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Graduate Associate Deans' Group Minutes

Graduate Council

2-11-2010

Graduate Associate Deans' Group Minutes - February 11, 2010

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Graduate Deans' Group
Thursday, February 11, 2010, 2:00 – 3:15 p.m.
Graduate School Conference Room

Attending:

Mary Albrecht, Joy DeSensi (Chair), Bob Daverman, Mark DeKay, Tom George, Tom Ladd, Jan Lee, Catherine Luther, Masood Parang, Carol Parker, Leon Potgieter, Cynthia Rocha, Vincent Anfara, Ernest Brothers, Stefanie Ohnesorg, Kay Reed, Rita Smith.

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, February 11, 2010, at 2:00 p.m. in the Graduate School Conference Room.

1. The minutes of the Graduate Deans' Group meeting from January 14, 2010, were approved.
2. Vincent Anfara, Department Head in the Department of Educational Leadership and Policy Studies, shared the following information regarding Center for Educational Leadership (Attachment 1):
 - A search for a director for the center is being conducted.
 - They are seeking instructors from other colleges to teach graduate level students (2 class sessions – 3 hrs. each).
3. Graduate Director's Responsibilities revised draft (Attachment 2) was discussed by the Graduate Deans' Group. The only suggested changes were Item # 21 changed to say "college or departmental website" and a statement added at the end of the list acknowledging that there may be additional duties that are specific to their college/department, or program.

The statement in the Graduate Catalog regarding the Graduate Directors seems to need clarification. Since many colleges do not have departments, it was suggested that the phrase, "in the department" be removed from the second sentence. The consensus was that the title and definition of the graduate director needs to be revisited.

4. Graduate fellowships are due to the Graduate School on February 25. All the fellowships with the exception of the Yates Fellowship require recommendation letters from the graduate director. The Yates Fellowship requires a recommendation letter from the applicant's program advisor.
5. Information was given to the associate dean of the colleges in which elections of new Graduate Council members and proxies are to be held (Attachment 3). The letters with the detailed information for each college will be sent out next week. The new members and proxies are to be reported to the Graduate School by the end of March.

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

Respectfully Submitted,
Gay Henegar
Secretary to Graduate Deans' Group

ATTACHMENT 1

The **FUTURE** of Educational Leadership

The **Center for Educational Leadership** The Department of Educational Leadership and Policy Studies

The Center for Educational Leadership in the College of Education, Health, and Human Sciences at The University of Tennessee has been established as a comprehensive model for K-12 school leadership preparation and professional development. The Center is based on four pillars of leadership preparation and continuous development, including:

- Recruiting potential school leaders
- Preparing aspiring leaders
- Developing essential skill sets for practicing leaders
- Increasing leadership capacity of an organization.

The Leadership Academy, one component of the Center, is the preparation program component, culminating in a master's or education specialist degree with a Tennessee principal's license. The Center will take an innovative *multi-disciplinary* approach to school leadership development, which will seek to integrate research-tested education leadership theory with proven, effective practice. Classes for the first cohort of graduate students will begin Summer Session 1 (June 3, 2010), and continue through the fall 2010, spring 2011, and summer 2011 semesters.

We are seeking instructors from other Colleges across the University of Tennessee, Knoxville to teach graduate level students (two class sessions lasting approximately 3 hours each) in the following areas:

- **Media relations: Public relations and marketing**
- **Data-driven leadership**
- **Techniques of constructing and managing budgets**
- **Recruitment, hiring, and placement of personnel**
- **Personnel development**
- **Transitional and sustainable leadership**
- **Organizational security**
- **Assessing and building school culture/climate**
- **Behavior management/discipline**
- **Principles of adult learning**
- **Ensuring a diverse and equitable workplace**
- **School law topics like search and seizure and free speech**
- **Equity and diversity**
- **Educational policy issues**

Instructors who are interested in working in an interdisciplinary environment are asked to contact Vincent Anfara, Professor and Department Head of Educational Leadership and Policy Studies in the College of Education, Health, and Human Sciences at 865.974.4985 or vanfara@utk.edu

Compensation for each module (i.e., 2 class sessions lasting 3 hours each) taught will be \$1500.00 for preparation and dissemination of content as well as student assessment.

ATTACHMENT 2

GRADUATE DIRECTOR'S RESPONSIBILITIES UNIVERSITY OF TENNESSEE, KNOXVILLE

Graduate Program Director – Each academic department or program has designated a tenured or tenure-track faculty member who is the director of graduate studies. This individual, with the assistance of the other graduate faculty in the department, is responsible for the administration of the graduate program(s) in the department and also serves as the contact person with the Graduate School. (*Graduate Catalog*)

Graduate Program Directors have oversight responsibility for graduate program administration. However, in order to complete the necessary tasks, the Graduate School recognizes the important role department heads, program directors, graduate faculty, and administrative assistants have in managing and assisting with graduate programs.

1. Serves as liaison between the department and Graduate School in matters related to graduate education
2. Serves as primary contact with prospective students, departmental graduate faculty, college, graduate and international admissions, and graduate school regarding questions posed about the departmental graduate program(s)
3. Oversees graduate student application process within department/programs
4. Manages the recruiting and admission process for graduate students and coordinates the department/program graduate marketing materials; handles or coordinates with appropriate professional staff, prospective graduate student inquiries, campus visits, correspondence and application review
5. Monitors admission policies for all graduate students (domestic and international)
6. Monitors noted deficiencies of admitted graduate students
7. Registers international graduate students for SPEAK test and monitors scores; monitors evaluation and observations of students with probationary scores on SPEAK test.

8. **Oversees** departmental/program orientation of new graduate students
9. Attends Graduate Directors Workshops held by UTK Graduate School
10. Ensures new GTA's are notified **of** and registered for attendance at Graduate School Orientation during fall semester
11. **Enters admission decisions** in NOLIJ
12. Provides timely communication with graduate students regarding available Fellowships offered in the Graduate School (see Graduate School Website for information)
13. Manages GA and fellowship appointment process and responsibilities
14. Oversees and advises on graduate teaching assignments
15. In conjunction with faculty advisors, ensures graduate students are aware of and meet established deadlines for timely graduation (see Graduate School Website for dates)
16. Approves and signs Admission to Candidacy Form
17. Provides academic leadership in the department for graduate program curricula
18. In conjunction with graduate faculty, engages in strategic planning regarding graduate issues
19. Oversees the annual progress/evaluation of graduate students within their respective programs
20. Notifies students and Graduate School of probation and/or dismissal from graduate program
21. Ensures the graduate portion of the department website and college website are up to date
22. In conjunction with the department head, engages in budgetary planning regarding assistantships and graduate program needs

23. Develops and annually revises the *Department/Program Graduate Handbook* according to the template provided by the UTK Graduate School. Provides the Graduate School with an updated copy of the Handbook by the first day of classes for each fall semester
24. Tracks and monitors comprehensive exam process and progress of graduate students
25. Maintains list of all graduate degrees awarded in the department (name, title, year, advisor, years in program)
26. Oversees data collection regarding graduate program's productivity (e.g. NRC survey and others) inclusive of graduate alumni data and assistantship allocation data
27. Coordinates in conjunction with graduate faculty, the evaluation of Graduate Teaching Associates, Graduate Teaching Assistants, and Graduate Research Assistants

OTHER?

Responsibilities specific to the Department/Programs?

Handles petitions, substitutions, transfer credits, etc.
(advisors/committees make these decisions).

Graduate Council Members and Proxies Rotating Off 2009 - 2010

ATTACHMENT 3

College	Members	Appointment Ends	Proxy
Agricultural Sciences & Natural Resources	Dr. Donald Hodges	July 31, 2010	Dr. David Buehler
Architecture & Design	Prof. Mark DeKay	July 31, 2010	Prof. Edgar Stach
Arts & Sciences	Dr. Marianne Breinig Dr. Robert Compton Dr. Thomas Heffernan Dr. Stefanie Ohnesorg	July 31, 2010 July 31, 2010 July 31, 2010 July 31, 2010	Dr. George Siopsis Dr. Rebecca Prosser Dr. Harry Dahms Dr. John Hardwig
Education, Health, & Human Sciences	Dr. Clara L. Brown	July 31, 2010	Dr. Robin Hardin
Engineering	Dr. Vijay Chellaboina Dr. Belle Upadhyaya	July 31, 2010 July 31, 2010	Dr. Itamar Elhanany Dr. David Keffer
Social Work	Dr. David Dupper Dr. Stan Bowie	July 31, 2010 July 31, 2010	Dr. Sarah Craun
UT Space Institute	Dr. Basil Antar	July 31, 2010	Dr. Trevor Mouldin
Graduate Student Senate	Tom Whitworth Marianna Jablonski	July 31, 2010 July 31, 2010	TBD TBD