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Graduate Council Minutes

Graduate Council

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Graduate Council Minutes - September 10, 2009

Graduate Council

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THE UNIVERSITY OF TENNESSEE

September 10, 2009 Minutes

Members Present

Mary Albrecht, Vincent Anfara, Pam Angelle, Marianne Breinig, Ralph Brockett, Clara Brown, Ed Caudill, Chris Cherry, Bob Daverman, David Dupper, Mark DeKay, Michael Essington, Daniel Feller, Tom George, Frank Guess, Donald Hodges, George Hoemann, Stephen Kania, Jan Lee, Zhongguo Ma, Sally McMillan, Sibyl Marshall, Matt Murray, Joann Ng Hartmann, Stefanie Ohnesorg, Gregory Petty, Jeff Phillips, Greg Reed, Lloyd Rinehart, Marian Roman, Rita Smith, Ken Stephenson, Barbara Thayer-Bacon, Belle Upadhyaya, John Wachowicz, Michael Zemel, Catherine Cox, Joy DeSensi, Gay Henegar, Carolyn Hodges, Mohanan MK, Kay Reed

The Graduate Council meeting was called to order by Vincent Anfara on Thursday, September 10, 2009, at 3:00 p.m. in the Multipurpose Room, Black Cultural Center.

1. Minutes of the Preceding Meeting

The minutes of the August 13, 2009 meeting were approved by the Graduate Council.

Vincent Anfara gave a short history of the Graduate Council, which is now 60 years old. It was formed in December 1949, and the first meeting was on February 17, 1950 with Dr. Eugene Waters, Graduate School Dean, as the Chair. The issues that were discussed were approval to teach 600 level classes, language proficiency, and procedure for dissertation approval. The membership consisted of appointed members, proxies, and ex-officios which included the UT president, UT vice president, and the director of libraries.

2. Committee ReportsAcademic Policy Committee

Stefanie Ohnesorg, Chair of the Academic Policy Committee, presented the report for the August 27, 2009 meeting.

- Banner issues were discussed and the impact Banner imposes on policies.
- Reorganization of the headings in the Graduate Catalog were discussed.

Appeals Committee

Marianne Breinig, Chair of the Appeals Committee, stated there has been no appeals, therefore, no need to meet.

Credentials Committee

Michael Zemel, Chair of the Credentials Committee, reported for the August 20, 2009 meeting. (Attachment 1)

- Council approved the committee recommendations on faculty approved to direct dissertations as presented.
- The committee will be working on mentoring expectations for directing dissertations. They would like the Graduate Deans' Group to assist in getting the departmental qualifications and expectations from all the departments in their colleges concerning mentoring doctoral students. NSF mentoring requirements collected by the Office of Research will be given to the committee to review. Possible Graduate School workshops will be planned on mentoring doctoral students..

Curriculum Committee

Sibyl Marshall, Chair of the Curriculum, reported for the August 27, 2009 meeting. (Attachment 2)

- Catherine Cox and Kay Reed gave an overview of the work on implementing the Banner Student Information System and discussed some challenges they have encountered.
- Curriculum changes for the Graduate Catalog were approved.

3. New Business

No new business.

4. Administrative Reports and Announcements

Vice Provost and Dean of the Graduate School

Carolyn Hodges, Vice Provost and Dean of the Graduate School, presented the following information:

- Kris Bronstad, the new dissertation/thesis consultant, was introduced and shared some information. The guidelines for theses and dissertations are being updated. She is making the website more navigable. The TRACE electronic depository is being reviewed by the Graduate School and University Libraries.
- The Graduate Student Senate is working on the Graduate Student Travel applications, energy conservation project and Graduate Student Bill of Rights.

- Enrollment has increased, although the UT Knoxville campus lost approximately 169 graduate students when the Department of Audiology and Speech Pathology moved to UT Memphis. New funding should help bring in more students.
- The New Graduate Teaching Assistant and Associate Orientation was held on Thursday, August 13 at the University Center. There were approximately 300 students in attendance. The students stated they benefitted by the panel of experienced students who had participated in the Best Practices in Teaching Program.
- Best Practices in Teaching for the Fall Semester starts on Wednesday, September 9. Another session will be conducted in the Spring Semester.
- The Graduate Directors Workshop will be held on Thursday, September 17 in the Shiloh Room from 2:00 to 4:00.
- The first Professional Development Awards are due to the Graduate School on Friday, September 18.
- The Graduate School will be holding an open house on Friday, September 25 from 12:00 – 5:00.
- The Graduate Fellowship Luncheon will be held on Thursday, October 1 in the Black Cultural Center Great Room from 12:00 to 1:30. External fellowships will also be acknowledged.
- The 3rd Annual Dissertation and Scholarly Workshop will be held in Spring 2010 by the Graduate School and the University Libraries
- A new admissions policy is in the process for exchange students.
- Work began on the joint degree policy last year will be resumed.
- The Graduate Admissions Office will no longer be handling undergraduate international admissions.
- The Center of International Education will be handling all processing of I-20s for international students.
- Beth Bradley, Coordinator of the Speak Test, is administering the Speak Test and also providing resources for the departments of the students who do not score well.
- Committee members have been identified to work on a Graduate School Diversity Plan. A Leadership Group on Interculturalism will be conducting a student climate survey.

- A survey of STEM graduate students is being conducted on how well they are prepared academically and professionally. The Graduate School hopes to expand the survey to all graduate students.
- ESPN money will provide \$800,000 per year (15 years) for graduate students. This year the money is being distributed as college top-offs. In future year, mostly likely the colleges will still want top-off money, but the deans will want to offer multi-year support to awardees to facilitate recruitment and ensure degree completion. The Provost's Staff will make the final decision. A committee will be formed to work on the suggestions proposed last year by the Task Force on Assistantships.
- The stimulus money is mostly used for renovations and data analysis.
- The Task Force on Assistantships report is posted on the Graduate School website. A committee on graduate student support chaired by Donald Cunningham, Institutional Research, will be created with representatives from the Department of Budget and Finance, associate deans, graduate directors, faculty members, and Graduate Council members.
- The Provost's Office is obtaining the services of Hanover Research Council to assist in data analysis.
- The Development Office hired an individual to work with Central Administration (including the Graduate School to secure additional endowment funding).

Graduate Admissions

Mohanankumar MK, Director of Graduate Admissions, presented the following information on an efficient application process.

- The Graduate Admissions Office is in the process of merging the online electronic applications to be sent directly to NOLIJ.
- The Graduate Admissions Office is moving to combine the Graduate School and department applications. It would be only one application with an additional departmental page that can be uploaded as an attachment. One department is in a pilot program to see what issues arise. The Graduate Admissions Offices will need consent of the departments.

Graduate Deans' Group

Joy DeSensi, Chair of the Graduate Deans' Group, report for the August 20, 2009 meeting. (Attachment 3)

- Graduate Handbook template was reviewed, and will be posted on the website for use in preparing the 2010 - 2011 graduate program handbooks.

- A hard copy of each of the 2009 - 2010 graduate program handbooks is due to the Graduate School on Tuesday, September 15.
- Best Practices in Teaching for the Fall term starts on Wednesday, September 9. There are approximately 43 students registered.
- The Assistant Dean in the Office of Training and Mentorship search has approximately 120 applications. Joy DeSensi, Chair of the Search Committee, hopes to have the narrative summary completed by next week.

Graduate Council Chair

Vince Anfara, Chair of the Graduate Council, presented the following information:

- Graduate Council Executive Board met on Tuesday, September 2 to discuss plans for the year.
- Faculty Senate will approve the Graduate Council minutes from April 9 and August 13 at the next meeting.
- The formation of the Tennessee University Faculty Senate (TOFS) with John Nolt serving as President is being proposed. It would combine the Tennessee Board of Regents, UT system campuses, and the Tennessee Higher Education Commission. Members of the Faculty Senate will be voting on it at the September 14 meeting.

5. Items from the Floor

No items from the floor.

The meeting was adjourned at 4:20 p.m.

Respectfully Submitted,

Gay Henegar
Secretary to Graduate Council

**ATTACHMENT 1
CREDENTIALS COMMITTEE
THURSDAY, AUGUST 20, 2009, 3:30 – 5:00 P.M.
111 STUDENT SERVICES BUILDING, GRADUATE SCHOOL CONFERENCE ROOM**

Members Present: Michael Zemel (Chair), Vincent Anfara, David Dupper, Michael Essington, Frank Guess, Don Hodges, Barbara Thayer-Bacon, Kay Reed. Electronic votes were recorded for Bob Compton and Stephen Kania.

The meeting was called to order at 3:30 p.m. by Michael Zemel, Chair. The committee discussed briefly the bylaws and operating procedures. The committee will ask the Graduate Deans to submit faculty evaluation standards from the departments to assist the committee in its review of faculty materials. Zemel announced that the first 30 minutes of each committee meeting will be used to discuss the proposal for developing doctoral mentoring expectations.

The following faculty members were recommended for approval by the Graduate Council to direct dissertations as follows:

FACULTY MEMBER	FACULTY RANK	DEPARTMENT	APPROVAL
Anders, Allison	Assistant Professor	Educational Psychology & Counseling	Approved Until Tenure
Burr, Devon	Assistant Professor	Earth & Planetary Sciences	Approved Until Tenure
Dunne, William	Professor	Earth & Planetary Sciences	Approved for 10 Years August 2019
Emery, Joshua	Research Assistant Professor	Earth & Planetary Sciences	Approved for 5 Years August 2014
Freeland, Patricia	Professor	Political Science	Approved for 10 Years August 2019
Godkin, James	Professor	Animal Science	Approved for 10 Years August 2019
Kattesh, Henry	Professor	Animal Science	Approved for 10 Years August 2019
Kavanagh, Katherine	Assistant Professor	Nutrition	Approved Until Tenure
Liao, Haitao	Assistant Professor	Nuclear Engineering	Approved Until Tenure
McKinney, Michael	Professor	Earth & Planetary Sciences	Approved for 10 Years August 2019
McNeely, Clea	Assistant Professor	Nutrition	Approved Until Tenure
Morris, Michael Lane	Associate Professor	Management	Approved for 10 Years August 2019
Oliver, Stephen	Professor	Animal Science	Approved for 10 Years August 2019
Saxton, Arnold	Professor	Animal Science	Approved for 10 Years August 2019
Voy, Brynn	Assistant Professor	Animal Science	Approved Until Tenure

The meeting adjourned at 4:20 p.m.

ATTACHMENT 2

Thursday August 27, 2009	Graduate Curriculum Committee Report	3:30 p.m. University Center Room 220
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Present: Sibyl Marshall (Chair), Vincent Anfara, Stan Bowie, Clara Lee Brown, Ed Caudill, Catherine Cox, Harry Dahms, Michael Essington, Tom Heffernan, Carolyn Hodges, Rachel Kovac, Jan Lee, John Ma, Sally McMillan, Greg Petty, Jeff Phillips, Kay Reed, George Siopsis, John Wachowicz.

The meeting was called to order by Sibyl Marshall, Chair, at 3:30 p.m. in Room 220 of the University Center on Thursday, August 27, 2009.

Information Item. Catherine Cox and Kay Reed provided some information on the development of the Banner Student Information System. The conversion to the Banner system will create some changes in the processes involved with curriculum. The Graduate School announced that prerequisite courses at the 100-, 200-, and 300- level will be removed from existing graduate courses. The Banner system will be fully enforcing prerequisite checking when it is implemented, unlike the current Student Information System. Therefore, it is important to allow graduate students the opportunity to register for graduate level courses without these restrictions on prerequisites. See below:

Informational Item: At the graduate level, we will omit 100-, 200-, 300-level prerequisite enforcements. With the new Banner Student Information System (to go live spring 2011) the Graduate School will only enforce Prerequisites/Corequisites that are for graduate credit.

Use Recommended Background to indicate a 300-level course or an introductory course you feel students need to take.

Curricular Changes. The attached changes were approved by the committee and recommended for approval by the Graduate Council.

- **College of Arts and Sciences – see following changes on courses and one program change in History.**

The meeting adjourned at 4:25 p.m.

The next meeting of the Curriculum Committee is scheduled for October 8, 2009.

COLLEGE OF ARTS AND SCIENCES

All Changes Effective Fall 2010

I: COURSE CHANGES

DEPARTMENT OF BIOCHEMISTRY AND CELLULAR AND MOLECULAR BIOLOGY

(188) (BCMB) Biochemistry and Cellular and Molecular Biology

ADD NEW 400-LEVEL COURSES FOR GRADUATE CREDIT

BCMB 412 Molecular Biology and Genomics (4) Nucleic acids structure and DNA technology. Mechanisms of cell division, replication, transcription, translation, splicing, recombination, DNA repair and transposition, chromosome organization, DNA-protein interaction in gene regulation, genomic imprinting, epigenetics, RNA interference and genome evolution.

~~(DE) Prerequisite(s): Biology 240.~~

At the graduate level, we will omit 100-, 200-, 300-level prerequisites. With the new Banner Student Information System (to go live spring 2011) the Graduate School will only enforce Prerequisites/Corequisites that are for graduate credit. Which means we will not enforce 100-, 200-, 300-level courses.

BCMB 422 Computational Biology and Bioinformatics

3 Credit Hours Topics include Internet biological resources and databases; bioinformatics tools of analyzing and comparing sequences for nucleic acids and proteins; computational structural biology tools for analyzing protein 3D structures and functions; application of computational tools in drug design.

Contact Hour Distribution: 2 hours lecture and 2 hours lab.

(DE) Corequisite(s): 401.

Registration Permission: Consent of instructor.

DEPARTMENT IS WITHDRAWING TO ADD COURSE 423 FOR GRADUATE CREDIT

BCMB 423 Neural Basis of Behavior

~~3 Credit Hours Structural and functional organization of neural circuits mediating fundamental aspects of behavior including the acquisition, control and processing of sensory information; control and coordination of movement; spatial orientation and navigation; learning and memory.~~

~~(DE) Prerequisite(s): 415 or Psychology 461.~~

REVISE TITLE, DESCRIPTION, AND ~~(DE) PREREQUISITE(S)~~**BCMB 401 Biochemistry I**

4 Credit Hours First semester of a two-course sequence. Covers amino acid and protein structure and chemistry, protein folding, enzyme reactions mechanisms, carbohydrate and lipid structure, function and metabolism, photosynthesis and carbon fixation, membrane biochemistry, thermodynamics of biological systems, vitamins and coenzymes, citric acid cycle and oxidative phosphorylation, and signal transduction.

~~(DE) Prerequisites: Chemistry 350 and 360.~~

REVISE TITLE, DESCRIPTION, (DE) PREREQUISITE

BCMB 402 Biochemistry II

4 Credit Hours Second semester of a two-course sequence. Covers membrane lipid metabolism, amino acid metabolism and protein turnover, nitrogen fixation, nucleotide metabolism, nucleic acid structure, integration of metabolism and hormonal signaling, experimental methods of analyzing nucleic acids, DNA replication and repair, chromosome structure and function, RNA and protein synthesis, and control of gene expression.

(DE) Prerequisite(s): 401 ~~and Biology 240~~

DEPARTMENT OF EARTH AND PLANETARY SCIENCES

(424) (GEOL) Geology

REVISE DESCRIPTION, CONTACT HOUR DISTRIBUTION, AND RECOMMENDED BACKGROUND (PRIMARY COURSE)

GEOL 450 Process Geomorphology

3 Credit Hours Integrative approach to understanding processes that shape the Earth's surface. Topics include processes and landforms produced by weathering, mass wasting, running water, wind, glaciers, and seas. Field and laboratory exercises include mapping, taking measurements, physical modeling, numerical calculations, and interpretation. *Cross-listed: (Same as Geography 450.)*

Contact Hour Distribution: 2 hours lecture and one 2-hour lab or field period.

Recommended Background: Introductory geology and introductory calculus, or consent of instructor.

DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY

(278) (EEB) Ecology and Evolutionary Biology

ADD NEW 400-LEVEL COURSES FOR GRADUATE CREDIT

EEB 462 Paleoeecology

3 Credit Hours An introduction to ecological function in deep time. The course develops an integrative geological and organismic framework for understanding the ecological drivers of biodiversity change through time.

~~(DE) Prerequisite(s): Biology 102 or Biology 111 or Biology 130 or Geology 102~~ or permission of instructor.

Registration Permission: Consent of instructor. **Omitted Prerequisites. Added: Registration Permission.**

EEB 463 Plant Ecophysiology

4 Credit Hours An introduction to fundamental principles of biophysical function in plants in relation to structure from evolutionary and ecological perspectives. Laboratory involves experimental measurements of plant structure and function, including gas-exchange, xylem hydraulics, and chlorophyll fluorescence.

Contact Hour Distribution: 3 hours and 1 lab.

~~(DE) Prerequisite(s): Chemistry 100 or Chemistry 110 or Chemistry 120; Biology 102 or Biology 111 or Biology 130~~ or permission of instructor.

Registration Permission: Consent of instructor. **Omitted Prerequisites. Added: Registration Permission.**

EEB 473 Herpetology

3 Credit Hours Classification, evolution, ecology, biogeography, and anatomy of amphibians and reptiles.

Contact hour distribution: 3 hours lecture and 1 lab

~~(DE) Prerequisite(s): Biology 240.~~

DEPARTMENT OF ENGLISH

(339) (ENGL) English

ADD NEW 400-LEVEL COURSE FOR GRADUATE CREDIT

ENGL 444 Appalachian Literature and Culture

3 Credit Hours Appalachian literature in the context of parallel developments in art, music, and cultural history.

~~(DE) Prerequisite(s): 102 or 118.~~

REVISE TITLE AND DESCRIPTION

ENGL 505 Composition Pedagogy

3 Credit Hours Introduction to teaching composition through study of various pedagogical theories and methods. Enrollment limited to English Department GAs/GTAs or by permission of the instructor.

ENGL 585 Issues in Rhetoric, Writing, and Linguistics

3 Credit Hours Survey of contemporary research in rhetoric, writing, and linguistics.

ENGL 586 History of Rhetoric

3 Credit Hours Survey of rhetoric from Greek Classical period to modern era.

ENGL 588 Special Topics in History of Rhetoric, Writing, and Linguistics

3 Credit Hours Topics vary.

REVISE DESCRIPTION

ENGL 589 Special Topics in Language

3 Credit Hours Topics vary. Readings in language, linguistics, and literacy.

Repeatability: May be repeated with consent of director of graduate studies. Maximum 6 hours.

REVISE TITLE, DESCRIPTION, AND REPEATABILITY

ENGL 680 Advanced Studies in Rhetoric, Writing, and Linguistics

3 Credit Hours Topics vary.

Repeatability: May be repeated with consent of director of graduate studies. Maximum 6 hours.

ENGL 682 Research Methods in Rhetoric, Writing, and Linguistics

3 Credit Hours Overview of research design and methods.

Repeatability: May be repeated with consent of director of graduate studies. Maximum 6 hours.

DEPARTMENT OF GEOGRAPHY

(415) (GEOG) Geography

REVISE DESCRIPTION, CONTACT HOUR DISTRIBUTION, AND RECOMMENDED BACKGROUND (SECONDARY COURSE)

GEOG 450 Process Geomorphology

3 Credit Hours Integrative approach to understanding processes that shape the Earth's surface. Topics include processes and landforms produced by weathering, mass wasting, running water, wind, glaciers, and seas. Field and laboratory exercises include mapping, taking measurements, physical modeling, numerical calculations, and interpretation. *Cross-listed: (Same as Geography 450.)*

INTERDISCIPLINARY

(023) (AFST) Africana Studies

REVISE TITLE OF SECONDARY CROSS-LISTED COURSE

AFST 452 The Politics of Sub-Saharan Africa

3 Credit Hours *Cross-listed: (See Political Science 452.)*

(257) (CLAS) Classics

ADD

CLAS 573 Latin Paleography and Book Culture in the Middle Ages II

3 Credit Hours Continuation of 572.

(DE) Prerequisite(s): 572.

REVISE TITLE AND DESCRIPTION AND ADD COMMENT

CLAS 572 Latin Paleography and Book Culture in the Middle Ages II

3 Credit Hours Introduction to the Latin hands used in Western Europe from the Roman through the Humanistic period. Course focuses on identifying and dating hands and on transcribing them accurately.

Comment(s): Prior knowledge may satisfy prerequisite with consent of instructor.

REVISE DESCRIPTION

CLAS 442 Intensive Survey of the Archaeology of the Prehistoric Aegean

3 Credit Hours Survey of archaeology and art of the Aegean from the earliest humans to the rise of the Greek polis in the 8th-century BCE. Highlights include Early Cycladic art, Minoan and Mycenaean complex societies, Thera, cultural interconnections with Egypt and the Near East, and the Trojan War.

CLAS 443 Intensive Survey of the Archaeology of Greece

3 Credit Hours Intensive Survey of the Archaeology of Greece, Survey of the archaeology and art of Greece and the Greek-speaking areas from the Orientalizing through Hellenistic periods (c. 700-30 BCE). Developments in architecture, sculpture, and vase painting seen in the context of changes in society. Archaeological evidence for daily life, economy, and political institutions.

CLAS 444 Intensive Survey of the Archaeology of Etruria and Rome

Intensive Survey of the Archaeology of Etruria and Rome, Survey of the archaeology of Italy and the Roman world from prehistoric times to the fall of the Roman Empire (1000 BCE- CE 476). Highlights are the rise and decline of Etruscan culture; the development of Roman architecture, art, and urban planning; art and architecture used for political propaganda; and Roman cosmopolitan culture during the Empire.

DEPARTMENT OF POLITICAL SCIENCE

(801) (POLS) Political Science

REVISE TITLE OF PRIMARY CROSS-LISTED COURSE

POLS 452 The Politics of Sub-Saharan Africa

3 Credit Hours Recent evolution and current political environment of black African nations. *Cross-listed: (Same as Africana Studies 452.)*

DEPARTMENT OF SOCIOLOGY

(915) (SOCl) Sociology

ADD NEW 400-LEVEL COURSES FOR GRADUATE CREDIT

SOCI 410 Sociology of Culture

3 Credit Hours Examination of the role of culture in human social life from various theoretical perspectives. Exploration of social foundations of differentiation based on lifestyle and taste.

SOCI 445 Global Solutions for Global Justice

3 Credit Hours Examines the varied aspects of globalization processes and the global problems that derive from them. A sampling of global problems is investigated through diagnosis, impacts, policy evaluation and other alternatives. Emphasis ranges from resource scarcity and pollution problems, to global economic and political inequalities, to global justice systems.

II: PROGRAM CHANGES

DEPARTMENT OF HISTORY

REVISE HISTORY MAJOR - PHD

Under the Doctoral Fields heading revise Group II, United States, to add the word "Gender"

United States – Colonial and Early Republic; 19th century; 20th century; Regional; Military and Foreign Relations; Social and Cultural; American Political; Gender.

ATTACHMENT 3

Graduate Deans' Group
Thursday, August 20, 2009, 2:00 – 3:15 p.m.
Graduate School Conference Room

Attending:

Mary Albrecht, Joy DeSensi (Chair), Bob Daverman, Tom George, Jan Lee, Sally McMillan, Robert Moore, Masood Parang, Cynthia Rocha, Vincent Anfara, Catherine Cox, Carolyn Hodges, Mohanan MK, Stefanie Ohnesorg, Kay Reed, Rita Smith.

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, August 20, 2009, at 2:00 p.m. in the Graduate School Conference Room.

Catherine Cox, Graduate School, shared information regarding Banner and the changes that will occur in the Graduate Catalog. Prerequisites are only numbers. Required means totally restricted as the Banner program will lock out students who have not met the listed requirements.

Carolyn Hodges shared the following information:

- The Graduate School will receive \$800,000 per year from the ESPN money donated by the Athletic Department.
- This year the ESPN award will be used as top off money.
- Next year the money will not be totally used as top off. Stipends and waivers will be given to students for three or four years so that degree completion can be achieved. The Provost Office is discussing how to distribute this money.
- Another committee will resume the work on the recommendations of Task Force on Restructuring. Work to centralize assistantships is one task she wishes to accomplish.
- The Graduate School has expanded the position held by Beth Bradley, Speak Test Coordinator. She will be assisting students in finding resources to improve English skill for student who didn't pass the exam. Beth will be contacting the departments and graduate directors to find other ways to assist these students.

Vince Anfara, Graduate Council Chair, announced that there will be an Graduate Council Executive meeting prior to the next Graduate Council meeting. He would like input from the Graduate Deans' Group.

A hard copy of the 2009 – 2010 Department Graduate Handbooks are due to the Graduate School by September 15.

Joy DeSensi created an introduction to be included in the 2010 – 2011 Department Graduate Handbooks. The Graduate School Policies URL will be inserted.

The draft for the Graduate Handbooks template was presented. Instructions will be given to the departments and graduate directors. Information in the handbook will supplement the Graduate Catalog with information that is pertinent to the particular program. Office of Financial Aid and Scholarship, Library, OIT and housing information will be added to the template. An electronic version of the draft and introduction will be sent to the Graduate Deans' Group via email.

Graduate Teaching Assistant/Associate Orientation took place on August 13. There were over 300 students in attendance.

Registration for the Fall Best Practices in Teaching program is underway. Please encourage your graduate directors to promote participation.

The Graduate School has hired Kris Bronstad as the Thesis/Dissertation Consultant. She has experience in teaching (College of Communication), archiving, editing, and publishing.

The next Graduate Deans' Group meeting will be October 1 at 2:00 p.m. in the Graduate School Conference Room (111A Student Services Building).

With no further business, the meeting was adjourned at 3:30 p.m.

Respectfully Submitted,
Gay Henegar
Secretary to Graduate Deans' Group