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Graduate Associate Deans' Group Minutes

Graduate Council

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11-8-2018

## **Graduate Associate Deans' Group Minutes - November 8, 2018**

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# Graduate Associate Deans Meeting

November 8, 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.

Old Business: Dixie reported back that the Graduate Blueprint report Jeff inquired about at the September meeting is available and provided information regarding access.

### 1. Approval of September Minutes

Minutes approved.

### 2. 3MT and GPSAW – general discussion

Dixie thanked those who are starting to work on 3MT semi-finals. Opened for discussion.

### 3. GPSAW - Dixie Thompson

First week in April. Discussion regarding events already planned: Trivia Night, Baseball, Libraries will do same as last year. Saturday there will be a professional development summit (not part of GPSAW, but the same week.)

If colleges have events going on that week for their students, let us know and we can tag them so they will appear on the calendar with everything else.

Sean will be your best point of contact ---share and promote!

It is a great week and the students really appreciate the TLC!

### 4. Update Re: College descriptions in Graduate Catalog – Mary Albrecht

Mary sent out an email with the link regarding college landing pages. Some have not been looked at in years. A lot of people may not go there, but it should still reflect well about your college. Some items to consider: “Turn of the century” ...they are talking about 1900, not 2000! Some language is obviously a carryover from a paper catalog. Also, please check URLs. Not all go to valid pages or the information is outdated.

If revisions are not policy, they can be updated now. Make sure your catalog agrees with what may be on web pages. Send Mary Albrecht or Sara Bradberry updates, and they will forward to Catherine.

John Stier...can we get it as a word doc? Yes! Then you can utilize track changes.

Dixie: there are discussions about giving a new look and feel to the catalog. Adding pictures, making it more visually appealing, making it more assessable. The provider has done a mock up based on our templates. It won't be immediate, but maybe by next fall; and it will be more user and mobile friendly.

Sara and Mary have been meeting with different departments and working with them to get their catalogs into the new format. There has been good feedback, and it is going well. All colleges except 2 have been visited and are providing edits. Overall it has been very positive.

#### **5. CSGS update – Ernest Brothers**

Ernest – Feb. 14-16 Council of Southern Graduate Schools will be here. Theme, “enhancing the grad student experience.” We have great presenters lined up, things are going well. Lined up: Four plenary speakers, 3MT competition, 27 concurrent sessions. We hope to put the city of Knoxville in the spotlight!

There is an opportunity for sponsorships for this conference. We would love for the graduate associate deans to partner with us. Ideally, at about \$500 per college. This will give a great opportunity for visibility. Expected attendance is around 280.

We have a poster reception on Friday...donations received will go towards that (venue, food, transportation, supplies, etc.) If colleges want to have an open house during that period, perhaps that is something we can do. Ernest will talk with the executive team, and also find out about including a registration with the donations.

Dixie – all kinds of vendors that provide services to Higher Ed will be there. If you want to participate, you can do it by internal transfer.

#### **6. Hooding update – Sara Bradberry**

Ceremony will be Sat. December 13 at 4:30, students have to be there at 3:30. Speaker is a doctoral student from A&S; please help us by encouraging students to RSVP. The link is on the grad school web site. Deadline is Nov. 30 by 5 pm. #UTHooding2018

#### **7. Forms/Deadlines update – Sara Bradberry**

Nov. 15 5pm is the final exam pass/fail, final submission of thesis/dissertations.

Dixie: we have been sharing these and trying to get them out to students and your DGSs. One more encouragement from you might be just the thing that helps a student meet the deadline.

#### **8. Fellowships – Dixie Thompson**

All of your colleges have received information about fellowship nominations for next year: A&D, through your college, TFGE, and Grad School Endowed. FY2020 TFGE will have 20 fellows...guidelines are in the packet that was distributed. DDHS and DGSs got

the information, too. Please remind them, though. Nominations due by Feb. 8 --- discussed the deadlines. Unfortunately, there's not a deadline that works for everyone.

## 9. Strategic Graduate Enrollment Planning – Dixie Thompson

Dixie discussed Graduate & Professional Enrollment Planning, a presentation that she shared with the deans last week, but they didn't have a chance for questions. She is sharing here so you can take the information back and discuss with your deans. There will be an opportunity on the 16<sup>th</sup> for them to talk with her about this more.

It has really helped having data and enrollment figures. At the UG level, most decisions are made centrally. For grad and professional development, those decisions are at the college. The Provost has urged us to start setting goals, target resources, and become strategic in how we move forward.

We can see 20+ years of graduate enrollment...but it is pretty much flat line. (This is everything—all degrees.) There have been some dips, but most years we are within 200 students of the mean. Resources are also decentralized, so we have no way to match data to resources.

In terms of enrollment, if we are at the right number, then let's say it and be happy. If not, let's talk about moving forward. Discussion followed as she progressed through the slides. Reminder that 2020 is right around the corner...we will need to set our sights on 2025 soon. It is important to re-read our goals for graduate education in Vol Vision 2020. Dixie will send that out to this group.

The next module to be available in the Graduate Blueprint is the student success model. It will have retention and completion rates. By spring we hope to have it available. The final module will be the outcomes. Not only career placement, but hopefully other things as well.

Some questions at the University level:

Online programs? We can't do what we want to until we have that framework, which we anticipate soon.

International Education? Gretchen Niesler brings experience and passion that will allow us the opportunity to make us more of an internationally known entity.

Do we have GA s in the right places? What about growing faculty? How does growing students match to that?

With the resources we have, are we at capacity or not? If we have a market for growth, we need to set goals and talk about the resources needed to get there.

So think on this...talk it over with your deans. This is something we will be talking more about in the weeks and months to come.

**Closing Remarks:**

Dixie shared that she is having surgery and will be on leave until the first of the year; but her team in the Graduate School will be taking care of things while she is away. Feel free to contact them as needed. We will have a December meeting, but it will be rescheduled due to conflicts (Town Hall on Elements). Millie will get back to you with the new date and time.

Meeting adjourned at 3:30 pm.