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Graduate Associate Deans' Group Minutes

Graduate Council

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1-14-2010

## **Graduate Associate Deans' Group Minutes - January 14, 2010**

Graduate Council

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Graduate Deans' Group  
Thursday, January 14, 2010, 2:00 – 3:15 p.m.  
Graduate School Conference Room

Attending:

Mary Albrecht, Joy DeSensi (Chair), Mark DeKay, Brad Fenwick, Catherine Luther, Tom George, Jan Lee, Robert Moore, Masood Parang, Leon Potgieter, Matthew Theriot for Cynthia Rocha, Vincent Anfara, Stefanie Ohnesorg, Kay Reed, Rita Smith.

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

1. The minutes of the Graduate Deans' Group meeting from October 1, 2009, were approved.
2. Brad Fenwick, Vice Chancellor for Research and Engagement, shared the following information regarding Responsible Conduct of Research:
  - Training and certification for Responsible Conduct in Research (RCR) is a new requirement for some federal grant opportunities, such as the National Science Foundation and the National Institute of Health (NIH). The Collaborative Institutional Training Initiative (CITI) and UT Knoxville RCR are two options for fulfilling this requirement. The on-line training sessions are comprised of modules with tests at the end of each module. The training session takes approximately 12 to 15 hours for students to complete.
  - The UT Knoxville RCR was created by the University of Tennessee, Knoxville campus and allows more flexibility.
  - The faculty as well as the students will need to complete the training session.
  - Tracking and recording of test results are a concern. Possible ways to handle them are to require all graduate students to take the training or require training before the student can enroll in courses.

Concerns from Graduate Deans' Group

- Course is not applicable for Professional Masters programs, and an exception needs to be made.
- Is IRB approval denied if training is not completed?

- Graduate directors to be responsible for seeing that the students in their department/program receive the training.
  - Pilot program of NSF students be created first.
3. Graduate Director's Responsibilities were compiled from emails received from Graduate Directors. Some possible additions may need to be made regarding specific programs, research, and approval of petitions such as substitutions and transfer credits. Edits to the document were suggested. Changes will be made to the document and re-evaluated at the February 11 meeting. The following paragraph was recommended to be the opening paragraph of the Graduate Director's Responsibilities:

*Graduate 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.*

4. Kay Reed's discussion on "How to Measure Rate of Completion and Time to Degree" was postponed until the next meeting.

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

Respectfully Submitted,  
Gay Henegar  
Secretary to Graduate Deans' Group

## **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*)

1. Serves as liaison between the department and Graduate School in matters related to graduate education
2. Attend Graduate Directors Workshops held by UTK Graduate School
3. Maintains list of all graduate degrees awarded in the department (name, title, year, advisor, years in program)
4. Monitors noted deficiencies of admitted graduate students
5. Responsible for departmental/program orientation of new graduate students
6. Ensures new GTA's are notified and registered for attendance at Graduate School Orientation during fall semester
7. Provides timely communication with graduate students regarding available Fellowships offered in the Graduate School (see Graduate School Website for information)
8. In conjunction with faculty advisors, ensures graduate students are aware of and meet established deadlines for timely graduation (see Graduate School Website for dates)
9. Oversees the annual progress/evaluation of graduate students within their respective programs
10. Approves and signs Admission to Candidacy Form
11. Admits graduate students in NOLIJ
12. Monitors admission policies for all graduate students (domestic and international)

13. Provides academic leadership in the department for graduate program curricula
14. In conjunction with graduate faculty, engages in strategic planning regarding graduate issues
15. In conjunction with the department head, engages in budgetary planning regarding assistantships and graduate program needs
16. Develops and annually revises the *Department 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
17. Manages the recruiting and admission process for graduate students and coordinates the graduate marketing materials
18. Ensures the graduate portion of the department website and college website are up to date
19. 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)
20. Oversees data collection regarding graduate program's productivity (e.g. NRC survey and others) inclusive of graduate alumni data and assistantship allocation data
21. Oversees and advises on graduate teaching assignments
22. Manages GA and fellowship appointment process and responsibilities
23. Coordinates in conjunction with graduate faculty, the evaluation of Graduate Teaching Associates, Graduate Teaching Assistants, and Graduate Research Assistants

24. Registers international graduate students for SPEAK test and monitors scores; monitors evaluation and observations of students with probationary scores on SPEAK test.
25. Notify students and Graduate School of probation and/or dismissal from graduate program
26. Tracks and monitors comprehensive exam process and progress of graduate students
27. Oversees application and admission process and procedures – handling prospective student inquiries, visits, correspondence, and application review

OTHER:

DRAFT