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Graduate Associate Deans' Group Minutes

Graduate Council

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8-23-2012

## Graduate Associate Deans' Group Minutes - August 23, 2012

Graduate Council

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**Graduate Deans' Group**  
**Thursday, August 23, 2012, 2:00 – 3:30 p.m.**  
**Graduate School Conference Room**

Attending:

Caula Beyl for John Stier, Ernest Brothers, Chris Boake, Ralph Brockett, Joy DeSensi (Chair), George Dodds, Carolyn Hodges, Yvonne Kilpatrick, Tom Ladd, Sandy Leach, Jan Lee, Catherine Luther, Michael McEntee, Stefanie Ohnesorg, Masood Parang, Carol Parker, Roger Parsons, Kay Reed, Cynthia Rocha, and Dixie Thompson

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, August 23, 2012, at 2:00 p.m. in the Graduate School Conference Room.

1. Joy DeSensi welcomed the members and introductions were made.
2. The Graduate Deans' Group Mission was reviewed with the members of the committee.

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.

3. The minutes of the Graduate Deans' Group meeting from March 29, 2012 were approved.
4. Top 25 Updates: Strategic Priorities for Graduate Education - Carolyn Hodges, Vice Provost and Dean of the Graduate School, reported the following:
  - No funding was awarded this year for the Top 25 graduate education plan. Forward progress on several plans will depend on new funding from Top 25 resources and from the annual budget planning process. The next budget plan will be for two years.
  - The committee members working on recruitment and diversity have made considerable progress. They are working on developing a visitation program.
  - More graduate stipends and fee waivers are needed. In addition to the ESPN funding, new, non-recurring funds were distributed last year for top-off funding (to be used by recipients for four years). Alternate ways of charging tuition need to be considered. The committee reviewing stipends and waivers will work on that issue this year.

- A policy for dual degree programs awarding a doctorate is in place. The first program, in the College of Education, Health and Human Services and in collaboration with the University of Padua, is soon to be launched, pending SACS approval.
- The Graduate Student Senate plans to develop a proposal for family medical leave benefits for graduate students. A survey and assessment of graduate students' experiences at UTK are being completed for all students in STEM programs. Our next steps will be to consider a campus-wide instrument for all graduate students.
- Graduate Admissions has devised an efficient admissions process that makes use of the ADMIT program and will launch it this fall.
- Central administration wants us to come up with a growth plan to help determine where to invest new funding. Growth in graduate student enrollment will depend to a great extent on increased research number of faculty. Space and facilities are additional concerns. All areas of the Top 25 plan will be part of the discussion.

5. Plan for Ph.D. Teaching Certification Program (Attachment 1)

David Schumann, Director of the Teaching and Learning Center, presented a plan for a Ph.D. Teaching Certification Program.

- The certification program is a collaboration between the UT Graduate School and the Tennessee Teaching and Learning Center.
- The program will include a rigorous 15- to 18-month individualized program overseen by a faculty consortium. The class size will include 20 students in pilot program and 40 students to be admitted each semester.
- A schedule of the program was shared, which ends in a practicum experience at UT or neighboring institutions.
- At the completion of the program, students will be proficient in twelve areas of teaching that benchmarks top 25 institutions.

6. Overview of the Office of Training and Mentoring (Attachment 2)

Ernest Brothers has been working with departments by assisting with recruitment efforts and collaborations with other universities. Memoranda of Understanding have been signed with Jackson State University, Mississippi State Community College, and Morehouse College. Other collaborations are in the process of being developed. Mentoring Workshops/Seminars are offered by Ernest Brothers.

Ernest Brothers shared the following statement regarding recruitment from the Council of Graduate Schools: "Individual faculty members will always remain the single best recruiters of graduate students" (Council of Graduate Schools, 2004, p. 21).

7. Pathways to Careers (Council of Graduate Schools) (Attachment 2)

Ernest Brothers presented the following information from the Council of Graduate Schools: In order to prepare students for their futures, understanding employer expectations regarding skills and abilities of the graduate must be known. Leadership, oral and written communication, professionalism and work ethic, teamwork and collaboration, critical thinking and problem solving, and research skills and development are competencies employment sectors expect.

8. Key Dates and Timetables Dates for Fall 2012 (Attachment 3)

Kay Reed shared timetables from the Office of the University Registrar. She pointed out that the dates for dropping classes and withdrawing from the university without charges

are different than the University Registrar's. She announced the position opening for the Thesis/Dissertation Consultant in the Graduate School.

9. Updates for Fall 2013 Graduate Admissions (Attachment 4)

Yvonne Kilpatrick presented information regarding new graduate admissions processes.

- The admissions staff is working in teams to better serve potential students and departments.
- CollegeNet ADMIT Program will go live the week of September 13 for the Graduate Admissions Office and will go live for the departments on the week of September 17.
- Open Houses have been scheduled by colleges. The open house gives departments the opportunity to meet and discuss the process with the staff, meet with the communication specialist regarding website and transcript submissions, speak with the residency classifier, view a video on acceptable transcript types, and watch a presentation and demonstration of the new CollegeNet ADMIT process.

10. Other

No other business was discussed.

The next Graduate Deans' Group meeting will be on Thursday, October 18, 2012, 2:00 – 3:30 p.m. in the Graduate School Conference Room.

Meeting Dates:    January 10, 2013  
                          February 14, 2013  
                          March 21, 2013

With no further business, the meeting was adjourned at 3:38 p.m.

Respectfully Submitted,  
Gay Henegar  
Secretary to Graduate Deans' Group

# UT Ph.D. Teaching Certification Program (TCP)

A collaboration between the UT  
Graduate School and the Tennessee  
Teaching and Learning Center



**Tennessee Teaching  
and Learning Center**

865-974-3807 [www.tenntlc.utk.edu](http://www.tenntlc.utk.edu)



**Graduate School**

# Proposal Development

1. Nearly two years in preparation
2. Postdoc position dedicated to data collection and the development of the TCP proposal
3. Benchmarking study of top 25 public institutions
4. Attendance at professional conference sessions on TCPs
5. Benchmarking study of UT discipline-based teaching preparation.

# By the end of the TCP students will be able to:

1. employ different pedagogies to promote learning across differences in learning preferences
2. design a discipline-specific course and syllabus with appropriate learning principles, instructional methodologies, and measurable learning objectives
3. create and sustain a classroom culture and instructor presence that facilitates higher levels of learning
4. design and apply various methods of both formative and summative feedback

# By the end of the TCP students will be able to:

5. identify and integrate different uses of technology in teaching and learning
6. work effectively with diverse student populations
7. discuss and apply various methods to determine and assess student learning outcomes
8. employ a “toolkit” of active engaged learning pedagogies that can be effectively applied in the learning environment
9. develop a reflective approach to evaluate, assess, and improve upon one’s teaching



# By the end of the TCP students will be able to:

10. document one's development as teacher-scholars through preparation of a well-designed teaching portfolio
11. demonstrate teaching prowess through a full practicum experience
12. Identify, understand and apply both traditional discipline specific pedagogies as well as the latest creative teaching and learning strategies

# Assumptions

- A rigorous 15-18 month program involving the Tenn TLC, Graduate School, and UT participating colleges
- Student admittance each semester
- Individualized program based on discipline, existing disciplinary training, and opportunities for supervised teaching
- Faculty consortium to oversee the TCP
- Capacity model (20 in the first semester (pilot test) followed by 40/semester as demand reflects)

# Schedule

- Pre TCP
  - Application and admittance
  - Individual Advising
- First semester
  - Group Orientation/Workshop
  - Disciplinary pedagogical course (as appropriate) or *Best Practices* course
  - Observation assignment
- Second semester
  - Advanced seminar in Teaching and Learning
- Third semester or summer
  - Practicum Experience
  - Final report (electronic teaching portfolio)

# Practicum Experience

- The practicum can be fulfilled in two ways:
  - Full co-teaching experience
  - Teacher of record with supervision
- Placement:
  - UT scheduled courses
  - Availability of courses at neighboring institutions (Maryville, Tusculum, Knox College, CN, PSCC, RSCC, WSCC)

# Office of Graduate Training and Mentorship

Ernest L. Brothers, Ph.D.  
Assistant Dean  
The Graduate School

23 August 2012  
Graduate Dean's Group

# Services We Provide

- **Assisting with the realigning of recruitment and retention efforts**
- **Identifying and creating diversity resources and initiatives that strengthen faculty mentoring and support retention of underrepresented populations in a variety of fields of study across campus**
- **Collaborating with other members of the Graduate School executive staff and related offices to collect and maintain data (e.g., enrollment, graduation, surveys) for tracking and required reporting and for faculty writing grants**
- **Collaborating with the Office of Research and faculty from various units across campus to coordinate training in grant development**
- **Collaborating with the Office of Research and faculty from various units across campus to coordinate responsible conduct of research**
- **Assisting with building faculty-student collaborative research teams and interdisciplinary projects**

# Retention

- Assist graduate departments in determining which cognitive, social, and institutional factors could impact retention.
- “The ultimate challenge is not to create assessment programs, but to develop services that respond to the academic and social needs of students “ (Sherman et al., 1994, p. 178).

# Recruitment

- A significant part of the graduate enrollment management program is RECRUITMENT.
- Recruitment is the primary responsibility of the graduate department or program.
- “It is valuable to remember that recruitment and retention are simply part of the same continuum. We must recruit students not just to send in applications, but continually to remain in our programs” (Breihan, 2007, p. 89).
- The Office of Graduate Training and Mentorship (OGTM) assists in realigning and developing recruitment initiatives.



**McNair  
Conference  
Summer 2011  
& 2012  
Atlanta, GA**



- ❖ **Our goal is to create an environment that fosters institutional recruitment.**

# Recruitment Tools

- **Web Sites**
- **Social Media (Facebook, Twitter, etc.)**
- **Brochures**
- **Faculty**
- **Students**

# Faculty and Recruitment

- **“Individual faculty members will always remain the single best recruiters of graduate students” (Council of Graduate Schools, 2004, p. 21).**
- **“The recruiting function is too important to be relegated only to non-academic staff – it is faculty who are positioned to convey the excitement of their research, who have discretionary authority to offer opportunities in their labs, and who are able to communicate their commitment to student success – who make the most effective recruiters” (Stassun, Burger, & Lange, 2010, p. 139).**

# Recruitment Challenges

- **Underrepresented Minority Groups**
- **Travel Resources for campus visits and graduate fairs.**
- **According to the Council of Graduate Schools (2004) , the challenge with recruitment is “fusing the technology of the Internet with the human touch, in ways that will best serve both students and faculty” (p. 22).**

# Suggested Recruitment Activities for Minorities

Lee & Cayer (1987) identify three recruitment activities:

- ***Interpersonal Recruitment Activities*** – Schools attempt to personalize the admissions process for minorities and to demonstrate the sincerity of the recruitment (personalized letters, campus visits to campuses known to have minority students).
- ***Information Giving*** – Utilization of university-wide recruitment centers such as those located in a graduate college or a separate minority student office (Office of Graduate Training and Mentorship, Career Center, Black Cultural Center, Office of Multicultural Student Life, etc.)
- ***Structural Activities*** – These activities pertain to sources of funding: fellowships, scholarships, tuition waivers, stipends, graduate assistantships, and paid internships.
- Kennedy & Walker (1981) recommend positive recruitment, “which is the act of specifically attempting to attract qualified individuals rather than simply waiting for application to come in the mail” (p. 251)

## How OGTM Can Assist You

- Review Current Recruitment Strategy
- Assist in Developing Recruitment Strategy
- Provide Graduate Fair Updates
- Assist with developing collaborations with Historically Black Colleges and Universities (HBCUs).
- Assist faculty with identifying recruitment opportunities.



# Overview of the CGS Report: Pathways into Graduate Schools and Into Careers



# What do employers want?

- “Without an understanding of employer expectations regarding the skills and abilities of graduate, graduate schools will find it difficult to provide the training and education required by industry, government, and nonprofit sectors” (Wendler, Bridgeman, Cline, Bell, & Kent, 2012, p. 8).



# Competencies Needed Across Employment Sectors

- Leadership
- Communication
- Project Management
- Problem Solving



## Critical Skills Defined as Important for Job Success

1. Professionalism and work ethic
2. Oral and written communication
3. Teamwork and collaboration
4. Critical thinking and problem solving
5. Ethics and social responsibility



# Skills Needed for Success on the Doctoral Level

- Discipline specific conceptual knowledge
- Research skill and development
- Communication skills
- Professionalism
- Leadership and management skills
- Responsible conduct of research

## Recommendations and Actions

- “Graduate education leaders should work across campus to broaden the development of professional skills to include communications, teamwork, creativity, presentation skills, oral communication, writing skills, analysis and synthesis of data, and planning an organization for graduate students, particularly doctoral students” (p. 32).

# Questions



# References

- Breihan, A. W. (2007). Attracting and retaining a diverse student body: proven, practical strategies. *Journal of Public Affairs Education*, 13(1), 87-101.
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- Lee, D. S., Cayer, N. J. (1987). Recruitment of minority students for public administration education. *Public Administration Review*, 47(4), 329-335.
- Stassun, K. G., Burger, A., & Lange, S. E. (2010). The fisk-vanderbilt masters-to-Phd bridge program: a model for broadening participation of underrepresented groups in the physical sciences through effective partnerships with minority-serving institutions. *Journal of Geoscience Education*, 58 (3), 135-144.
- Wendler, C., Bridgeman, B., Markle, R., Cline, F., Bell, N., McAllister, PI, and Kent, J. (2012). *Pathways into Graduate Schools and Into Careers*. Princeton, NJ: Educational Testing Service.

# Contact Information

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**TIMETABLE CALENDAR FOR FALL 2012**

Priority Registration .....	March 12 – August 20, 2012
Fall 2012 Graduation Application Deadline for Undergraduates .....	April 27, 2012
Fall 2012 Graduation Application and Admission to Candidacy Deadline for Graduate Students .....	August 7, 2012
Spring 2013 Graduation Application Deadline for Undergraduates .....	August 7, 2012
Late Registration .....	August 22 – August 31, 2012
Classes Begin .....	August 22, 2012
Last Day to Add, Change Grading Options or Drop without a "W" - 1st Session Courses ...	August 27, 2012
Last Day to Final Register, Add, Change Grading Options or Drop without a "W" - Full Session Courses .....	August 31, 2012
Labor Day (No Classes) .....	September 3, 2012
Last Day to Adjust Hours for Financial Aid Awarding .....	September 5, 2012
Graduation Fee Payment Deadline .....	September 17, 2012
Last Day to Drop with a "W" - 1st Session Courses .....	September 28, 2012
First Session Classes End .....	October 10, 2012
Fall Break (No Classes) .....	October 11-12, 2012
Second Session Classes Begins .....	October 15, 2012
Last Day to Add, Change Grading Options or Drop without "W" - 2nd Session Courses ...	October 19, 2012
Graduate Students - Last Day to Defend Thesis/Dissertation/Take Final Exam .....	November 12, 2012
Last Day to Drop with a "W" - Full Term Courses .....	November 13, 2012
Last Day to Drop with "W" - 2nd Session Courses .....	November 21, 2012
Thanksgiving Holidays (No Classes) .....	November 22-23, 2012
Graduate Students - Electronic Thesis/Dissertation and Report of Final Examination Submission Deadline .....	November 26, 2012
Total Withdrawal from the University Deadline .....	December 4, 2012
Classes End (Full and Second Session) .....	December 4, 2012
All Incompletes Must Be Removed for Graduation – Graduate Students .....	December 4, 2012
Summer 2013 Graduation Application Deadline for Undergraduates .....	December 4, 2012
Study Day .....	December 5, 2012
Exam Period .....	December 6, 7, 8, 10, 11, 12, 13
Commencement Rehearsal (Thompson Boling Assembly Center & Arena) ..	December 14, 2012 at 11:00 a.m.
Graduate Hooding Ceremony (Thompson Boling Assembly Center & Arena) .....	December 14, 2012
Commencement (Thompson Boling Assembly Center & Arena) .....	December 15, 2012
Official Graduation Date on Transcript .....	December 15, 2012

**FINANCIAL CALENDAR FOR FALL TERM 2012**

Statement information available on MYUTK.UTK.EDU .....	August 1, 2012
Priority Registration Payment Deadline .....	August 20, 2012 at 4:30 p.m.
Late Registration/Late Fees Begin .....	August 22, 2012
Late Registration Payment Deadline .....	August 31, 2012 at 4:30 p.m.

**NOTE: PAYMENT MUST BE RECEIVED BY THESE DEADLINES WHETHER OR NOT YOU HAVE RECEIVED a VolXpress e-STATEMENT.**



**GRADE & GRADUATION DATES  
FOR FACULTY AND STAFF  
FALL 2012**

**GRADES**

- LAST DAY OF CLASSES .....DEC 4, 2012
- MyUTK OPENS FOR GRADE SUBMISSION .....7 A.M. ....DEC 5, 2012
- GRADES DUE FOR GRADUATING .....9 A.M. ....DEC 14, 2012  
COMMISSIONING STUDENTS
- MyUTK CLOSES; LAST SUBMISSION .....12 NOON .....DEC 18, 2012
- DARS CLOSED FOR GRADE PROCESSING .....12 NOON .....DEC 18, 2012
- GRADES ON MyUTK & DARSWEB .....8 A.M. ....DEC 19, 2012

**GRADUATION**

- GRADUATION HANDBOOK ONLINE .....1 MONTH PRIOR TO GRADUATION
- UNIVERSITY COMMENCEMENT .....DEC 15, 2012
- DEGREES POSTED TO TRANSCRIPTS .....DEC 31, 2012  
(EXCLUDING LAW)
- LIST OF GRADUATES ON WEB .....JAN 2, 2013
- BEGIN MAILING DIPLOMAS .....JAN 2, 2013

INFORMATION ON WITHDRAWAL – BURSAR’S WEB PAGE

<http://web.utk.edu/~bursar/regchang.html#Fall>

Fall Term 2012 Dates: Percentage Charged

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August 22 - 26, 2012 No Charge

August 27 - September 1, 2012 20%

September 2 - 6, 2012 40%

September 7 - 11, 2012 60%

September 12 - End of Term 100%

2nd Session

October 15 - 19, 2012 No Charge

October 20 - 24, 2012 20%

October 25 - End of Term 100%

For Fall or Spring 1st and 2nd session courses, consult the Bursar's Office for the applicable percentage of charge.

Maintenance and tuition charges and the Technology Fee, Transportation Fee, and Facility Fee are assessed according to the official date of the withdrawal notice as it is presented to the Bursar's Office from the appropriate Withdrawal Office. Charges are assessed according to the official date of the withdrawal. The percentage charges are based on the number of days a student is officially enrolled. The appropriate percentage of fees will be charged unless the Office of the University Registrar is notified before the first official day of classes for the session or term. Withdrawal does not cancel fees and charges already incurred.

Please refer to Hilltopics, the University of Tennessee student handbook at <http://web.utk.edu/~homepage/hilltopics/default.html> for the University's Withdrawal Policy.

## WITHDRAWAL (TOTAL) FROM THE UNIVERSITY

### GRADUATE STUDENTS

If, after registering for classes and either returning your fee payment or setting your Confirmation of Attendance, you decide not to enroll for this term, you must immediately notify the Office of the University Registrar. If you withdraw officially through the Office of the University Registrar on or before a Change of Registration deadline, but after the no "W" deadline for a particular session, the grade of "W" will be issued. If you wish to withdraw after the Change of Registration deadline, you must report to the Office of the University Registrar. Consult the Graduate Catalog for policies concerning withdrawals.

### UNDERGRADUATE STUDENTS

Students who have paid their account or set their Confirmation of Attendance and decide not to attend classes before the term or a session ends must apply for withdrawal in the Office of the University Registrar. It is the student's responsibility to apply for a cancellation or a withdrawal. Withdrawals are accepted for the current term only. No exceptions are permitted. Requests for withdrawals are approved when the student applies for withdrawal between the first day and the last day of class for full term or a session. If a student has completed first session classes and been graded, he/she must follow the policy for drops depending on which drop period is in effect and for which session the drop is to occur. A total withdrawal for the term is not possible for this situation. A student who simply stops going to class without officially withdrawing will receive the grade of "F" in all courses not completed. Students will be charged a portion of their fees if they withdraw after classes begin. Refunds, if any, are issued by the Bursar's Office in 211 Student Services Building.

### FAILURE TO ATTEND CLASS DOES NOT CANCEL ENROLLMENT

## **UPDATES FOR FALL 2013 GRADUATE ADMISSIONS**

### **New Work Organization:**

#### **Group 1:**

Marty Leshner, Admission Specialist and Domestic File Reviewer  
Gayle Roberts, International File Reviewer

#### **Group 2:**

Margaret Carver, Admission Specialist and Domestic File Reviewer  
Yvonne Kilpatrick, International File Reviewer

#### **Group 3:**

Donna Marine, Admission Specialist and Domestic File Reviewer  
Greg Tipps, International File Reviewer

Jason Brummett, Carla Poore, and Denise Sears will adjunct with the three groups as they continue their work in specialized areas of the admissions process.

### **Open House Events:**

**Wednesday, August 22** (Colleagues from the College of Business Administration, College of Communication and Information, and Intercollegiate Programs)

**Wednesday, August 29** (Colleagues from the College of Agricultural Sciences and Natural Resources and the College of Education, Health, and Human Sciences)

**Wednesday, September 5** (Colleagues from the College of Engineering)

**Wednesday, September 12** (Colleagues from the College of Arts and Sciences)

**Wednesday, September 19** (Colleagues from the College of Architecture and Design, College of Nursing, and the College of Social Work)

- **Meet with Graduate Admissions Group**
- **Meet with Communication Specialist: website and transcript submission**
- **Meet with Residency Classifier**
- **Meet with Greg Tipps: ADMIT demonstration**

**TARGET TIMELINE: ADMIT Implementation**

<b>August 8-10</b>	ADMIT Security Access Request forms distributed to graduate departments/programs by e-mail
<b>August 24</b>	Security Access Request forms due to the Office of Graduate Admissions
<b>Week of September 3</b>	New Fall 2013 application becomes available to applicants Office of Graduate Admissions, GO LIVE IN ADMIT
<b>Week of September 10</b>	ADMIT Training Materials are distributed to graduate departments/programs and other users
<b>Week of September 17</b>	Graduate departments/programs and other users GO LIVE IN ADMIT