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Graduate Associate Deans' Group Minutes

Graduate Council

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10-14-2010

## Graduate Associate Deans' Group Minutes - October 14, 2010

Graduate Council

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**Graduate Deans' Group**  
**Thursday, October 14, 2010, 2:00 – 3:30 p.m.**  
**Graduate School Conference Room**

Attending:

Caula Beyl, Chris Boake, Ernest Brothers, Joy DeSensi (Chair), Michael Essington, Tom George, Carolyn Hodges, Yvonne Kilpatrick, Tom Ladd, Jan Lee, Catherine Luther, Ken McCown, Robert Moore, Stefanie Ohnesorg, Masood Parang, Kay Reed, Greg Tipps.

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, October 14, 2010, at 2:00 p.m. in the Graduate School Conference Room.

1. The minutes of the Graduate Deans' Group meeting from August 26, 2010 were approved.
2. NRC Report

Carolyn Hodges, Vice Provost and Dean of the Graduate School, requested input from the Graduate Deans' Group of the NRC Report. There are issues to consider when reviewing the data, such as, it is already five years old, who verified the data that was sent in, and S and R factors.

3. Update on Banner and Graduation

Kay Reed, Assistant Dean of the Graduate School, shared the following information:

- Banner registration for Spring 2011 term was open on September 30, 2010. As of 10:00 a.m., there were 5,485 students registered. Of that number 1,758 graduate students registered. All graduate students are eligible to register now.
- There are many pieces of Banner still to be completed. The transfer articulation, the rolling of academic history from all the past students, graduation process, reporting functions and printing of transcripts are in varying stages of completion.
- Graduation for students in Banner will begin in the My.UTK portal online after this semester.

4. Banner Reporting in Graduate Admissions

Yvonne Kilpatrick, Interim Director of Graduate Admissions, and Greg Tipps, the Associate Director of Graduate Admission updated the Graduate Deans on admission issues.

- Greg is working with The Office of Information and Technology to recreate SIS information into Banner. They expect to be ready for the departments to begin using it in about one month.
- The departments will not need to have any special software to access this feature. The program will create a file that can go in to Excel allowing the user to manipulate the material so that it is most useful to them.
- Phase II will allow access to old records as far back as 2005 – 2006 academic year.

#### 5. Office of Graduate Training and Mentorship

Ernest Brothers, Assistant Dean of the Graduate School and Director in the Office of Graduate Training and Mentorship, shared the following information:

- PowerPoint presentation explaining how the Office of Graduate Training and Mentorship can serve departments and/or programs by creating a snapshot of the program/department now, and where and how they might want to work on recruitment. The PowerPoint Presentation will be placed on the Graduate Deans' Group Blackboard site.
- Some departments are partnering with another school by inviting them to campus for a visit or a graduate career fair.
- The January 13 Graduate Deans' Group meeting will be a brainstorming session with recruitment in mind.

#### 6. Graduate Deans' Group Blackboard Site

Joy DeSensi, Associate Dean of the Graduate School, reported the Graduate Deans' Group Blackboard site is in operation. Bylaws, Agendas, Minutes, and other materials are now up. We will continue to update the site. There will be a location for discussion issues without having to get together.

#### 7. Directors of Graduate Studies Meeting

Yvonne Kilpatrick announced that there will be a workshop for Directors of Graduate Studies on October 26 from 11:30 – 1:00 led by the ETS Global Client Relations Team to review the revised GRE General Test and TOEFL. The Graduate Deans requested to also be included in the workshop. Yvonne Kilpatrick will look into this possibility.

#### 8. Summer School Funding

Jan Lee, Associate Dean in the College of Nursing, requested information on Summer School funding. Sally McMillan, Vice Provost of Academic Operations, is the person to contact about this issue.

#### 9. Department Graduate Handbooks

The Graduate School is still missing fourteen departments/programs that haven't turned in their hard copy of the handbook. The Deans' Group was asked to assist in getting the last few handbooks to us.

The Graduate Deans' Group meeting on Thursday, November 4 has been cancelled. Therefore, the next meeting will be on January 13, 2011, 2:00 – 3:30 in the Graduate School Conference Room.

With no further business, the meeting was adjourned at 3:00 p.m.

Respectfully Submitted,  
Gay Henegar  
Secretary to Graduate Deans' Group