



University of Tennessee, Knoxville  
**TRACE: Tennessee Research and Creative  
Exchange**

---

Graduate Associate Deans' Group Minutes

Graduate Council

---

8-25-2011

## Graduate Associate Deans' Group Minutes - August 25, 2011

Graduate Council

Follow this and additional works at: [https://trace.tennessee.edu/utk\\_gcassocdeans](https://trace.tennessee.edu/utk_gcassocdeans)

---

### Recommended Citation

Graduate Council, "Graduate Associate Deans' Group Minutes - August 25, 2011" (2011). *Graduate Associate Deans' Group Minutes*.  
[https://trace.tennessee.edu/utk\\_gcassocdeans/16](https://trace.tennessee.edu/utk_gcassocdeans/16)

This Meeting Minutes is brought to you for free and open access by the Graduate Council at TRACE: Tennessee Research and Creative Exchange. It has been accepted for inclusion in Graduate Associate Deans' Group Minutes by an authorized administrator of TRACE: Tennessee Research and Creative Exchange. For more information, please contact [trace@utk.edu](mailto:trace@utk.edu).

**Graduate Deans' Group**  
**Thursday, August 25, 2011, 2:00 – 3:30 p.m.**  
**Graduate School Conference Room**

Attending:

Ernest Brothers, Catherine Cox, Joy DeSensi (Chair), George Dodds, Tom George, Robert J. Hinde for Chris Boake, Carolyn Hodges, Yvonne Kilpatrick, Tom Ladd, Jan Lee, Catherine Luther, Michael McEntee, Stefanie Ohnesorg, Masood Parang, Carol Parker, Linda Phillips for Rita Smith, Kay Reed, Bill Nugent for Cynthia Rocha, John Stier, Michael Zemel

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, August 25, 2011, 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.
3. The minutes of the Graduate Deans' Group meeting (Attachment 1) from March 31, 2011 were approved.

Carolyn Hodges, Vice Provost and Dean of the Graduate School, reported the following topics:

4. VolVision/Top 25 Updates: Strategic Priorities for Graduate Education  
This will be discussed in detail at the Department Head Retreat on Monday, August 29. College deans and department heads will need to determine how they plan to implement at their level. A schedule of meetings will be arranged for the implementation team.
5. Limited Exceptions for Conditional Admission (Attachment 2)  
Exceptions will be considered on a case by case basis according to the stipulated guidelines. The Office of Graduate Admissions must first review the application file of the student. The student must have all required application documents, including a TOEFL or IELTS score. After the review, the Dean of the Graduate School will meet with the department head or director of graduate studies to discuss the request, and the Dean will make the final decision.. These requests must be submitted well in advance of established deadlines.
6. Overtime Hours/Additional Pay for GTAs, GRAs/Assistantships  
Requests for overtime hours for GTAs and GRAs must be approved by the Graduate School prior to the time worked. These requests will be reviewed on a case by case basis. International students may not work beyond the 20-hour limit provided by assistantships.

The Dean of the Graduate School will appoint a committee to review the assignment and management of graduate assistantships.

7. THEC Curricular Process Revisions (Attachment 3)  
Catherine Cox explained the revisions in the THEC curricular process. The areas in gray on the form circulated are new information and those crossed out in red print are statements eliminated. There are two processes required by THEC. The first is the Intent to Plan which comes to the Graduate School, the Provost, and THEC. The requirements are that there is no cost to the university, and it is a benefit to the university. In the Graduate Catalog, programs with \* mean that they are pending THEC's approval.
8. Banner Report  
Kay Reed reported that applications for graduation for graduate students went on-line this summer through the MyUTK portal. One of the issues with the on-line application that is being addressed is the graduation application fee. The current policy is that the fee is paid only once, regardless of the number of times a student applies to graduate. If the graduation application fee is turned on in the MyUTK application, the fee is charged every time the student applies to graduate. We currently have the fee turned off and are handling the fee manually. Reed noted that Banner has changed many processes related to graduation and registration, including the involvement of academic departments in providing overrides to pre-requisites and permissions for registration in the system.
9. Update from Office of Training and Mentorship  
Ernest Brothers has been working with departments to help coordinate recruitment. Memoranda of Understanding have been signed with Jackson State University, Pellissippi State Community College, and Morehouse College. Other collaborations are in the works. Mentoring Workshops/Seminars are offered by Ernest Brothers.
10. Fulbright Update (Attachment 4)  
The Graduate Deans took a part in a conference call with Kristina Stulic, Assistant Director of the Institute of International Education (IIE), to discuss the Fulbright Program. Yvonne Kilpatrick initiated the call and led the discussion. The following questions were asked and responses are recorded below.
  - Briefly tell us what services your organization offers for non-U.S. citizens interested in degree study in the U.S.

Their program is divided into field of studies. A submission plan is created for each applicant of four to six schools. Applications to those schools are submitted on their behalf and admission decisions such as cost sharing via tuition waivers, scholarships are determined.
  - How are applicants selected for the Fulbright awards?

Their home country selects the students for the program. The country wishes to educate the students in specific fields of study, so they can return and help improve their home country. The US Embassy has a selection panel of approximately four to five to review them. They are then placed in various schools with a placement rate of 85%. The duration of awards varies by country.

- How are institutions selected in the application process?

Placement of the students is done by the students' preference, students' funding process, and academic fit.

- Can university programs provide additional information to IIE regarding their profile of admitted students?

University programs that are outstanding, outstanding faculty, Fulbright professors, and exceptional research opportunities are some information that IIE finds helpful in placing students.

- Can you explain the process of cost-sharing or any other responsibilities of the academic department or university to admitted students?

When placing the student at the university, IIE works with the university regarding funding. Funding package is very important, such as tuition waivers, in-state tuition costs, stipends, etc. Earlier decisions, as students are making their decision in March and are placed in April. Students use the university, department/program, and faculty websites to gain their information.

#### 11. Other

Joy DeSensi made the following announcements:

- Best Practices in Teaching Program will begin on Wednesday, September 14 from 5:00 to 6:30 p.m. in the Shiloh Room, University Center.
- Director of Graduate Studies Workshop will be on Wednesday, October 19 from 9:00 to 11:00 a.m.
- Department Graduate Student Handbooks for 2011 – 2012 are due.
- GTA, GRA Evaluation will be discussed at the next Graduate Deans' Group meeting on October 13.

The next Graduate Deans' Group meeting will be on Thursday, October 13, 2011, 2:00 – 3:30 p.m. in the Graduate School Conference Room.

With no further business, the meeting was adjourned at 3:28 p.m.

Respectfully Submitted,  
Gay Henegar  
Secretary to Graduate Deans' Group