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Graduate Associate Deans' Group Minutes

Graduate Council

5-2-2019

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Graduate Associate Deans

May 2, 2019

MINUTES

Members Attending: Dixie Thompson (Vice-Provost & Dean), John Stier (Agricultural Sciences & Natural Resources), Katherine Ambroziak (Architecture & Design), Bruce Behn (Haslam Business), Charles Noble (Haslam Business), Emily Bivens (for Todd Moore, Arts & Sciences), Claudia Kirk, (Veterinary Medicine), Masood Parang (Engineering), Sherry Cummings (Social Work), Paula Shaefer (Law), Roberta Lavin (Nursing)

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

I. Welcome & Approval of March minutes - Dixie Thompson

Minutes Approved

II. Dean's Update - Dixie Thompson

Undergraduate Enrollments:

May 1 was confirmation deadline for UG; we are relatively flat compared to last year (13 below numbers for last year).

Stipend Increases:

We asked departments to provide rationales for stipend increases. Proposals received for about 2.5 million dollars, and if we get funded, we'll have about ½ million to go towards that. We hope you have found it helpful to begin to think about how to build those resources in your units. I hope to know something by June. The funds have to be approved by the board, so it is likely to be into the summer before we know outcome.

Graduate Enrollment Strategies:

I have been meeting with your deans and we have been talking about Graduate Enrollment strategies. We will be able to share that information with the provost & new chancellor, as well as some ideas about growth. I've also been working with Kim McCulloch in Chris Cimino's office to look at the rate of return on graduate education.

Fellowship Funds:

We still have fellowship dollars that we are working to distribute.

We are beginning to be notified about NSF fellows who will attend her in the fall. It appears to be about the same number as last year.

Graduate Council:

We recently had our final meeting of the Graduate Council for the year. It has been a great year!

III. Professional Development Update - Ernest Brothers

We are hosting a workshop on Professional Development - May 15. We also want to look inward to see what resources we already have. Last year we developed the GPSPD to help students develop a flexible view of career options, assist in building mentoring networks, advocate for graduate professional development among the campus community, and provide access to tools and training to strengthen skills in teaching, research, and career.

In addition to the Graduate School, GPSPD partners include Teaching & Learning Innovation, the Office of Research & Engagement, University Libraries, and the Center for Career Development.

Our goal is to develop a model for both academic and non-academic professional development. Dr. Fatimah Williams is coming in to help us with the workshop, and we hope to roll out that model in the fall at orientation.

The deans shared some of the things that their colleges are currently doing, including:

- A non-credit boot camp for students designed to hone their presentation skills.
- A session on licensing and career path
- Contracting with an outside firm to help students sit for licensing
- Orientation for Excel, presentation skills, career coaching, professional dining etiquette training, interview techniques, etc.
- Programs in the summer that focus on international students and their writing skills (specifically to help with dissertation).
- A course for 1st time teachers
- A&S had a task force last year to look at professional development; that report may be helpful.

Dr. Thompson shared that she was glad to hear about these events, and our hope is to be able to supplement them with more generic offerings. If there are other things you would like to share, reach out to Dixie or Ernest.

IV. **Graduate Admissions Update - Yvonne Kilpatrick**

Dixie---before Yvonne, Some of you may be familiar with Liaison, they now have something for graduates. They provide a framework for managing applications. They will provide a demo on May 21; Millie will send an invite.

Yvonne - we are at about 5000 applications for Fall; about 70% of the decisions have been made. 20% remain in the department review pools; 10% - incomplete applications

The number of days from when the application is fully vetted to when it is received back from the department ranges from 0-200 days. It is important to consider some type of communication with students during this time period. Yvonne will be sending out college reports soon.

Masood shared that the ratio of applicants to the number admitted is used in US World News. They don't admit until funding is in place, so perhaps it is possible to do something with those who are in limbo. Dixie suggested changing them from under review to the waitlist; that formalizes it and helps us understand where they are.

Dixie shared there was a recent meeting of the Online Programming Committee. One of their charges is to help guide decisions about which programs to develop and direct resources to bring online. There is a cost to this process, and we have to make sure we are making good use of those resources. We do think there may be additional resource commitment to invest there; but that brings us back to the notion of online students and how we will market to them and get them registered.

Dixie shared that we be hiring two positions in Graduate Admissions this summer: a new Associate Director and an IT Specialist. We want to use those individuals with recruitment and more of our communication plans.

V. **Graduate Student Services Update - Sara Bradberry**

- New definition for what constitutes **graduate ½ time status**. Beginning fall they must be enrolled in 5 hours; full time will be 9 hours. Sara will be working on getting this information out. Social Media, DGS, at our fall meetings, and with one-stop. We will communicate; in August we will make sure people understand.
- **Hooding** is next week at 7:30; 440 students have sent in their rsvp

- **Academic Standing** is May 14; I will contact DGS with information regarding those on probation and academic dismissals; info to them probably by the end of that week.

VI. Catalog Update - Mary Albrecht

We are in the process of going through the Feb curriculum minutes and getting those changes in the catalog. We now have feedback from all the departments except 3 programs - Thank you!!! We really appreciate all the work everyone has done. Our goal is to be completely finished by Aug 1 so the new catalog can be ready!

Dixie also thanked everyone for their hard work on this project. We are providing good detail, and it will be helpful to faculty and students alike.

Next Meeting: June 13, 2019 AHT @ 2 pm in the AHT 4th Floor Conference Room