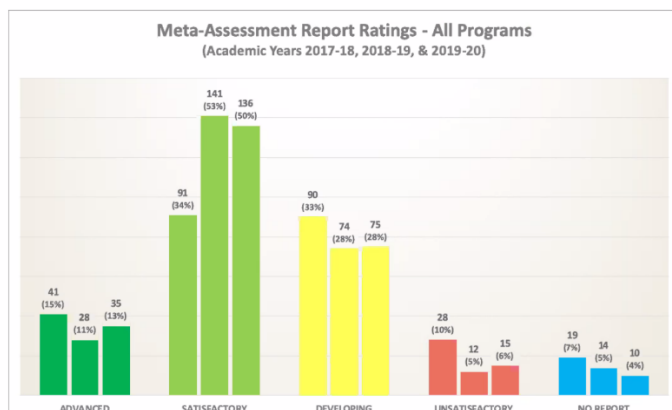
We will review...

- University-wide Academic Program Meta-Assessment Results
- Discuss Changes and Trends
- College-specific Meta-Assessment
- Overview of Assessment Day 2020
- COVID-19 Effect on Assessment
- Accreditation Impact

Assessment Steering Committee

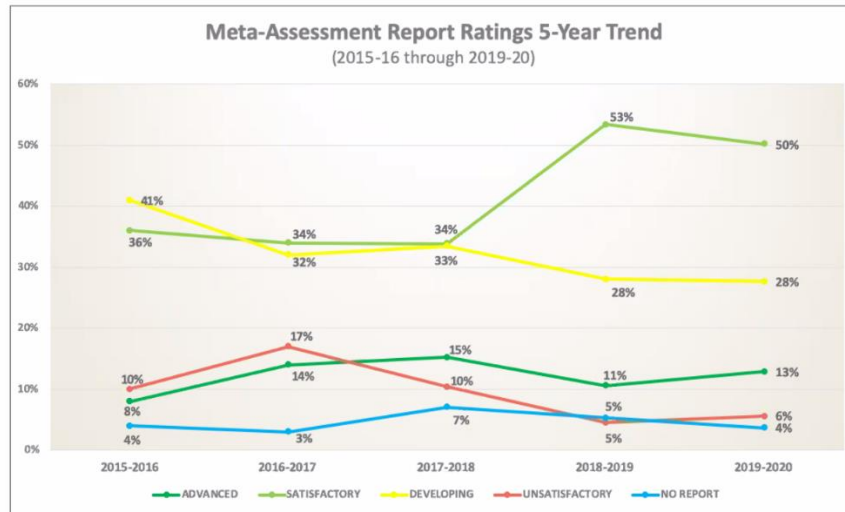
- Heather Hartman, Accreditation (sacs.utk.edu)
- Denise Gardner, OIRA (oira.utk.edu)
- Michael McFall, OIRA
- Ashley Charsha, OIRA
- Melissa Brown, Student Life
- John Walker, TLI/QEP
- Ashley Browning, Accreditation

Meta-Assessment Results



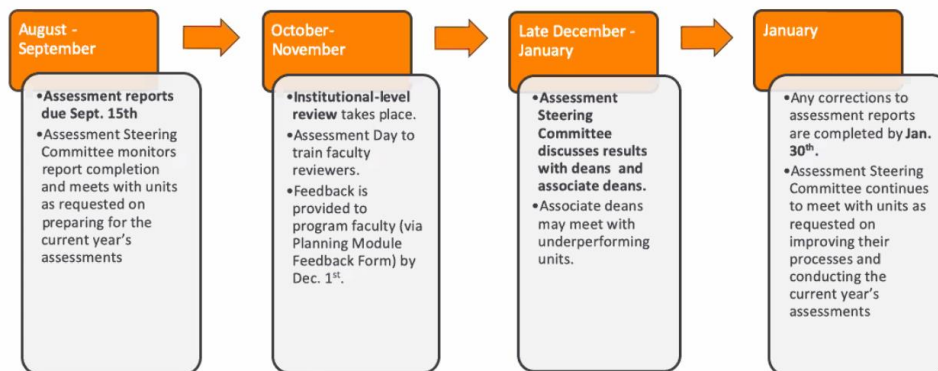
(Current year is on the far right.)

Report Rating Trends



Note: 21 programs moved from satisfactory to advanced.

Meta-Assessment Process



What We Need From You...

- Keep the emphasis on quality program assessment *for the purpose of improving student learning*
- Follow up with faculty regarding all programs rated less than Satisfactory (it makes an impact)
- One or more members of the assessment steering committee can visit with your faculty (in any setting) to work on outcomes, methods, or “closing the loop”/taking action based on findings, then reporting results



Assessment Day 2020

- Conducted virtually in mid-September
- Second year of this process: training faculty reviewers
- Many reviewers were repeats, and we hope this continues year-to-year
- We will ask you each year to solicit reviewers

COVID-19 Effect on Assessment

- Pivot to online instruction mid-Spring
 - Methods of assessment changed
 - Data collection not always possible
 - Reporting – significance of results
- AY 2020-21 Assessment
 - Ensure faculty have made adjustments to allow for assessment in full; COVID-impact explanation was only valid last year (spring)

SACSCOC Implications

- **Standard 8.2.a**

"The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below: a. Student learning outcomes for each of its educational programs."
(Student outcomes: educational programs)

- **Fifth-Year Interim Report:** Academic program assessment results required as evidence
 - Sample of assessment reports
 - Report of seeking improvements by program
- **Reaffirmation Report:** Assessment of student learning must continue, as we build evidence for our 10-year compliance report

IV. Graduate School Updates – Dixie Thompson

- **Fellowships:** information/call went out in October. The deadline for nominations will be early in the spring semester.
- **Campus Advisory Board** – reports to the Knoxville Chancellor and includes a student member. We alternate a grad student and an undergraduate student to sit on the board. After the holidays, the colleges will receive a call for nominations. To qualify, students have to be enrolled from Summer 2021 into Summer 2022. Graduate Student Senate will review and make a recommendation of 3 candidates to the chancellor, who will then select the representative. Consider nominating students who are interested beyond their own discipline, and wanting this kind of experience on their resume.
- **3MT Update – Sean Hendricks**

Process:

- Selection of participants by January 29. How colleges select them is optional, but we are requesting 2 finalists from each.
- Training will happen in February:
 - How to create a presentation
 - Technical (how to do a video using phone/Zoom, etc.)
- Everyone will have the same type of presentation, with the slide in the upper right hand corner. The slides will be given to the judges in addition to the video.
- Graduate School will select judges.
- We will utilize Canvas: participants will submit their videos like an assignment.
- Judges will be able to view the presentations and slides. They will have a rubric to complete, and we will have a training session with them, as well.
- After judging is done, our three winners will be selected. On the 7th, we will have a watch party.
- We will have a poll to allow for a people's choice award.
- The dates for the processes between Jan. 29 and April 7 are pending, but tentatively:

- Selection of judges hopefully by March 19 and the submission of slides by then, too.
- Judging March 29 and April 2.
- We will try to incorporate a live Q&A to the event.
- Please help us encourage great participation for the event.

Student Services Updates – Sara Bradberry

- On the 15th we are running the academic standing report; DGSs will hear from us by the 16th regarding recommendations for probation, continued probation, and dismissal.
- End of day on the 17th deadline to let us know if there are students on whose behalf they will appeal.
- Students will receive letters by 18th. If there are students being dismissed on program policies, please let Sara know ASAP.

Graduate Admissions Updates – Yvonne Kilpatrick

Enrollment Deposit – Grad Council approved \$100 deposit last year for applicants admitted to programs that don't already have one in place. That policy was to be implemented for 20-21.

- In the new Slate application instance, students are sent a link to an intent to enroll form. That is already in place and coming back in.
- Then they will receive a request for the enrollment deposit. We are working with OIT to get a new decision code, "admit deposit pending." This allows student netIDs to generate so they can pay through MyUTK, but it won't generate a student learner record. They won't be able to register until that fee is paid. For Fall, this will happen June.
- We will implement that same decision for programs that have their own fee. Once they pay the deposit, they will receive a code that triggers the student learner code which will allow them to register and enroll in courses.

Access & Diversity and Fee Waivers – Ernest

- Holistic Graduate Admissions - We have developed the modules and plan to pilot them in the spring. It is possible we will use Canvas for this, as well. We have also created an application for the fee waiver (screen shared).
- Help us spread the word so when trying to admit students, they can know up front their fee can be waived.

Diversity Statements – We are working with students to help them develop diversity statements. Hoping to start a 3 part series (RAW) this spring.

Recruitment Funding - Ernest

Call for proposals went out in October; currently have about 10 submissions. Please encourage your departments to apply.

Other:

John Stier shared information about online courses offered through Chile; there is a statement that course hours may not be submitted for correspondence courses. That is there to prohibit giving credit. Discussion followed:

Sadie shared some of their experiences in Nursing. They have a process where an advisor helps with the selection, a request is made through Dixie via memo with syllabus, and the advisor oversees the process, and then they get the transcript and count it toward the degree. It is usually for coursework that is highly specialized and helps with their dissertation. It helps with coursework for their cognates. Be careful about the number of hours they are enrolled; they cannot drop below the minimum for federal financial aid.

David Cihak – EdX may put some of our courses out there; both opportunities and pitfalls, so you have to be careful if considering. Dr. Thompson can help engage in those conversations and assist.

Haslam College of Business will be doing some things that on the front end will not be for credit; maybe some proficiency to demonstrate that they have met the requirements and be able to get credit for the course.

With no further items, meeting adjourned. Next meeting is scheduled for January 14, 2021.



GRADUATE SCHOOL

Access & Diversity Application Fee Waiver Process

A challenge for some Historically Underrepresented Minority (URM) applicants is paying the application fee for graduate admissions. The Graduate School is now leveraging Access & Diversity Funds to assist URM applicants to overcome this potential barrier by providing a limited number of graduate application fee waivers. This is for the purpose of ensuring that potential URM graduate applicants are not lost in the process due to an inability to pay the graduate application fee.

This document describes the eligibility requirements, process of submitting applicants for the waiver, and the process for implementing the approved waiver.

Eligibility

In order to make the best use of the available funds, the Access & Diversity Application Fee Waiver currently has the following eligibility restrictions:

- The applicant must be a domestic student; that is, they must be a resident US citizen.
- The applicant must identify as belonging to one of the following historically underrepresented minority groups:
 - African American
 - Asian American
 - Hispanic, Chicano or Latino/a/x
 - Native American
- This waiver is not intended for the purpose of reimbursing an applicant if the waiver fee has already been paid by the applicant.

Nomination Process

The following is to provide instructions and guidance on the process of nominating a candidate for the Access & Diversity Application Fee Waiver.

Identifying Candidates

The first step in the process is to identify an applicant to receive the Access & Diversity Application Fee Waiver. Eligible applicants are best identified at the stage of unsubmitted applicant. An unsubmitted applicant is an individual who has expressed interest in a UT graduate program and who has started an application but has not submitted the application.

Immediately upon submitting an application, the applicant will be presented with instructions on completing payment. In order to avoid an applicant paying the application fee before the waiver has been completed, it is recommended that the department be in contact with potential waiver candidates as early as possible.

The selection of the candidates is up to the department. The Graduate School does not make any stipulations on how a candidate is identified, or on how the final decision is made. However, in order to maintain a single point of contact when necessary, the Graduate School requires that the identified Director of Graduate Studies complete the form for submitting the candidate for approval.

Submitting the Form

To submit a candidate for approval for the Access & Diversity Application Fee Waiver, the Director of Graduate Studies for a program must [submit the request form](#), providing the following:

- Name
- Applicant ID (this is located in the student's record in Slate)
- Major
- Degree

To find the Applicant ID, log into Slate and look up the applicant's record. Directly across from the applicant's name is the Applicant

Štotti (TEST), Federico

Applicant 876346631

Please note that these funds will not carry over to the next fiscal year. All applications for these waivers must be submitted by June 1 so they can be processed in the current fiscal year.

Approval

After submitting the form, the information will be sent to the Access & Diversity Application Fee Waiver team for approval. If the team approves the submission, the waiver will be assigned to the applicant, and a notification will be sent to the Director of Graduate Studies and the applicant. The applicant will have 30 days from the date the notification has been sent to complete their application, including all required materials. After that time, the waiver will be removed from the applicant's record, so that those funds can be reallocated as necessary.