

GRADUATE DEANS' GROUP
THURSDAY, SEPTEMBER 16, 2004
HODGES LIBRARY CONFERENCE ROOM #605

Attending

Ed Caudill (Chair), Mary Albrecht, Tammy Barnhart, Jerry Faria, Charles Feigerle, Sarah Gardial, Tom George, George Hoemann, Alan Hollis, Barbara Klinkhammer, Jan Lee, Mary Papke, Buddy Moore, Masood Parang, K.C. Reddy, Kay Reed, Rose Ann Trantham.

Dr. Caudill called the meeting to order at 2:00 p.m.

1. Discussion of Time Limits for Fee Waivers/Graduate Student Health Insurance Benefits – Dr. Mary E. Papke

Dr. Papke led a discussion asking the Deans' Group to consider setting time limits for fee waivers and graduate health insurance benefits for all graduate assistantships. The following proposal was endorsed by the group and will be forwarded on to the Academic Policy Committee of the Graduate Council:

Time limits for graduate assistantships and associateships are:

- 1) Students in a Master's program are limited to three years for fee/health insurance benefit support.
- 2) Students in a doctoral program are limited to five years beyond the Master's program for fee/health insurance benefit support.

Departments or programs may impose further guidelines and stricter limits for fee/health insurance benefit support. The established time limits for completion of graduate programs – six years for a Master's program and eight years for a doctoral program – still apply.

2. Operating Guidelines Revision for the Graduate Deans' Group – Dr. Mary E. Papke.

Dr. Papke reviewed the [current Operating Guidelines](#), Revision September 18, 2003, with the Deans' Group. Proposed new operating guidelines included revising the role of the Associate Dean of Graduate Studies within the Graduate Deans' Group (Attachment 1).

In the proposed changes, the Associate Dean of Graduate Studies will serve as Chair of the Graduate Deans' Group and shall be responsible for convening and presiding at meetings of the Group and subsequently for reporting on deliberations of the Group as appropriate. The group endorsed the change in operating guidelines and recommended that these changes be approved by Graduate Council.

3. *Distribution of Organization & Administration of Graduate Education* – Dr. Mary E. Papke

Dr. Papke distributed copies of the Council of Graduate Schools' new publication entitled *Organization and Administration of Graduate Education*. The purpose of this publication is to assist graduate schools nationwide in understanding, articulating, providing,

serving, and developing excellence for their graduate programs. Further discussion will be centered on the standards recommended by this book.

4. Further Issues to be discussed in Future Graduate Deans' Group Meetings.

The group suggested the following issues to be discussed during the academic year:

- Strategic recruitment of internationals.
- Number of PhDs graduating in certain colleges.
- Benchmarking the number of fellowships at peer universities.
- Reviewing data on enrollment.
- Student Information Systems—Access and Capabilities.
- Best Practices in Teaching.
- Graduate Coalitions among Colleges and Interdisciplinary courses/programs.

With no further business, the meeting was adjourned at 3:15 p.m.

University of Tennessee
Graduate Deans' Group
Operating Guidelines

Approved: October 4, 2001
Revised: September 18, 2003
Recommended for Change
By Graduate Deans' Group:
September 16, 2004

Recommended changes are noted with ~~strike through~~ for deletions and **bold, underscore** for additions.

Role/Function. The Graduate Deans' Group serves two specific roles or functions. First, the Group provides advice and counsel from an administrative perspective to the Graduate Council and its committees **through the Associate Dean** ~~and to the Dean~~ of Graduate Studies on issues and policies related to graduate education and operations of the Office of Graduate Student Services. Second, members of the Group function to insure that information accruing from actions of the Graduate Council flows back to the individual academic units for implementation.

Members/Participants. The administrative officials who have primary day-to-day responsibility for graduate education, one each from the several colleges, make up the Graduate Deans' Group. Members are typically either the Dean or the Associate Dean who ~~has graduate program responsibility~~. An alternate member for each unit is typically listed and participates when the regular member is unable to attend. In addition to the Deans or Associate Deans, the Group includes the **Associate** Dean of Graduate Studies and certain members of the staff of the Office of Graduate Student Services.

Meetings. Meetings are normally scheduled prior to the scheduled meeting of the Graduate Council. The Office of Graduate Student Services publishes a list of meeting dates at the beginning of each academic year.

Presiding Officer. The **Associate Dean of Graduate Studies will serve as** Chair of the Graduate Deans' Group **and** shall be responsible to convene and preside at meetings of the Group and subsequently to report on deliberations of the Group as appropriate. ~~The Chair of the Graduate Deans' Group is elected from among the individual Deans/Associate Deans who make up the Group. The term of services for the Chair shall be three years and commences at the beginning of the fall semester following election at the last regularly scheduled meeting of the Group during the previous spring semester. The electors shall be the Deans/Associate Deans who are members of the Graduate Deans' Group. Included in the spring election, a vice chair shall be elected from the Deans/Associate Deans' Group to serve in the absence of the regular chair.~~

Agenda. Members of the Graduate Deans' Group or the **Associate** Dean of Graduate Studies may propose agenda items. A call for agenda items will be issued several days in advance of regularly scheduled meetings. The staff member of the Office of Graduate Student Services

who has been assigned to serve as Secretary to the Graduate Deans' Group will have responsibility for compiling, publishing and distributing the agenda.

Minutes. A written record of the deliberations of the Graduate Deans' Group shall be compiled. The Secretary to the Graduate Deans' Group shall be responsible on a continuing basis for compiling this written record, providing a copy to the Chair for review, and subsequently submitting a copy for the official records of the Graduate Council.

Reporting. The Chair of the Graduate Deans' Group reports regularly to the Graduate Council on behalf of the Group. The Chair's oral report typically summarizes the deliberations of the Graduate Deans' Group. This report of the Graduate Deans' Group shall follow the Graduate Dean's report at regularly scheduled meetings of the Graduate Council. In addition to an oral report to Council by the Chair, a copy of the written record summarizing actions of the Group shall be submitted to Council to become part of the official record of the Council.