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Graduate Associate Deans' Group Minutes

Graduate Council

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Graduate Associate Deans' Group Minutes - January 11, 2007

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GRADUATE DEANS' GROUP
THURSDAY, JANUARY 11, 2007, 2:00 – 3:00 p.m.
4th FLOOR CONFERENCE, ANDY HOLT TOWER

Attending

Mary E. Papke (Chair), Mary Albrecht, Tammy Barnhart, Doug Blaze, Bruce Bomar, Bill Dunne, Jerry Faria, Sarah Gardial, Tom George, Mike Ickowitz, Barbara Klinkhammer, Mike Ickowitz, Jan Lee, Sandra McMillan, Mohanan M.K., Matthew Murray, Masood Parang, Linda Phillips, Kay Reed.

The Graduate Deans' Group was called to order at 2:00 p.m. – Mary E. Papke, Chair.

1. Search for Thesis/Dissertation Consultant

Ms. Alan Hollis, Thesis/Dissertation Consultant of the Graduate School, has resigned. The Search Committee is in the process of interviewing applicants.

Ms. Amanda Ledford is the Interim Thesis/Dissertation Consultant. Ms. Ledford can be contacted at 974-1337 or thesis@utk.edu. Ms. Ledford currently works half-days in the mornings, Monday – Friday.

2. New Dean of the Graduate School

Dr. Carolyn R. Hodges has been named the new Dean of the Graduate School, as of January 1, 2007. Her office is located at P-105 Andy Holt Tower. Dr. Hodges assistant, Ms. Gay Henegar has moved to the Graduate School with her and is also located at P-105 Andy Holt Tower. Welcome!

3. Graduate Programs Coordinators' Workshop

Graduate Coordinators'/Directors' Meeting is scheduled for Wednesday, February 21, 2007, 1:30 – 3:30 p.m. in the Shiloh Room, University Center.

4. Position Title / Description for Graduate Program Director's / Coordinators

Each academic department or program should have a faculty member who is the director for graduate affairs for that program. Discussion and further review regarding the position title / description for the Graduate Program Directors / Coordinators continues (Attachment 1).

5. NRC Details

Dr. Sally McMillan, Communication and Information, recommended that further assistance be provided to obtain student data records in supplying NRC data.

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6. Ad-hoc Committee for Post Doctoral Policy

Dr. Bill Dunne, Arts & Science, inquired as to the status of the study conducted by the Ad-hoc Committee, chaired by Dr. Robert Moore. Dr. Papke noted that this study went to the Chancellor's Office and she will follow-up on the status of this study with Chancellor Crabtree.

7. Chronicle of Higher Education – "Academic Propensity" – October 5, 2006 Issue

Dr. Bill Dunne, Arts & Sciences, noted that the Chronicle of Higher Education published an article regarding Academic Analytics and questioned as to what stance the University of Tennessee would take, if any, in participating in this type of for-profit ranking of Graduate Schools. This will be a topic for further review by the Graduate Deans' and Dr. Robert Holub, Provost.

8. Future Agenda Items for the Deans' Group

Dr. Sarah Gardial, Business Administration, recommended that Dr. Robert Holub, Provost, meet with the Graduate Deans' Group to discuss the continuing role of the Graduate Deans' Group and his goals for further development of the Graduate School.

Other items for future meetings that the Graduate Deans' Group would like to discuss include: visa issues for international students and better understanding of procedures; Institutional Research – What is system and what is campus; and the possibility of joint degrees between universities.

9. Introductions

- Dr. Bruce Bomar, Dean of Academic Affairs, UTSI
- Dr. Mohanan M.K., Director for Graduate & International Admissions
- Michael Ickowitz, Associate Director for Graduate & International Admissions

10. Further Details

- Nolij Update – The Nolij system will be moved to a terminal server within the next couple of months. This will promote further efficiency for this database.
- The next Graduate Deans' Group will meet Thursday, February 15, 2007, at 2:00 p.m., in the 4th Floor, Andy Holt Tower.

ATTACHMENT 1

Graduate Program ~~Director-Coordinator~~

Position Description

Draft for Graduate Deans' Group

September 11, 2006

Revised: January 10, 2007

Each academic department or program should have a faculty member who is the **designated director** ~~coordinator~~ of graduate affairs for that program. 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. Such an individual has responsibility for **overseeing** ~~coordinating~~ a variety of activities, such as:

- Coordination of academic advising of graduate students,
- Recommendations on admissions decisions,
- Allocation of fellowships and assistantships,
- Monitoring of student progress, including timely completion of all degree requirements, and
- Communication of university-wide policies on graduate programs to the departmental faculty.

Department heads will notify **(in a timely fashion) the Dean of the Graduate School as well as** the Director of Graduate and International Admissions ~~and the Dean of the Graduate School~~ of appointment of the graduate **director** ~~coordinator~~.