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Graduate Associate Deans' Group Minutes

Graduate Council

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Graduate Deans' Group
Thursday, February 12, 2015, 2:00 – 3:30 p.m.
University Center, Room 220

Attending:

Kate Atchley (for Bruce Behn), Ernest Brothers, Millie Cheatham (for Dixie Thompson), Sherry Cummings, Joy DeSensi (Chair), Pat Freeland, Stephanie Galloway, Carolyn Hodges, Yvonne Kilpatrick, Alex Long, Catherine Luther, Brent Mallinckrodt, Stefanie Ohnesorg, Masood Parang, Molly Royse (for Sandra Leach), John Stier

The meeting was called to order by Joy DeSensi at 2:00 p.m.

1. The Minutes of November 6, 2014 were approved.
2. Carolyn Hodges
 - a. Milestone Review/Top 25 Refresh: The Provost has begun the Milestone Review. We are working with the leaders of the Top 25 Teams. At our initial meeting the following questions were asked. Where are we headed? Where have we made progress? Where are our challenges? We discussed the challenges with enrollment – where and how do we increase enrollment. I encourage you to go to the meetings and give input.
 - b. Blueprint for graduate education: The Provost has been working on a blueprint to help gather data. We need to look at the 14-day report. We are working on a new computer-generated report that will generate more details.
 - c. Restructuring in the Graduate School: Our new Assistant Dean, Stefanie Galloway, is learning our policies and procedures and has acclimated well in our office. We no longer have an in-house Technology Specialist. Gay Henegar retired in December. We will soon post a position to hire a Communication Specialist. Dr. Joy DeSensi will retire in May 2015. I hope to hire an Assistant Dean to fill that position.
 - d. Top-Off money: The Chancellor provided one million dollars to the Deans' for top-off money. This money is meant to help recruitment. I am going to ask for additional money to cover the NSF tuition. We have fifteen NSF fellows and most are considered as out-of-state.
 - e. Grades of Incomplete: I presented this at the last APC meeting and want to communicate the process to you today. We receive numerous Supplementary Grade Reports requesting an F grade be removed (which was previously a grade of Incomplete but because the time lapse is longer than a year, the I grade turned into an F). On many occasions, the grade change requests are sometimes 2 years or more after the one-year timeframe of removing the Incomplete. Policy states students have one year to remove a grade of Incomplete before it turns into an F grade. This is ample time for the student to complete the required work and submit the work to the instructor. I looked at other schools and some only give one semester to complete the work. Others, like UT, give a year. Some schools' policy is that 75 percent of the work must be completed before a grade of Incomplete will be given. I ask for your thoughts and ideas. After a supportive discussion the following suggestion was made:
 - That we consider at least 51 percent of the work must be completed before giving an I grade, instead of 75 percent.

Dr. Hodges also communicated:

- Students on an approved LOA will be given extra time.
- Flexibility is possible and will be reviewed on a case by case basis.
- Students always have the option to go before the Appeals Committee.

3. Graduate and Professional Student Awareness Week – Ernest Brothers
I am working with Ferlin McGaskey, Assistant Director in the Tennessee Teaching and Learning Center to coordinate a professional week for our graduate students. This will take place April 6-10. We have a committee that is planning the event. There are three graduate students on the committee. The purpose of the Professional Week is to celebrate graduate students, emphasize what they are doing and their work/research, and highlight what the departments are doing to provide and contribute to their positive experience at UT. We are still in the early stages of creating the agenda, but so far the week consists of a Kick-off Breakfast, a Town Hall Meeting, and a Fellowship Luncheon.
4. Graduate Admissions – Yvonne Kilpatrick
We are all aware this is the busy time for Graduate Admissions to process applications for fall admission. We reached our peak on February 2nd. Ninety five percent of our applications are reviewed by February 1 for full admission. A graph handout was given to show the difference between fall 2014 and fall 2015 applications. We have received a total of 5,570 applications compared to 5,616 last year. A total of 825 applications have been processed and finalized for fall 2015 admission.
5. Joy DeSensi
 - a. Director of Graduate Studies is next Tuesday, February 17, from 9-11 a.m. in the Shiloh Room.
 - b. Fellowships:
 - Applications are due in the Graduate School by noon, March 5.
 - Remember a letter of endorsement from the DGS must be submitted with the fellowship.
 - Please make sure the name of your Director of Graduate Studies is on your website. We have many students calling and asking the name of the DGS.
 - I am looking for reviewers. Please give me some recommendations or let me know if you are available to read.
 - The announcement of the fellowships awarded will be posted April 9, on the Graduate School website by 5:00 p.m.
6. Plagiarism: A question was asked about plagiarism. The following was discussed from the question:
 - Students must acknowledge when they submit their admission application that they have read the Honor Statement.
 - *Hilltopics* indicates the Honor Statement and includes detailed information about cheating, plagiarism, and academic dishonesty.
 - The Library holds workshop on plagiarism.
 - Ernest Brothers asked if we offered a workshop on plagiarism, how serious would it be attended.
 - Another suggestion was to create something Online with OIT security.

Dr. DeSensi thanked everyone for their participation. The next meeting is March 26.

The meeting was adjourned at 3:00 p.m.