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Graduate Associate Deans' Group Minutes

Graduate Council

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Graduate Associate Deans' Group
Thursday, January 21, 2016, 2:00 – 3:00 p.m.
Haslam Business Building 601

Attending:

Mary Albrecht (Chair), Ernest Brothers, Sean Hendricks, Stephen Kania, Yvonne Kilpatrick, Alex Long, Sandra Leach, Joan Rentsch, Ragan Schriver (for Sherry Cummings), John Stier, Dixie Thompson, Jason Young

The meeting was called to order by Ernest Brothers at 2:00 p.m.

1. Updates – Mary Albrecht

- a. There are three candidates for the Vice Provost and Dean position. Dr. Albrecht asked members to encourage faculty to attend the candidate forums. She said Graduate School staff will be participating in candidate interviews and asked for patience if staff members are away from the office.
- b. Dr. Albrecht announced the Graduate School is re-examining its form submission process and determining which forms can be submitted electronically.
- c. Dr. Dixie Thompson asked the current process for submitting applications for Professional Development Awards. Dr. Albrecht said to please email them to Missy Hodge at Lhodge@utk.edu.

2. Website Updates – Sean Hendricks

- a. Dr. Sean Hendricks, Information Specialist for the Graduate School, discussed development of the Graduate School's new website.
- b. The website is being built from scratch and will employ the WordPress template used by many UT departments.
- c. The Graduate School is developing goals for the site:
 - 1) Sustainability – ease of maintenance
 - 2) Advocacy – be an advocate for graduate students' success
 - 3) Accessibility – employ possibility of offering web versions of PDF forms
 - 4) Usability – viewable on any device
 - 5) Interoperability – ways to have communication open between departments and the Graduate Schools
- d. The timeline for release of the new version is May 2016.

- e. Dr. Hendricks said he would like to talk to student groups and asked group members and their faculty to contact him if they have any student groups they'd like to recommend. Dr. Hendricks said he is open to one-on-one focus groups and is interested in determining the site needs for faculty, staff, and the Graduate Council.
- f. Dr. Ernest Brothers said Dr. Hendricks has been able to update information about Graduate School fellowships, more clearly communicating the processes and deadlines for application submission. The Graduate School and Graduate Admissions now have wall-mounted television screens which visually communicate upcoming events and deadlines.

3. Graduate Training Updates – Ernest Brothers

- a. A DGS Workshop is tentatively set for March 2nd.
- b. Dr. Brothers announced that 25 students have registered for the Spring Best Practices in Teaching sessions.
- c. Dr. Brothers distributed dates for the Responsible Conduct of Research series. Yvonne Kilpatrick asked if faculty, staff, and students can obtain credits for attending Responsible Conduct of Research sessions. Dr. Brothers said attending eight of the 12 sessions counts the same as taking the online version. Dr. Thompson suggested that attendance might improve if applicants receive a certificate. Dr. Kania said a certificate should be placed in an attendee's training records. Dr. Brothers agreed awarding certificates is an attainable goal.
- d. Dr. Brothers said he has heard the Graduate Associate Deans' Group wants to be more active. He said he needs reviewers for the fellowships and will be sending emails asking if group members want to review or will recommend reviewers.

4. New Business/Announcements

- a. Yvonne Kilpatrick said Graduate Admissions is busy with fall 2016 applications and has achieved an acceptable rate of processing.

Dr. Albrecht adjourned the meeting at 2:36 p.m.

MA/lmh