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Graduate Associate Deans' Group Minutes

Graduate Council

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Graduate Deans' Group
Thursday, November 6, 2014, 3:00 – 4:30 p.m.
Haslam Business Building, Brinkley Room 334

Attending:

Caula Beyl (for John Stier), Bruce Behn, Ernest Brothers, Pat Freeland, Mary Gunther, Stephan Kania (for Michael McEntee), Yvonne Kilpatrick, Sandy Leach, Catherine Luther, Lisa Mullikin, Stefanie Ohnesorg, Masood Parang, Dixie Thompson

The meeting was called to order by Carolyn Hodges at 3:05 p.m.

1. The Minutes of August 28, 2014 were approved.
2. Leave of Absence Form/Graduate School Fellowships – Carolyn Hodges
The Leave of Absence Form is available and posted on the Graduate School website. The Leave of Absence Request was designed for medical reasons and other emergencies that prevent the student from continuing academic work for a specified period of time. Supporting documentation must be submitted with the LOA form. The Reinstatement Form will be posted soon. 2015 Graduate School Fellowship information will be sent to you soon.
3. Graduate Student Compliance Issues – Carolyn Hodges
Dr. Hodges shared for review and input a draft of a form proposed by Dr. Robert Nobles, Assistant Vice Chancellor, Office of Research and Engagement, to verify compliance with laws and regulations of research for all dissertations, theses, and other research projects submitted by graduate students. The form will be included as an addendum to the existing Approval Sheet (graduation approval form that is submitted to the Thesis/Dissertation consultant).
This third sheet of the Approval Sheet must be completed, signed, and turned in at the time of final submission of the thesis or dissertation but should be presented initially at the review of the student's thesis or dissertation proposal.

Dr. Hodges will meet with Dr. Nobles to review and address questions raised about (1) when the form should be completed; (2) other compliance protocols not listed on the form; (3) changes, if any, in expectations with respect human subject approvals and IRB compliance.
4. Independent Development Plans – Ernest Brothers
Dr. Ernest Brothers circulated copies of a handout from the National Institutes of Health (NIH) to share the revised policy on the implementation and use of Individual Development Plans (IDPs) for graduate students and postdoctoral appointees. This revised policy, mandated by NIH, began October 1, 2014 and includes a section to describe how IDPs are used to identify and promote the career goals of graduate students and postdoctoral researchers. NIH will not require but strongly encourages institutions to develop and use IDPs for graduate students and postdoctoral researches supported by NIH awards. The Office of Graduate Training and Mentorship and the Office of Research and Engagement are collaborating to assist principal investigators, graduate students, and postdoctoral researchers in meeting this requirement. The NIH link is <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-113.html>.
5. English Placement Exam (EPE), Proposed Pilot Program – Carolyn Hodges
Normally in the fall and spring semesters the EPE exam is administered to all international students and students whose native language is not English. The new pilot program for spring 2015, proposed by Dr. Tanita Saenkhum (English Department), who supervises the EPE and placement, will look at TOEFL and IELTS scores to determine whether those graduate students will be placed in English 121. TOEFL scores between 80 and 99 will be placed in English 121. TOEFL scores at 100 or above

are not required to take 121. Scores below 80 are still required to take classes at the English Language Institute (ELI).

6. Admissions Initiatives – Yvonne Kilpatrick

Graduate Admissions is in the process of implementing a new recruiting tool, PROSPECT, through CollegeNET. It is a customer relations management tool that is a part of the existing ADMIT function in Graduate Admissions and has the potential to enhance recruitment outcomes by providing an efficient and convenient means of communication between the programs and their student prospects. The pilot project includes the following programs: Business, Communications, and Chemistry and Mathematics. Representatives from the programs have engaged in several weekly meetings with Graduate Admissions to discuss implementation and develop options to help other programs come on board. This recruiting tool will help develop communication and dialogue between the prospective student and the program.

Additional Admission Decision Option – Yvonne Kilpatrick

The staff in Graduate Admissions will send reminders to the departments about students waiting several weeks for a decision on their admission to the program. To help alleviate the problem, Graduate Admissions has developed an additional decision option for programs, namely, to indicate “No Department Action Taken” on the decision. With this option the students will receive a letter that prompts them to contact the department to secure more information about their status and potential for acceptance; in some cases the students might be directed to update their applications to a different term.

The meeting was adjourned at 4:00 p.m.