MINUTES (DRAFT – Pending Approval)
Graduate Associate Deans

January 12, 2017

AHT 4th Floor Conference Room
2:00 – 3:30PM

Members Attending: Dixie Thompson (Vice-Provost & Dean), **Jeffrey Fairbrother** (Education, Health, & Human Sciences), **Mary Gunther** (Nursing), **Charlie Noble** (Haslam Business), **Katherine Ambroziak** (Architecture and Design), **Todd Moore** (Arts & Sciences), **Masood Parang** (Tickle Engineering), **John Stier** (CASNR), **Bruce Behn** (Haslam Business), **Alex Long** (Law), **Stephen Kania** (Vet Med), **Joan Rentsch** (Communication & Information)

Ex Officio: Sean Hendricks (Graduate School), **Yvonne Kilpatrick** (Graduate School), **Jennifer Gramling** (Vols Online)

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

2. **Minutes of the December 15, 2016 meeting were approved**.

3. **Jennifer Gramling & Yvonne Kilpatrick: Distance Education**

   Dr. Thompson invited Jennifer and Yvonne to talk about distance education applications. Jennifer's charge at UT has been to work with us on our online programming and distance education. One of our issues in the past is that we have not had an effective mechanism driven centrally that allows us to know who our distance education students are. Without that piece of the puzzle, we cannot appropriately distribute money back out to the colleges under our existing financial sharing model for DE. If we can identify and track these students from the beginning in DE programs, we will have a much better way to handle metrics related to those programs, and determine how successful we are at recruitment, retention, and graduating students, as well as being able to address issues with the tuition model.

   Jennifer shared with the group that this has been something they have been looking at for quite a while. They put together a DE funding model taskforce in 2015; but unfortunately were not able to move those recommendations along to the board of trustees. Still, a lot was learned from the process such as the fact that there are operational issues we need to take care of if we want to grow the programs. With tuition changes or not, just from the standpoint of accreditation and compliance, we need to be able to identify who our DE students are and have the ability to track them as they move through their program of study. We need more effective mechanisms for gathering and utilizing the data.

Jennifer and Yvonne have been working on this issue starting at the beginning with the application process. There was not a "distance option" on the application, so this was one of the first items to address regarding changes in the Admit program.

Yvonne talked about the use of the Prospect & Admit database system. Thinking in terms of how we can use it for tracking DE, we began a year ago looking at some of these items. With the help of Greg Tipps, we are on the brink of launching a 3-part tracking system in admit:

- The first part is related to the online application. Once launched, those programs with DE options will have that listed on the application so that departments can differentiate between program delivery models. We are also incorporating information related to both international and state authorizations so that applicants can determine if they are eligible to apply for certain delivery models.

- Next, the information is uploaded to the Admit system so that admissions personnel and Directors of Graduate Studies can see the information on those individuals. At the point of recommendation for admission, the DGS can have an opportunity to move the student between the online or DE option.

  Questions were raised and Jennifer noted that the ability to change students from DE to on-campus was provided to departments so that if students changed their mind, the faculty could help facilitate that revision. However, the general consensus was that the students should not be moved from DE to on-campus without knowing the change is being made. Following the discussion, Yvonne indicated that they will look at this and refine it, so that the button option to change a student from DE to traditional or vice versa will be maintained in admissions.

- Finally, the Vols Online staff will have a "view only" function in ADMIT so that they can see the designated pool of DE applicants for tracking.

Discussion followed regarding DE definitions, the various colleges and the different models for "online" study. The KPV funding model was discussed, and the fact that students in official DE programs should not be taking on-campus courses, too. Departments do not receive funding for those students taking both KPV and on-campus classes. This has been an ongoing issue and is part of the broken funding model that precipitated forming the taskforce. There have been a lot of gray areas in the past, and part of this effort is to look at how we can clarify it for both the faculty and the students.

Dr. Thompson addressed the issue of terminology: often we tend to use "DE" and "Online" interchangeably and on our campus they are not the same thing. There are

ways that courses can be set up to accommodate both traditional students in an online section and DE students in a KPV section, but essentially have them in the same course. In the past, much of this work had to be done by hand. By identifying the student as DE from the beginning, we can alleviate having them register in the wrong type of course; and we can direct them to the KPV sections they should be enrolled in.

Jennifer pointed out that this process in ADMIT is specifically regarding admissions to official DE programs, not offering an occasional online section. The problem we have had is that we code the courses, but not the students. We need to code the student, and until we do, we will always have to do extra work to try to track where these DE students are. The information in ADMIT is great, but then it has to move forward into Banner. Otherwise, we will be able to pull data but we still won't have a mechanism to prevent students from incorrectly enrolling…but that problem will be addressed in phase 2!

We hope to launch phase 1 (admission), in the next 4-5 weeks. We need to meet with departments and make sure we have the correct information loaded, and how that information will appear to the applicants. This piece is ready to move on now; the Banner piece will still be a work in progress.

Questions were raised about how a student would change from DE to traditional if they decided to go that route. Dr. Thompson explained that they would need to go through the change of program/readmit process in Graduate Admissions like any other program. We have to have an official switch designation for this to work.

Dr. Thompson thanked the team for all the work that has gone into this. The goal is for us to enter Fall 2017 knowing which students admitted for Fall are DE. We are not going to try to back correct; however, we want new students properly identified. Once we can demonstrate that we can admit students as DE, we will then move forward to work out the issues with Banner regarding course enrollment.

Yvonne mentioned that we do want prospective students to see the connection between Jennifer's website and their program of study. Making those connections through your website so they see Jennifer as a contact for distance education will be a great help. We want to try to help promote this, and Jennifer will reach out to the colleges to see who needs to be included on future meetings. It is so important to make sure we have the correct people attending when we begin to work out these details.

Dr. Thompson asked that the Associate Deans take this information back to their colleges and make sure that if they have DE programs, their representatives are at the table when Jennifer has these meetings and discussions.

4. **3 MT Discussion (Handout)**

Dr. Thompson distributed an edited version of the 3MT process. She made revisions based on suggestions received and also blended the Bredesen Center and Engineering. The last page is a timeline of how the process will work. The announcement will go out tomorrow (students will be asked to contact the associate deans if they want to participate); colleges will have their internal mechanisms to determine the names of students to send forward to Dr. Brothers for the semi-finals by February 20. If we get the maximum number, that will be 48 students who will compete in the 4 semifinal rounds held prior to spring break. Colleges will be assigned to those rounds to find a venue and coordinate with the Graduate School (our office will be available to help: Sarah, Sean and Ernest will be in the background to assist). Semi-final competitions will have as many as 12, three of whom will be sent forward to participate in the finals during Graduate Student Appreciation Week (April 3 – 7) – probably on Wednesday or Friday.

Discussion followed regarding the process and pros and cons of various aspects related to the competition (selecting and training judges, grouping competitions by field of study, the method of selecting students, the time crunch, student schedule conflicts, having an open call, etc.).

Post-Discussion Notes:

- The Associate Deans will provide names for the semi-finals to the Graduate School.
- The Semi-finals will be handled as described in the handout (4 heats, up to 12 students in each; Dr. Brothers will work with colleges to obtain the student name, project title, and description to better allow us to mix and match students)
- The Graduate School will offer workshops for students participating in the finals and training for the judges. We will also develop guidelines and provide an official score sheet for the semi-finals.
- During semi-finals, we suggest having 3 judges per session, 1 being a graduate student
- If there are questions or assistance is needed, please contact our office.

5. **Fellowship Nominations (see handout)**

Each department will be responsible for using ADMIT to nominate students for the Graduate School fellowships (this is not the top-off fellowships). Dr. Thompson asked Sean Hendricks to provide additional information about the process:

> There are two different classification of awards and deadlines. The first is for new students (deadline is Feb. 8), and they will be reviewed Feb. 15 – March

1. Awardees and departments will be notified on March 9, and April 15 is the deadline for student responses.

The deadline for returning students (those currently enrolled in a graduate program and continuing in it) is March 22. The review is March 27 – April 7, and they will be notified on April 12. Responses from returning students are due on May 5.

This information has already been distributed to DGSs and the DDDHS listserv; this is just a review/follow up to keep everyone in the loop.

We are using Admit for the nomination process this time. The student transcripts will already be in the system, and in many cases the CV will be, too. The only additional item needed is the letter of endorsement.

The process will most likely be handled by the DGS or the administrative assistant. They will log into ADMIT (if they don't have access, have them contact Sean). Once they are logged on, they will see a tool with their students listed (they will only see students they should have access to). Every student's sheet has a list of tabs at the top, one of which is Graduate School Fellowships. The letter of endorsement letters can be added here. If the applicant doesn't have a CV or wants to update their CV, there is a place at the bottom where that can be added.

There has been some trouble-shooting. There may be a couple of places where the students may not be available to you. If they were admitted prior to Admit (2012) or for a previous year, there may be difficulty accessing them. If that is the case, we have a work around. Either way, contact Greg Tipps and he can assist.

Once this is done, we will create review pools and next week we will begin the process of soliciting reviewers (and we will keep the number of files to review more manageable this year). Reviewers will be given access to Admit, they will log in and have the files they need to review with all the attachments and review form.

Dr. Thompson noted that this is the beta run with both the 3MT and the new fellowship process. There will need to be tweaking, but we are excited about the changes and thankful to those who have worked behind the scenes to make it happen. It has been an incredible amount of work and we are very appreciative of all their efforts. If assistance is needed, please reach out to our team.

With no additional items, the meeting was adjourned.

Our next meeting is February 12 at 2 p.m.