

Graduate Deans' Group
Thursday, June 11, 2009, 2:00 – 3:15 p.m.
Graduate School Conference Room

Attending:

Mary Albrecht, Joy DeSensi (Chair), Don Cox, Tom George, Tom Ladd, Robert Moore, Masood Parang, Carol Parker, Vincent Anfara, Linda Phillips, Mohanan MK, Stefanie Ohnesorg, Kay Reed.

The Graduate Deans' Group meeting was called to order by Joy DeSensi, on Thursday, June 11, 2009, at 2:00 p.m. in the Graduate School Conference Room.

Robert Moore, Assistant Dean in the College of Veterinary Medicine, shared information on the Comparative and Experimental Medicine and Public Health Research Symposium on June 15 – 16, 2009.

The following graduate handbook template items were discussed:

- General information such as financial support titles should reference a website for information.
- Electronic copy of handbook is acceptable for distribution to students; however, the Graduate School will require a hard copy of the department/program handbook.
- Registration and Advising section needs to be located after Admission Requirements and Application Procedure.
- Graduate Catalog gives general information regarding the use of 500 and 600 level courses, but it is up to the program to give clear guidelines.
- Dismissal procedure should be included in each department/program handbook as long as it doesn't conflict with the policy in the Graduate Catalog.
- Welcome should be written by the department head or program directors.
- Template order and concerns were raised about all programs compiled in one Graduate Handbook for the department.
- Handbook should be organized so that the material is easily accessible to students.
- Certificate and specialists degrees need to be included in the Graduate Handbook.
- Types of courses and course credit under Registration and Advising should be like the Graduate Catalog. Nature of courses to be taken under Degree Requirements Specific to the Department or Program is where interdepartmental and intercollegiate programs should be listed.
- Information regarding leave of absence from study needs to be included.

- A link to UT Libraries needs to be added to Forms and Additional Resources.
- Changes to the Graduate Handbook will be in effect on August 1, 2010.
- It was recommended that a statement from the Graduate School explaining the need for and use of the handbook be included in the preface or introduction of the departmental graduate handbooks.

Dr. DeSensi will meet with the Graduate School Executive Committee and share the comments from the Graduate Deans' Group. She will then send the final handbook template to the Graduate Deans' Group.

With no further business, the meeting was adjourned at 3:00 p.m.

Respectfully Submitted,
Gay Henegar
Secretary to Graduate Deans' Group