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Graduate Associate Deans' Group Minutes

Graduate Council

8-9-2018

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Graduate Associate Deans August 9, 2018

Minutes

Attending: Dixie Thompson, Katherine Ambroziak, Todd Moore, Bruce Behn, Betty Bradley (for Michael Palenchar), Jeffrey Fairbrother, Masood Parang, Alex Long, Roberta Lavin, Sherry Cummings, Holly Mercer.

Ex Officios: Sean Hendricks, Yvonne Kilpatrick, Sara Bradberry, Millie Cheatham

Dixie Thompson called the meet to order at 2:30 p.m. in SSB 405.

1. **Approval of Minutes from July** – Approved
2. **Updates from Graduate School** – Dixie Thompson
 - **Orientations** are next week; anticipating record numbers based on the responses received.
 - **1st GSS Social Event of 2018-2019:** Wed night @ 6pm at Barley's . Great opportunity for students to meet and mingle. Please recommend to your students – they can come out and enjoy free pizza and fellowship.
 - **Graduate Student Stipends:** \$1M in recurring money set aside to address graduate student stipends. The provost really wants to use it to elevate the lowest paid GTAs first, then in subsequent years we can do more. We will send out spreadsheets for departments to complete (we'll gather as much information centrally as possible).
 - **Admissions Update** - Yvonne Kilpatrick distributed a handout generated from the Graduate Blueprint that shows decisions by each college for Fall 2018.

Dixie asked if colleges might want to think about a confirmation process. We have more admitted students than enrolled. Some schools require applicants to submit a confirmation and, in some cases, a seat fee.

English Certification Exams: Reminder that we have revised policies related to the English Certification Exams that went into effect for Fall 2018. We will base the requirement on the country of citizenship. If English is the official language of the country of origin, they will be exempted. Similarly, if their UG program was in a school that primarily spoke English, they will be exempted. There is quite a bit of

information on the web site under “countries with English as official language.” Some departments may choose to have a more rigorous requirement (but if so, it should also be stated in the admission section of their catalog and distributed materials).

Yvonne also went over the handout she sent by email (Application Procedures and Admissions Policies).

Masood Parang clarified that in the document “regional means US accreditation.” He suggests adding “U.S.” to the wording.

- **Catalog Updates** – Sara Bradberry

The 2018-2019 Graduate Catalog went live on August 1. Please visit and look at your programs and courses, and provide feedback.

Dixie mentioned that one more change is coming. Currently there is an Alphabetical Index to the catalog, but we will be adding a table of contents.

- **Communications Update** - Sean Hendricks

- Related to catalog...if you have links, please use tiny.utk.edu/grad/catalog.
- We have made updates to the Graduate Council website.
- There is a change to our Admission to Candidacy Forms. A section has been added to let us know what campus students are from.
- Online Orientation – we are piloting online orientations this year. We will be sending invites to UTSI, Nashville, and Distance Ed. We will do them through Zoom. It will be tailored to online students; it is not a replacement for those who can't go to orientation.
- If you have new stories to tell...let us know! We are following your colleges on social media, and want to help share information as appropriate. Help keep us in the loop!

- **iThenticate Update** (requested in meeting): Dixie shared that there have not been many complaints, so that indicates things are not going badly. Numbers are up in terms of users, so it does appear people are taking advantage of it. There will be workshops through OIT to help students in regards to integrity issues.

- **Proficiency Exams/Course Credit** – Dixie shared that in the catalog (both UG and GRAD), an opportunity for students to take proficiency exams and get credit for it.

Dr. RJ Hinde has been working on this. If it is a variable title/variable credit, there is more of a problem. (Distributed Handout – Process for Awarding Credit for Variable Credit Courses). Please read through that and if you have questions, you may reach out to Dr. Hinde (rhinde@utk.edu).

3. **3MT Discussion** – Dixie Thompson

At the end of the spring term, we were asked to begin the discussions about the 3MT at our first Fall meeting. So today, we would like to look at the process and set the timeline, if possible.

The final competition will take place during Graduate and Professional Student Appreciation Week (the first week of April); however, it is evident from last year’s attendance that Friday afternoon is not the right time. When can we do it?

We want to set the date and time for this event, and plan everything else around it. It was suggested to move it to the Student Union as soon as the space became available for scheduling. Millie will make these arrangements.

Colleges will be responsible for scheduling the semi-final rounds. They will be responsible for finding the venue, arranging judges, etc. (As a reminder, the semi-finals will not be just your students). A draft of the general guidelines, rules of the competition, judging criteria, maximum number of semi-finalists permitted from each college, and guidelines for the semi-final competitions. The draft was approved and will become the guidelines for the 2019 competitions. The Associate Deans agreed on the following timeline:

Date	Item
January 31, 2019	College competitions will be finished and the names of semi-finalists are submitted to the Graduate School (gradschooldean@utk.edu) by this date.
Week of Feb. 25, 2019	Semi-Finals will be held
March 8, 2019	Deadline to submit names of finalists to the Graduate School (gradschooldean@utk.edu)
April 3, 2019 – Afternoon 1pm or later	Final Competition: Location & Exact Time TBA

Millie will ask GSS to schedule lunch in the park the same day as the finals to draw out graduate students.

4. **Branding of Graduate Education** – Dixie Thompson

Brainstorming Exercise (during meeting) – Everyone was asked to write down words, phrases, or ideas that they think are important to communicate related to graduate and professional education at the University of Tennessee.

Some Examples to Get Started:

Life Changing
Advancement
Career Expanding
Discovery
Sharing
Service
Exploration
Experimentation
Cutting Edge
Accessible
Open

Dixie thanked everyone for their participation and collected the responses.

5. **Other Items?** Dixie Thompson opened the floor for additional items:

Catalog Format Change Update: We are still pulling the material from the current catalog. Sara and Mary will be visiting colleges and sharing those. Sara shared that after fall begins (probably mid – late September) they will begin reaching out to colleges.

Jeff Fairbrother shared that ESL reclassifications/ UG Gen Ed are all happening this fall.

Meeting Adjourned at 3:30.

MC