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Graduate Associate Deans' Group Minutes

Graduate Council

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9-14-2006

## Graduate Associate Deans' Group Minutes - September 14, 2006

Graduate Council

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GRADUATE DEANS' GROUP  
THURSDAY, SEPTEMBER 14, 2006, 2:00 – 3:00 p.m.  
4<sup>th</sup> FLOOR CONFERENCE, ANDY HOLT TOWER

Attending

Mary E. Papke (Chair), Mary Albrecht, Tammy Barnhart, Bill Dunne, Jerry Faria, Sarah Gardial, Jim Gehlhar, Tom George, Angela Gibson, George Hoemann, Jan Lee, Sally McMillan, Matthew Murray, Linda R. Painter, Masood Parang, Kay Reed.

The Graduate Deans' Group was called to order at 3:00 p.m. - Dr. Mary E. Papke, Chair.

1. NOLIJ – Addition of Concentrations – Angela Gibson

- The beginning set-up for Nolij occurred June 6, 2005.
- As of August 1, 2006, Nolij has been technically placed behind a firewall to provide additional security features.
- As of October 15, 2006, it is the goal to have all academic departments connected to Nolij through a terminal server, which will aid in the speed at which Nolij can be operated.
- A training lab is in the process of being developed for the purpose of Nolij training this fall.

NOLIJ – Further Details – Linda Painter

- In the 2005-2006 academic year, Nolij licensure for the University's program levels grew from forty to eight-hundred licensures.
- Concentration levels of our academic programs are now being "mapped out" for implementation in Nolij. Mike Ickowitz, Associate Director of Graduate and International Admissions is the approver for the management of the program concentration areas within majors.
- In Summer 2007, Nolij will receive a software upgrade.

2. Graduate Program Coordinator Position Description (Linda R. Painter)

- Each academic department or program should have a faculty member who is the coordinator of graduate affairs for that program. The Graduate Deans' Group will be involved in establishing the formal definition of this position description (Attachment 1).
- The next Graduate Coordinator's Meeting will be held on September 20, 2006, 1:30 p.m., in the Shiloh Room of the University Center. The draft of the position description will be distributed to faculty and staff at this meeting for review.

Graduate and International Admissions Fall 2006 Enrollment (Linda R. Painter)

- Fall 2006 enrollment is currently at 5,587, this includes graduate and professional students (Law and Veterinary Medicine students included).
- Fall 2006 enrollment compared to Fall 2005 is down by 288.

- Linda Painter will be working closely with colleges and their departments in reviewing graduate applications for 2007. Further review will be done in evaluating the Noli system to insure admission counts are accurate.
- The Vice Chancellor's goal for the overall enrollment for the University of Tennessee is 28,500.

3. Administration of Assistantships Policy (Linda R. Painter)

- At the February 2, 2006, Graduate Council meeting, Graduate Council voted the "Administration of Assistantships" policy would be placed in a specific publication titled the Graduate Assistantship Handbook.
- Dr. Painter recommends that the "Administration of Assistantship" policy details be placed back in the Graduate Catalog and keep the policy in the Graduate Assistantship Handbook. Steps will be taken to implement this detail through Graduate Council.

4. NRC Survey (Linda R. Painter)

- NRC Survey processes continue with further clarification of the definitions of faculty for NRC data. These items are:
  - What defines a core program faculty?
  - What defines a new program faculty?
  - How are associate faculty identified with academic programs?

5. Geier Update (Linda R. Painter)

- New fellowships will be implemented for "under privileged or under represented persons/areas." The fellowship classification "Black Graduate Fellowship" will no longer exist.

6. SPEAK® Testing Program (Linda R. Painter)

The new SPEAK® Testing Program Coordinator is Dr. Beth Bradley. Further discussion regarding the SPEAK® Testing Program will be held at the next Graduate Deans' Group meeting.

Meeting Adjourned at 3:20 p.m.

## ATTACHMENT 1

Graduate Program Coordinator  
Position Description  
Draft for Graduate Deans' Group  
September 11, 2006

Each academic department or program should have a faculty member who is the 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 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 the Director of Graduate and International Admissions and the Dean of the Graduate School of appointment of the graduate coordinator.