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Graduate Associate Deans' Group Minutes

Graduate Council

8-28-2014

Graduate Associate Deans' Group Minutes - August 28, 2014

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Graduate Council, "Graduate Associate Deans' Group Minutes - August 28, 2014" (2014). *Graduate Associate Deans' Group Minutes*.
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Graduate Deans' Group
Thursday, August 28, 2014, 2:00 – 3:30 p.m.
University Center, Room 220

Attending:

Bruce Behn, Ernest Brothers, Joy DeSensi (Chair), Patricia Freeland, Mary Gunther, Diana Hall for Catherine Luther, Carolyn Hodges, Yvonne Kilpatrick, Sandy Leach, Brent Mallinckrodt, Lisa Mullikin, Stefanie Ohnesorg, Masood Parang, Carol Parker, David Patterson for Sherry Cummings, John Stier, and Dixie Thompson

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, August 28, 2014, at 2:00 p.m. in the University Center, Room 220.

1. Joy DeSensi welcomed the members and introductions were made.
2. The Graduate Deans' Group minutes April 17, 2014 were approved.
3. Review of Graduate Deans' Group Responsibilities – Joy DeSensi

The Graduate Deans' Group serves two specific roles or functions. First, the Group provides advice and counsel from an administrative perspective to the Graduate Council and its committees through the Associate Dean of the Graduate School on issues and policies related to graduate education and operations of the Graduate School. Second, members of the Group function to insure that information accruing from actions of the Graduate Council flows back to the individual academic units for implementation.

4. Update of Graduate School Activities – Orientations – Joy DeSensi
 - On Thursday, August 14, 2014 the Graduate School's New Graduate Teaching Assistant/Associate Orientation was held in the University Center's Auditorium. There were approximately 411 graduate teaching assistants/associates in attendance. A panel comprised of former Best Practices in Teaching Program graduate students made presentations on Preparing a Good Syllabus, International Graduate Student Perspectives, and Issues in the Classroom. They also held a question and answer session. The program was very well received.
 - Approximately 59 graduate students are enrolled for the Graduate School's Best Practicing Program for Fall 2014, which begins on Wednesday, September 10, 2014. This program is a seven-week seminar on various topics regarding teaching. Graduate students who attend six out of seven classes and complete a teaching portfolio receive a certificate. The program is also available during spring semester.

- The Graduate Student Senate and the Graduate School held a Graduate Student Orientation on Tuesday, August 12, 2014 from 8:00 a.m. – 1:00 p.m. in the University Center’s Auditorium. The orientation began with a continental breakfast, then the program, and ended with a boxed lunch in the University Center’s Ballroom. Materials from offices around campus were displayed on tables around the UC’s Ballroom and representatives from each office/organization were available to answer questions.
- Sandra Leach, Associate Dean and Professor, Library, shared information on the Library Open House which was held from 1:00 p.m. to 2:30 p.m. in Hodges Library. Approximately 200 graduate students and faculty were in attendance. The Open House displayed information on the library services. Some of the services available to students and faculty include delivery of books and journals, reserving books, scanning on demand, on-line catalog, interlibrary services, scanning and emailing the document to the student or faculty member, and other services. The Graduate Deans’ Group discussed ways to better advertise this open house for the future.

5. Graduate Student Leave Policy, Beginning of Year Reminders, Proposed Changes for Thesis/Dissertation Approval Sheet (Research Compliance) – Carolyn Hodges

Carolyn Hodges discussed new graduate student policies (leave of absence and continuous enrollment) and reminded the graduate associate deans about requirements for the following existing policies: graduation deadlines; grades of incomplete; probation and dismissal; Graduate Assistant, Graduate Research Assistant, and Graduate Teaching Assistant work assignments and additional pay. (Attachment # 1)

6. Update on Graduate Admissions – Yvonne Kilpatrick

Yvonne Kilpatrick updated the group on several activities the Office of Graduate Admissions engaged in over the course of Spring and Summer 2014. These included working with other student services department to organize the process of identifying veteran graduate applicants who may be eligible for in-state classification, hosting a reflective event in which faculty, staff, and representatives from CollegeNet reflected on the strengths and weaknesses of the 2013-14 admission cycle, and working collaboratively with departments and Center for International Education to conditionally admit 21 international students to, first, study at the English Language Institute before beginning coursework in their academic programs.

Yvonne also distributed admission and enrollment data for Fall 2014. At Day 7 of the Fall 2014 14-day count, enrollment of first-time students increased 2.2% over Fall 2013. She noted four areas for colleges and departments to consider as opportunities for recruitment as follows:

1. Applicants who began applications but did not complete the applications
2. Applicants who submitted applications but did not submit all required documents

3. Applicants who met the minimum requirements to be admitted to Graduate School but formal decisions were not reported by departments
4. Applicants who were admitted and enrolled but dropped their courses (or their courses were dropped by the Registrar's Office for non-payment) at the time of required fee payment

In regard to # 3, above, Yvonne requested that the graduate deans interested in more details, should e-mail her and she would provide additional information. Suggestions from the graduate deans were as follows:

1. Contact the Directors of Graduate Studies to discuss # 3
2. Send reminder notices to Directors of Graduate Studies
3. Provide more decisions options or a place for the departments to provide more information about the status of an applicant if the department was continuing to recruit the student beyond the normal time that decisions are made

It was noted that there was an error in the calculation for one of the distributed data charts. Following the meeting Yvonne discovered she omitted the category, "Officially Declined Admission" from the *UT Graduate Fall 2014 Status of Applications, Day 7* chart. Adding this category to the chart corrected the error that was noted during the meeting. (Attachment 2)

7. Update on Assistant Dean Search – Carolyn Hodges/Joy DeSensi
The Graduate School is nearing the end with the search for the Assistant Dean of the Graduate School.
8. Other

The next Graduate Deans' Group meeting will be on Thursday, October 23, 2014, 2:00 p.m. to 3:30 p.m. in the University Center, Room 220.

Meeting Dates: January 22, 2015
 February 12, 2015
 March 26, 2015

With no further business, the meeting was adjourned at 3:35 p.m.

Respectfully Submitted,
Gay Henegar
Secretary to Graduate Deans' Group

Reminders Regarding Graduate and Professional Students

Graduation Deadlines

The graduate student deadline dates for graduation in fall 2014 and spring 2015 are posted on the Graduate School web site at: <http://gradschool.utk.edu/ddategraduation.shtml> . In addition to meeting the deadline dates for submission of required materials, students must have original signatures on all forms that require faculty signatures.

Grades of Incomplete

The grade of Incomplete (I) should be used sparingly and reserved for unforeseen circumstances that prevent the student from completing the requirements of the course. The student and instructor must decide and should have on record the terms and time limit for removal of the I. Students may not re-register for that course or take any other course with the expectation that the work done will serve to remove the Incomplete.

Probation and dismissal

Students and advisors should check the student's academic status at the end of each term to determine if the student is in good standing, on probation, or eligible for dismissal. The Graduate School reviews graduate student academic records at the end of each term including summer. Following that review, letters regarding dismissal will be sent to the student and the director of graduate studies.

Work Assignments and Additional Pay for Graduate Assistants, Graduate Teaching Assistants/Associates, and Graduate Research Assistants

For a one-fourth (25%) time appointment, the graduate assistant's normal work time should not exceed 10 hours per week. For a one-half (50%) time appointment, the average number of hours should not exceed 20 hours per week. Appointments and additional pay exceeding 20 hours must have prior approval of the Dean of the Graduate School, excluding summer term and the period between semesters. International graduate and professional students may not work over 50% time (20 hours) during the academic fall and spring terms. All graduate and professional students with assistantships may work additional hours beyond 20 without prior approval if the work is done between semesters or during the summer term.

Approval of additional hours over the course of a semester is generally reserved for advanced students for whom the work is related to professional and/or academic development. Students at all levels will be considered for approval for additional work for short-term assignments, such as assisting with conferences or other special events. Whether the proposed assignment will be done within the student's program or for an external unit, requests for approval must be sent to the Dean of the Graduate School from the department head or student's advisor and indicate the student's current assistantship assignment, a brief description of and timeline for the additional work that will be done, indication of the student's good academic standing, and a justification for requesting that student for the assignment.

*****NEW POLICIES EFFECTIVE FALL 2014*****

In spring 2014 the Graduate Council ratified the polices listed below. Detailed information is available in the *2014-15 Graduate Catalog* at <http://catalog.utk.edu/index.php>

Continuous Enrollment

Graduate and professional students are required to maintain active status in their programs through continuous enrollment from the time of initial enrollment until graduation. They must register for a minimum of one graduate credit hour per semester, excluding summer, unless stipulated otherwise by the program. Please note, however, that students who have begun taking dissertation hours (course 600, Doctoral Research and Dissertation) must maintain a minimum of three credit hours per semester every semester, including summer. International students must check with the Center for International Education, as their minimum enrollment requirements might differ. The time during which the student is on LOA will not be counted toward time to degree. For full details, please consult the *2014-15 Graduate Catalog*.

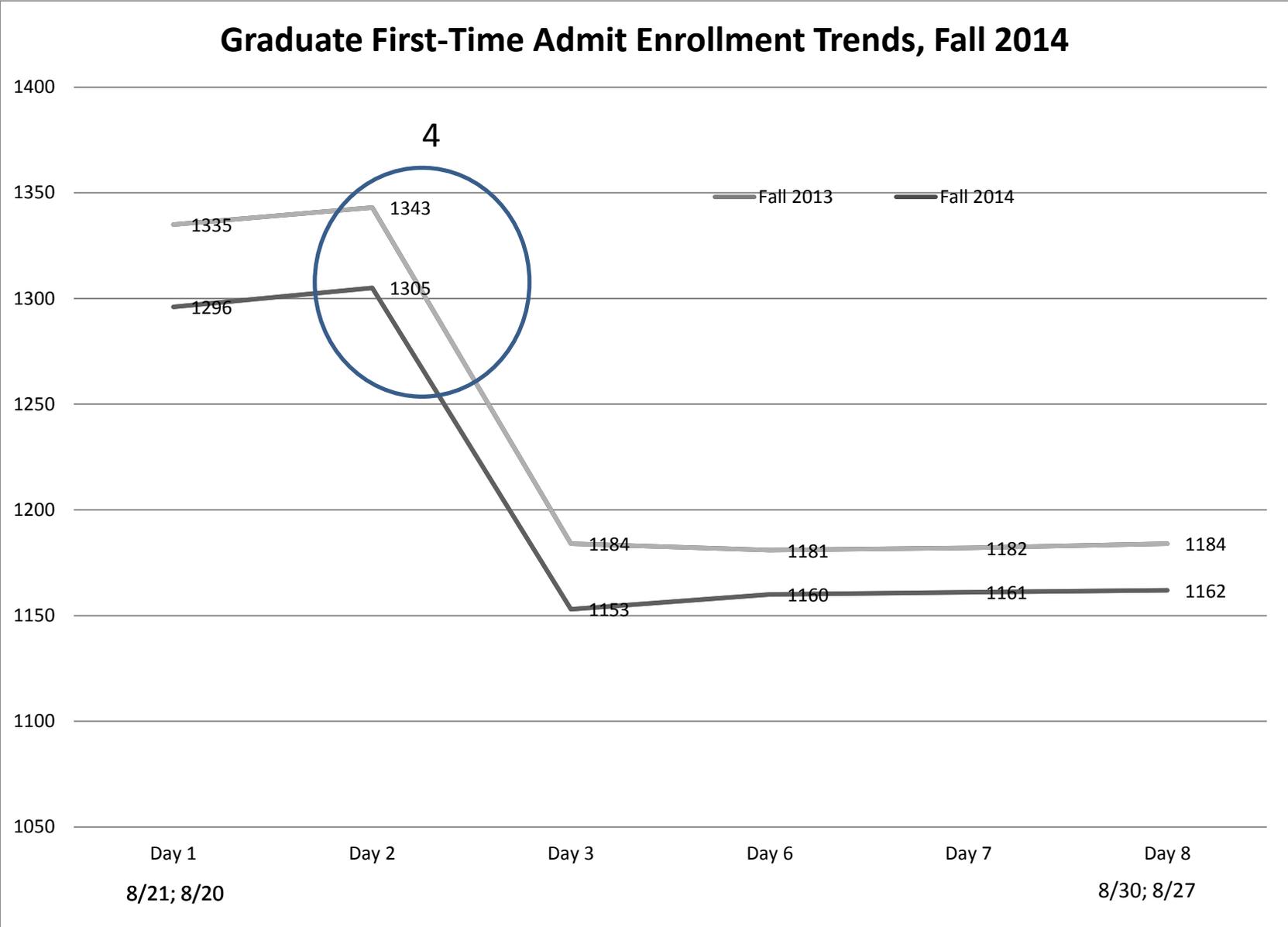
Leave of Absence and Reinstatement

If personal emergencies or other extenuating circumstances arise causing a student to have to interrupt his/her studies, the student may file a Request for Leave of Absence (LOA) for a maximum of two years. The LOA may be granted by the Graduate School upon approval of the home department or program. Students who have been granted a leave of absence are eligible for reinstatement to active status and do not have to apply for readmission. Please consult the *2014-15 Graduate Catalog* for rules and procedures regarding this process.

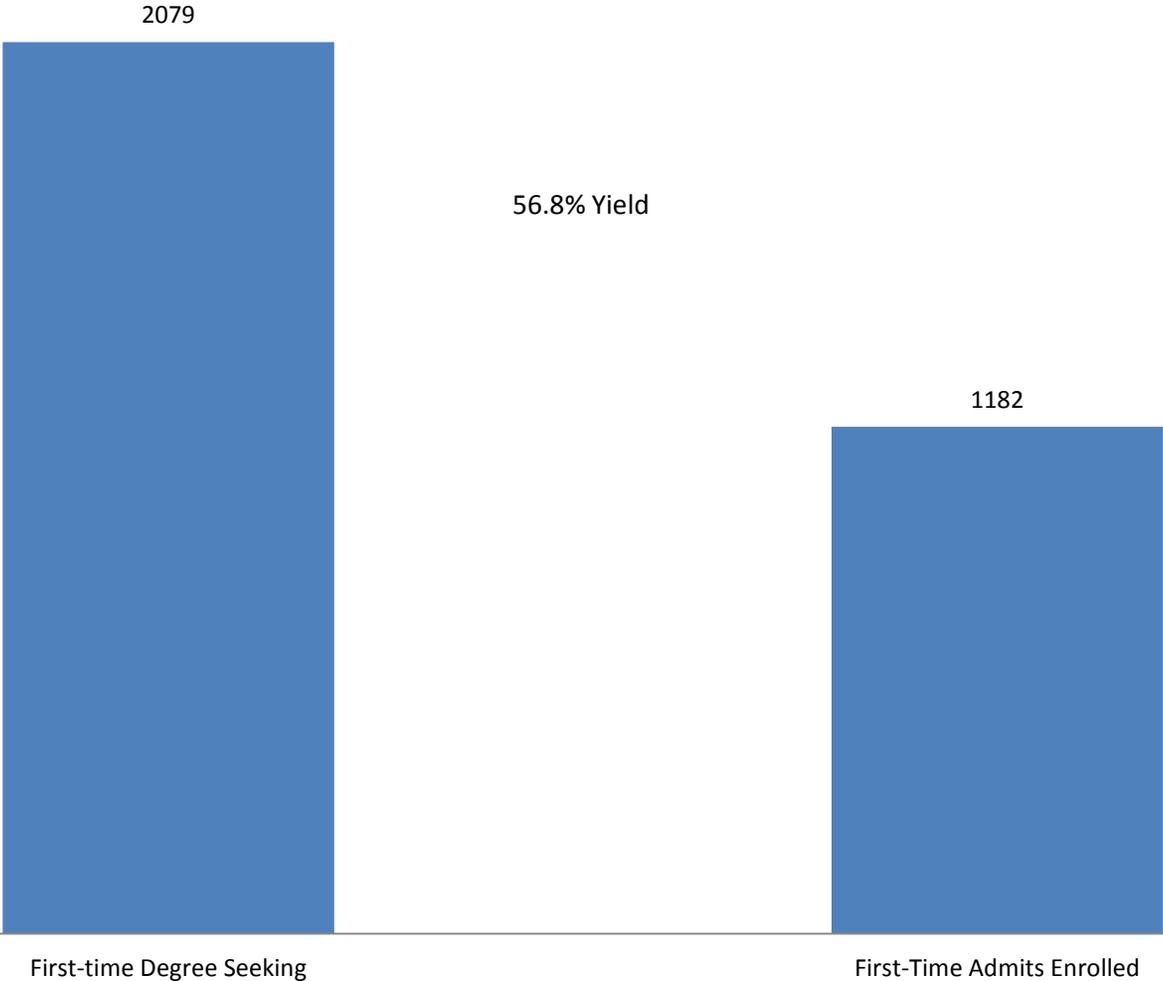
Consequences of Non-Enrollment without Leave of Absence

Students who do not maintain continuous enrollment will lose their active status and may not continue in his or her program until readmitted. Upon readmission, students will be responsible for payment for retroactive enrollment for the missed terms during which no LOA was sought or granted. Full details are available in the *2014-15 Graduate Catalog*.

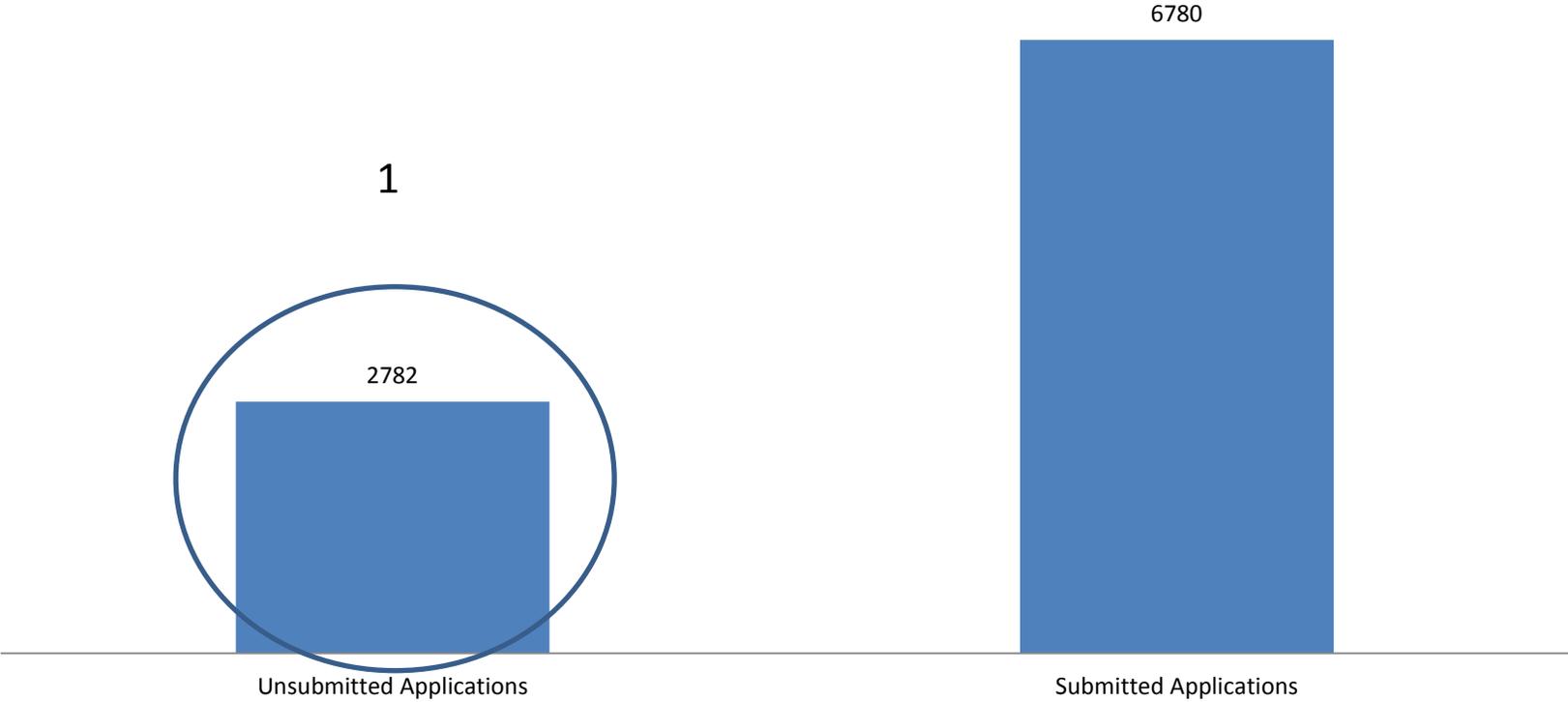
Forms for requesting leave and reinstatement will be available soon.



UT Graduate Fall 2014, Yield -- First-Time Admits 8/26/2014, Day 7



Graduate Unsubmitted and Submitted Applications, Fall 2014



UT Graduate Fall 2014 Status of Applications 8/26/2014, Day 7

