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Graduate Associate Deans' Group Minutes - October 1, 2009

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GRADUATE DEANS' GROUP

THURSDAY, OCTOBER 1, 2009, 2:00 PM – 3:30 PM

111 STUDENT SERVICES BUILDING

Present: Joy DeSensi (Chair), Mary Albrecht, Vince Anfara, Bob Daverman, Mark DeKay, Tom George, Tom Ladd, Jan Lee, Sally McMillan, Buddy Moore, Stefanie Ohnesorg, Masood Parang, Carole Parker, Kay Reed, Cynthia Rocha, Rita Smith.

The meeting was called to order by Joy DeSensi, Chair, at 2:00 p.m.

1. The minutes of the Graduate Deans' Group meeting from August 20, 2009 were approved.
2. Graduate Handbooks Template.

DeSensi distributed the revised template for graduate student handbooks. The revisions were based on feedback and editing from the group. DeSensi asked the group to review the revised template, which will be used for the handbooks produced for the next academic year. The revised template will be sent to all graduate directors and department heads. It will be posted on the Graduate School Blackboard site, as well.

Paper copies of the handbooks for the next academic year are due on the first day of classes for Fall 2009. Sally McMillan asked that as the requests go out and follow-up is used for the next handbook, that only those departments who have not yet responded be contacted so that the confusion over whether or not the handbook has been received is eliminated.

3. Responsibilities of Graduate Program Directors.

DeSensi distributed information from the Graduate Catalog on the responsibilities of the graduate program directors. The group discussed an additional list of responsibilities that was distributed. A suggestion was made to change the first bullet to "Should betenured..."

Another suggestion was made to change the wording from "follow up" on awards and fellowships to "promotes."

Another question on the list of responsibilities was about the distribution and availability of the list. DeSensi commented that this was the first step toward defining a set of responsibilities that would be found in a director's handbook.

One suggestion was made to send the list out to the graduate directors to ask for information on what else needs to be included. Mary Albrecht suggested that monitoring progress toward the degree, advisor role, and coordinator of curriculum should definitely be included in the list. Sally McMillan encouraged the group to try to be flexible with the responsibilities since

programs are so different. Tom Ladd suggested that this description of graduate director needs to be in the graduate student handbook, so the group concluded that this item should be a part of the template as a sixth bullet under item #4.

4. 600 Dissertation Hours Policy.

DeSensi stated that several departments had asked for clarification of the 600 dissertation hours policy. After reviewing the policy from the Graduate Catalog, the group suggested that Stefanie Ohnesorg, Chair of the Academic Policy Committee, ask that APC review a possible change to the course description for 600 to lower the minimum hours of registration to 1 hour.

5. Communication Process on Credentials Committee.

DeSensi noted that Michael Zemel, Chair of the Credentials Committee, had asked that the Graduate Deans' Group members request that the department heads in their respective colleges submit materials that they use for standards for mentoring doctoral students and for evaluation of scholarship of faculty members (tenure and promotion standards). Those materials should be submitted to Kay Reed, liaison to the Credentials Committee.

The meeting adjourned at 3:25 p.m. The next meeting is scheduled for January 14, 2010, at 2:00 p.m. in 111 Student Services Building.