



Graduate Associate Deans' Group Minutes

Graduate Council

10-12-2017

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MINUTES
Graduate Associate Deans

October 12, 2017
AHT 4th Floor 2:00 – 3:30PM

Members Attending: **Dixie Thompson** (Vice-Provost & Dean); **Jeffrey Fairbrother** (Education, Health, & Human Sciences); **Kate Atchley** (for Bruce Behn, Haslam Business), **Todd Moore** (Arts & Sciences), **Alex Long** (Law); Masood Parang (Engineering); **John Stier** (CASNR); **Michael Palenchar** (Communication & Information); Sherry Cummings (Social Work)

Ex Officio: **Yvonne Kilpatrick** (Graduate School), **Sean Hendricks** (Graduate School)

1. **Welcome & call to order** at 2 p.m. by Dixie Thompson.
2. **Minutes of the September 21, 2017** meeting were approved with revisions: Michael Palenchar was in attendance in September. Also, remove the last sentence that appears on page 3 (this is a stray line).
3. **Graduate School Updates – Dixie Thompson**

Old Business:

- **Reminder: Speaker nominations for hooding** are needed by October 20 (one per college)
- **Mini Term/Graduate Courses** – Mini Term report circulated by email from Millie this week shows Mini Term 2017 enrollments which included the following graduate level offerings:

- 14 Directed Studies/Personalized Self Instruction Courses
 - 9 Off-Campus, Out of Country Courses
 - 2 Off-campus, In Country Courses
 - 5 Practicum/Studio/Internship Courses
- 12 Knoxville Campus Lecture or Seminar Courses (4 of which were special topics). These 12 included:
 - 400-level (x3) for 3 credit hours each
 - 500-level (x8) for variable credit (x4) and 3 credit hours (x4)
 - 600-level (x1) for 2 credit hours

44 Classes Total

Discussed what to do with this information.

- Millie will ask Jennifer Hardy to confirm what the Banner cut-off is for graduate student maximum hours in Mini Term and report back.
 - Ask your schedulers to alert you to possible issues as they are setting up courses.
 - Dixie will review 2018 mini term schedule when it comes up to determine potential issues, as well.
 - As much as possible, we want to maintain flexibility for our students and allow departmental oversight of the mini term schedule within appropriate guidelines.
 - We will work with Mary to clean up the catalog language.
- **3MT Competitions** – Dixie distributed the following handouts:
 - Competition (maximum numbers assigned to each college or interdisciplinary program). The numbers in the handout need to be updated for this year. Dixie will review the edits and prepare a revised copy.
 - Semi-Finals (During our discussion, the Bredesen Center was added to Engineering. Masood will communicate with Lee to let him know. This is in keeping with last year.)

We discussed the following schedule for this year:

- January 17, 2018 – List of nominees due in the Graduate School, as well as the dates of semi-finals. After this date, the Graduate School will arrange training sessions for the students to help them prepare.
- End of February through the 1st week of March – college competitions (semi-finals)
- March 9 – let the Graduate School know who the finalists are
- April 6, Final Competition as part of GPSAW

During our next meeting we will talk about clarifying the judges' criteria. It needs to be the same for semi-finals and finals.

- **CSGS Awards** – Talk with Ernest if you have someone you want to nominate.

New Business:

- **Recruitment funds** will be available again this year through the Graduate School in the form of mini-awards up to \$1500 for events happening now through the end of spring. Approximately \$21,000 is available. Dr. Thompson will send out a general call for proposals soon. Money will be distributed on a first come/first serve basis to funded awards until all is allocated. We will ask that those who are funded to participate in our recruiters network and give a follow up report as to how the funds were used.

Recruitment Awardees from last year – We will be reaching out to see how the funds were used and what results they achieved.

- **Student Faculty Research Awards**: We will be sending the call out for applicants tomorrow with a November 6 deadline. Decisions will be announced by late December. We will have an additional round of awards in the spring, for a total of approximately \$90,000 in funding for 2017-2018.
- **DGS Fall Workshop** is next Wednesday at 8 a.m. in PAN 106.
- **Next meeting** is November 9.

Meeting Adjourned at 3:30.