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Graduate Associate Deans' Group Minutes

Graduate Council

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4-17-2014

## Graduate Associate Deans' Group Minutes - April 17, 2014

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**Graduate Deans' Group**  
**Thursday, April 17, 2014, 2:00 – 3:30 p.m.**  
**Multipurpose Room, Black Cultural Center**

Attending:

Ernest Brothers, Sherry Cummings, George Dodds, Mary Gunther, Carolyn Hodges, Yvonne Kilpatrick, Tom Ladd, Sandra Leach, Brent Mallinckrodt, Masood Parang, Carol Parker, John Stier, Dixie Lee Thompson

The Graduate Deans' Group meeting was called to order by Carolyn Hodges, standing in for Joy DeSensi, at 2:00 p.m. on April 17, 2014 in the Multipurpose Room, Black Cultural Center.

1. Minutes of the Graduate Deans' Group Meeting from March 27, 2014 were approved.
2. Graduate School Announcements – Carolyn Hodges
  - Leave of Absence Policy for graduate students was approved by the Graduate Council at the April 10 meeting.
  - The Academic Policy Committee of the Graduate Council will begin work next fall on guidelines for a Family and Medical Leave policy for graduate students.
  - The Office of Communications and Marketing is working with the Graduate School on creating a new, completely overhauled website.
3. Graduate Deans Input on New Policies – Carolyn Hodges
  - Dean Hodges requested input from the Graduate Deans' Group regarding guidelines for participation in the spring Graduate Hooding Ceremony. Students completing a PhD and those writing a master's thesis must have met all requirements prior to participating in the ceremony. Dr. Hodges expressed concern about whether non-thesis master's degree students with 12 or fewer hours to complete for summer graduation should continue to participate in the spring hooding. The graduate associate deans expressed support for continuing with the current guidelines.
  - Ongoing discussions and proposals for new/revised policies developed by the Academic Policy Committee (APC) are shared with the graduate associate deans in as timely a manner as possible, so that the associate deans can raise questions and offer suggestions in their role as an advisory group. Dean Hodges reminded the group that APC meetings are open and the agenda and minutes are posted on the Graduate Council website.
4. Mentoring Workshop – Ernest Brothers
  - A brief presentation on mentoring was offered at the Directors of Graduate Studies Workshop on Monday, March 31, 2014. This mentoring presentation is available to all programs, departments, and colleges. The mentoring workshop presentation may be adjusted from 20 minutes to 1 hour according to your needs.

5. Annual Change Period – May 15 – Yvonne Kilpatrick

- CollegeNet offers the option to make changes each year. Changes should be submitted to the Graduate Admissions Office by May 15.
- The Graduate Admissions Office is planning to open the fall admissions process in August 2014, instead of September, as has been done in the past.
- CollegeNet personnel will be visiting our campus on June 17. Directors of Graduate Studies have the opportunity to meet with CollegeNet. Programs may request a meeting with them to discuss their specific needs.
- There are approximately 1,042 international and 1,300 domestic applications that are still waiting for either recommendations or denials from the departments. An email will be sent to the Directors of Graduate Studies to make sure that programs complete the review of all applications and submit a decision to ADMIT.

6. Report from Directors of Graduate Studies Workshop – Carolyn Hodges

The Directors of Graduate Studies Workshop, which was held on Monday, March 31, 2014, was very well attended. The following presentations were made:

- Yvonne Kilpatrick, Assistant Dean and Director, and Greg Tipps, Associate Director in the Office of Graduate Admissions, discussed enrollment statistics, the new features added to ADMIT, results of the 2014 applicant survey, and department/program preparation for the CollegeNet annual change period.
- Joann Ng Hartman, Center for International Education, presented information on the process and documents required for I-20/DS-2019 issuance, updates on visa application process/delays, and the annual International Student Orientation.
- Ernest Brothers, Assistant Dean of the Graduate School, gave a short presentation on mentoring graduate students.
- Ferlin McGaskey, Assistant Director at the Tennessee Teaching and Learning Center, shared information on the Ph.D. Teaching Certification Program.
- Robert Nobles, Assistant Vice Chancellor in the Office of Research, reported on the focus of his position and initiatives related to compliance and ethical conduct of research for graduate students.
- Joy DeSensi, Associate Dean of the Graduate School, shared information on the new Director of Graduate Studies Manual that is in preparation, the Graduate School Fellowships, and plans next year to hold small-group meetings with directors of graduate studies.

Meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Gay Henegar  
Secretary to Graduate Deans' Group