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Graduate Associate Deans' Group Minutes

Graduate Council

9-13-2018

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Graduate Associate Deans Meeting

MINUTES

September 13, 2018

Members Attending: **Dixie Thompson** (Vice-Provost & Dean), **John Stier** (Agricultural Sciences & Natural Resources), **Katherine Ambroziak** (Architecture & Design), **Michael Palenchar** (Communication & Information), **Jeffrey Fairbrother** (Education, Health, & Human Sciences), **Bruce Behn** (Haslam Business), **Emily Bivens** (For Todd Moore, Arts & Sciences), **Misty Bailey** (for Claudia Kirk, Veterinary Medicine), **Masood Parang** (Engineering), **Sherry Cummings** (Social Work)

Ex Officio: **Yvonne Kilpatrick** (Graduate School), **Ernest Brothers** (Graduate School), **Mary Albrecht** (Graduate School), **Sean Hendricks** (Graduate School), Sara Bradberry (Graduate School)

1. **Approval of Minutes** – Please let us know if there are any revisions. Otherwise they will stand as presented.
2. **Call for Hooding Speaker Nominations** - Please work with department heads to narrow down your list and send a name to Gradschooldean@utk.edu by October 12. Include the student's CV and a letter of nomination from the mentor and endorsed by the Department Head or Associate Dean. Dr. Thompson will also send this call for nominations via email. You may select someone who graduated in Summer 2018 or who will graduate in the Fall 2018.
3. **Update from Graduate Admissions – Yvonne Kilpatrick** One of our goals is to launch our application earlier. Our Graduate Research Assistant did a survey of our peers, and they tend to launch somewhere between July to September. We are going to work to be on the front end of that in the future. This year will be a normal year for us, and we plan to launch, with the help of OIT and CollegeNet, during the last part of this month (around September 20 – 24).

Dixie thanked Yvonne and her team to get us where we need to be in order to launch in September. It has been a lot of hard work, but much appreciated!

4. **Recruitment/Discussion About Hosting a Visitation Day – Dixie Thompson**

As you know, we have been trying to increase our recruitment efforts. Ernest Brothers carries a lot of that burden for the Graduate School; many of our departments have embraced Prospect and we are seeing good results from that. In addition, last year we were able to give out approximately \$20,000 in recruitment grants, and we hope to do that again this year if carryover comes through.

In the meantime, we are looking at possibly hosting a visitation day for prospective graduate students. Ernest shared a little about that vision. Stats show that of our recent admits, 2598 came from UT in their undergraduate; 1506 came from Knoxville. We really have not had a recruitment effort in the local region (TN); most of our numbers have come through brand recognition. Our goal is to host a visitation day targeted at TN students. Some possible events to include may be departmental/college showcases and workshops on applying to graduate school or other relevant topics. Proposed date of November 1; but that would be a tight timeline. We would like to know if it is something you are interested in, and if so, your vision for how it would work. Discussion followed with favor. The Graduate School will continue to discuss and report back.

5. **Departmental Graduate Student Handbooks** – Dixie Thompson. We have asked departments to submit their Graduate Student Handbooks. We will be following up with you soon regarding reminders for those that have not been received.

6. **DGS Onboarding** – Dixie Thompson. While some have been in place for a while, others are new. We want to make sure we are providing all of them with the information they need. We have a DGS meeting on October 10, and would like to hear your thoughts of what information may be needed, especially as new DGSs are onboarding. We do have a list of roles and responsibilities to share.

Discussion followed with the following feedback/suggestions:

- The list of responsibilities is helpful.
- Encouraging something at the department level would be very helpful. Maybe each department could include something in their bylaws. Do most departments have something in their bylaws or handbook that talks about the DGS?
- Perhaps poll those who have served three years or less and ask what they wish they had known when they started out.
- Perhaps ask the staff in colleges about what is needed.
- It would be beneficial to have a “to do list” of the steps to follow when students come to them about various issues.
- They are asked to monitor success of graduate studies—we need to be sure we are equipping them to do that.
- The DGS is a critical role. They are often the first point of contact if information is needed for or about a student.

7. **Other Issues?**

Jeff Fairbrother asked if it was possible to get a yield report from the graduate blueprint. He went to the admissions site to get a data set, but the numbers didn't match up. Dixie will check

with the development team – if it is not available, it should be. Yvonne shared that in the self-service module at the bottom of the canned report there is a tab for enrollment, which is different from the enrollment module.

Meeting adjourned at 3 pm. Dixie asked that the deans use the remaining time to meet in their pairings to discuss and work out details for the 3MT semi-finals.