



University of Tennessee, Knoxville
**TRACE: Tennessee Research and Creative
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Graduate Associate Deans' Group Minutes

Graduate Council

12-10-2018

Graduate Associate Deans' Group Minutes - December 6, 2018

Graduate Council

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Graduate Associate Deans Meeting

December 10, 2018

Minutes

Members Attending: Katherine Ambroziak (Architecture & Design), Michael Palenchar (Communication & Information), Jeffrey Fairbrother (Education, Health, & Human Sciences), Ann Cathey (Haslam Business), Todd Moore (Arts & Sciences), Claudia Kirk (Veterinary Medicine), Masood Parang (Tickle Engineering), Sherry Cummings (Social Work), Alex Long (Law), Roberta Lavin (Nursing)

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

Welcome & Call to Order – Ernest Brothers 2 pm in 4th Floor AHT

Dr. Thompson is on medical leave and doing well. We look forward to having her back with us in January.

- **Approval of Minutes – Approved.**
- **Graduate School Updates**
 - **Grad School Visitation Day** – Dr. Hendricks, Dr. Bradberry, Dr. Brothers, & Millie have been working to find date. It is tentatively scheduled for March 4 @ the Student Union Ballroom. 10 am check in with breakfast; welcome from Dean & colleges; Campus tour, and end with an information fair.

Looking at inviting those within a 4 hour radius. Purpose is to expose potential students to our programs, faculty, students and departments. Working on a save the date; hoping to get invitations out ASAP. Still tentative; welcome your questions, feedback, ideas.
 - CSGS in February – Knoxville is the host site Feb. 14-16. Thanks to those of you who are potential sponsors. As you know, we asked colleges to consider making a \$500 donation to help sponsor the poster session which will take place on-campus. With that contribution we can provide a free one-day registration for 1 person from your college to attend the conference (recommend Friday, Feb. 15). Maybe on Saturday would be a good day to do open houses with the colleges or make them aware of opportunities to visit. Dr. Brothers will talk with the committee and get back to you. Can we get something that we can circulate to departments? Sean will send a link to the CSGS website that includes the agenda and all details.

It is a great opportunity to get a regional connection...looking for approximately 250+ attending. Many this will be their first visit to Knoxville in a while.

Please provide Millie the name of the person who will be attending in your one free registration. Millie will take care of the registration.

Yvonne suggested folks may want to attend the CHBGS—she has found it to be very helpful. Dr. Brothers agreed...it is a one-day session. Historically 25 – 30 attending. We will send that information to you, as well—it is a separate registration.

- 3MT – Confirmed Day, Time & Location
Finals Wednesday, 1:30 – 3:30
Student Union Ballroom

Hopefully a lot of student traffic, larger showing; please encourage students to attend.

- Admissions Update – Yvonne Kilpatrick

Early in the cycle to really concentrate on numbers; 1500 applications received so far for Fall 2019.

Ernest & Yvonne met with a couple of our new international recruiters regarding graduate international recruitment. They are located in Enrollment Services; a great resource.

Meetings have also been held with Directors of Graduate Students to have training sessions on ADMIT. The response has been really good. We will be sending out information about additional training opportunities. Encourage your coordinators to attend; we will send out those future dates for you.

Distance Education – trying to clean up the confusion; we are in a transition period;

Also working with the College of business that integrates with Noodle. Looking at other vendors.

We have hired a new admissions specialist (Jen Jeter).

Hired someone to do technical support, but only stayed with us a couple of weeks. We have posted that position again, so we will try to move forward as soon as possible.

- Hooding & Catalog Revision Updates – Sara Bradberry
Hooding – is this Thursday at 4:30. As of today 195 Masters; 129 doctoral Candidates.

Catalog Revision – Mary has been attending meetings with the colleges. Feedback has been good.

- Closing Remarks – Ernest Brothers

Public Policy and Government Affairs: Handout by Dr. Brothers. Dr. Brothers – we have an opportunity to have a “day on the hill.” He will be taking the president of the Graduate Student Senate and the MGO...April 2019.

Information in the packet may be useful. These documents can be found on the CGS website. Contact Dr. Brothers if you have any questions or need additional information.

Fellowships Update

Fellowships – January 9 applications will be in ADMIT

February 8 – Deadline to nominate students

Feb. 15 – March 1 review of application.

March 8 – student s notified