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Graduate Associate Deans' Group Minutes - February 20, 2003

Graduate Council

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CHAIR: Dr. Luther Wilhelm for Dr. Ed Caudill

ATTENDEES: Dr. Bill Dunne, Dr. Sarah Gardial, Dr. Tom George, Dr. Robert Leiter, Dr. Anne Mayhew, Dr. Buddy Moore, Dr. Johnie Mazingo, Dr. Luther Wilhelm, Heather Doncaster, Aimée Leverette, Tammy Phelps, Dr. Kay Reed, and Rose Ann Trantham.

GUESTS: Angela Gibson, Enrollment Management Services
Larry Stiles, Enrollment Management Services
Linda Painter, Associate Provost
Joel Reeves, OIT

1. Document Imaging and Document Capture Project Summary (Linda Painter, Associate Provost) - Gave an overview of the Document Imaging and Document Capture Project. The University of Tennessee is in the process of purchasing an electronic document management system (EDMS). The first statement of work involves Graduate Admission application processing. This system will: (1) Act as an electronic filing cabinet for all documents received and processed through Graduate Admissions; (2) Serve as a workflow manager by routing documents through the Graduate Admission process; (3) Include features such as a search engine, document level security, version control, check in/out capabilities, workflow, and event notification.

The EDMS will begin implementation on 3/1/03. This process will begin with the Graduate Admissions Office. Further in the process, graduate departments of the University of Tennessee will be encouraged to begin participating in this process.
2. Options for Departments to Implement the EDMS (Larry Stiles, Associate Dean) - Covered four options for departments to participate in the EDMS process. Please review the [attachment](#) for further detail. In addition, he emphasized that the implementation of EDMS will facilitate reduction in paper handling, the automation of workflow, and the streamlining of daily functions within our departments.
3. DB2 - Admissions Reporting Database (Linda Painter, Associate Provost) - Concerns and issues were noted regarding the use of DB2. Linda Painter communicated that if anyone has problems accessing the database, and/or operating questions to contact her directly. She can be contacted at 4-6740.
4. 600 Continuous Registration – (Dr. Anne Mayhew, Dean of Graduate Services) - Students should be advised against 600-level classes within the first 3 semesters of their graduate coursework. Examples were discussed of graduate students running into several problems when taking 600-level classes.