

**Tennessee Conference of Graduate Schools
Spring 2015 Meeting Minutes
Tuesday, February 24, 2014
Belmont University, McWhorter 409
Nashville, TN 37212**

Attendees

John Cox, UTHSC	Ernest L. Brothers, UTK
Betty Dandridge Johnson, THEC	Carolyn R. Hodges, UTK
Brian Maxson, ETSU	Pamela A. Newlon, UTK
Jasbir Dhaliwal, U of Memphis	Stephanie N. Galloway, UTK
Beverly Schneller, Belmont University	Yvonne Kilpatrick, UTK
Rebecca Robinson, MTSU	Randy Walker, UTC
Jackie Eller, MTSU	Felicia Washington, UTHSC
Alex Sekwat, TSU	John Robinson, TSU
Aliu Camuti, TTU	Mary Kyle, U of Memphis
Don Thomason, UTHSC	Issac Donkor, UTHSC

Call to Order

The TCGS Meeting was called to order by Donald Thomason, TCGS President at 8.30 a.m.

Change to Agenda

A motion was made to move the presentation by Ms. Rebecca Robinson from 10:15 to immediately after attendee introductions. The move was made to accommodate the professional responsibilities of Ms. Robinson later in the morning.

Presentation – Rebecca Robinson

Presentation by Ms. Rebecca Robinson, 2014-2015 TCGS Outstanding Master's Thesis Awardee. Title of presentation "Many Things Honorable and Commendable Belonging to the Name: Ann Cochrane Dixon, 1763-1857, and Her Kin". Presentation was warmly received with several questions for the student from TCGS members.

Approval of Fall 2014 Minutes

A motion was made to approve the Minutes as presented. The motion carried.

A second motion was made to post the minutes to the TCGS website. The motion carried.

Treasurer's Report

Presented by Felicia Washington, TCGS Treasurer. Total balance as of the spring 2015 is \$9544.16. Motion made and carried to approve the report.

Institutional Updates

Updates were presented by each institution present.

Discussion Items

1. Do you allow courses to be double numbered, one at the graduate level and the other at the undergraduate level, with both groups of students meeting together? If so, how do you handle the outcome expectations for the two groups of students?
 - a. Discussion point raised by Randy Walker of UT Chattanooga. The conversation centered around if and how split-level courses with contemporaneous instructional time for both graduate and undergraduate students can be approved by SACS. Many members offered how these situations were addressed at their particular institutions. Several institutions indicated that they offer this type of course and expect that syllabi will explicitly outline different expectations and learning outcomes for undergraduate and graduate students. This is, in practice, difficult to monitor for each individual course.
 - b. The conversation also turned to more abstract subjects, particularly if undergraduates can be successful in a graduate course, of if an undergraduate course can be at a level appropriate for graduate students; how can/should faculty be compensated for teaching both courses; how can mentoring of graduate students be included in faculty workload expectations
2. If you are using a CRM for recruitment, admissions, etc., discuss the advantages and disadvantages of the system, including resource/people management.
 - a. Discussion point raised by Randy Walker of UT Chattanooga. The conversation centered around the personnel management, implementation, impact, and cost of CRM systems. A range of experiences were offered by institutional members. In terms of implementation, one suggestion was to offer pilot programs before branching out to include all programs. Another comment was to accept the CRM as a tool to help institutions, but not an end in and of itself: faculty are still the most effective recruiters to graduate programs and a CRM can provide them with an additional tool to be successful, while also providing all involved with metrics to track effectiveness. Costs of acquiring and maintaining a CRM on different campuses was discussed, as well as differing experiences with specific CRM companies.
3. Use of CAS systems for graduate school applications, and best practices
 - a. This conversation was in many ways lumped into that on CRM systems. Several members voiced dissatisfaction with the Banner Document Services and the utility of the Banner system for graduate education, and thus some are exploring alternatives to help Banner work more effectively.

Graduation Week Update

The question posed was the date at which to hold graduate education week at the capital. If the date is too late then the group risks missing the legislative session, if it is too early then the group risks participants traveling in dangerous inclement weather. The carried suggestion was to keep the event in late February for a handful of years.

The conversation turned to questions about what various institutions are doing to maximize the impact of the poster session aspect of graduate education week. Some institutions sponsor a lunch and invite relevant government representatives to attend, but the general point was that students and institutional representatives need to be assertive about making appointments with legislators while at the capital for the event. The hope is that this event will continue to make the case for graduate education as an important investment in Tennessee.

Election of 2015-2016 TCGS Officers

Brian Maxson was nominated to continue as TCGS secretary for a second year and unanimously elected.

Stephanie Galloway was nominated to serve as president elect and unanimously elected.

Changes to TCGS by-laws

Donald Thomason proposed two changes to the existent by laws

1. Currently, no specific date exists for the formal transition to a new president. The proposal was to set this date at July 1. Proposal passed unanimously.
2. Currently the by-laws call for meetings to occur in April and October of each year. Proposal was made to change these specific months to "spring" and to "fall" to give more scheduling flexibility.

Concluding Business

There was a brief discussion about the location for the fall meeting. The consensus was to suggest to the new president that the meeting take place on the campus of Tennessee Tech. The group also discussed potential dates for the meeting, with the consensus preference being in October in the first part of the week.

There was a brief discussion about updating a brochure to promote the group. The revised version is to be circulated for approval. The recommendation was made to make the revised brochure as ambiguous with dates as possible in order to prevent it from becoming dated.

A request was made to send the TCGS president electronic copies of all older materials that were posted on the MTSU-housed website. Some of the materials risk being lost in the transition to a new webserver.

There was a motion made to thank Dan for his hard work, which passed unanimously.

The meeting adjourned at noon.