Graduate Administrators’ Council (GAC)
Minutes for Thursday, January 14, 2016
Koch Hall Board Room
9:00 am to 10:30 am

Attendees:

Robert Wojtowicz, Chair
Missy Barber
Richardan Benjamin
Jane Dane
Kevin DePew
Shirshak Dhali
Gail Dickinson
David Earnest
Bill Heffelfinger
Kiran Karande
Katrina Miller-Stevens
Ravi Mukkamala
Mary Swartz
Steve Myran
Chris Osgood
Brian Payne
Humberto Portellez
Bryan Porter
Andres Sousa-Poza
Mary Swartz
Bonnie Van Lunen
Eric White
Corey van Vlymen

Members highlighted in italics were not present at the meeting.

Guest Attendee: Tisha Paredes

Approval of Minutes for Thursday, November 5, 2015

- Minutes were approved as submitted.

Announcements

- Cancellation of Council Meeting for Thursday, January 28, 2016 – The next Graduate Administrators’ Council meeting scheduled for Thursday, January 28, 2016 has been cancelled due to a conflict with the Provost’s retreat.
- Graduate Administrators’ Brown Bag Series Events – There are three upcoming events scheduled on January 21, February 16, and March 24. The topics for the February and March events were changed so that the GPDs’ job description discussion will be on February 16 and Marketing of Graduate Programs will be on March 24.
- CourseLeaf Training and Upcoming Deadline – Catalog Change Deadline – Friday, February 19, 2016. Training will be conducted on Tuesday, January 26 and Friday, January 29.
- Awards Deadlines (Please submit electronically.)
  - Doctoral Mentoring Award & Excellence in Graduate Teaching – Friday, February 12, 2016
  - Outstanding Graduate Teaching Assistant Awards – Friday, February 19, 2016
- Early Start – Linked Programs Meeting for Undergraduate Students – Thursday, February 4, 2016, Kaufman 100, 12:30 to 1:15 pm.

Graduate Enrollment Task Force Summary

- A copy of the Graduate Enrollment Task Force Summary was distributed to Council for their review. A copy is also on the Academic Affairs website. Dr. Wojtowicz mentioned some of the issues discussed in the summary report.
- Dr. Wojtowicz also said that he and Bill Heffelfinger will be meeting with all of the graduate committees to go over strategies that could be implemented easily, i.e., setting up a priority application deadline which allows the committee to accept applications after
the priority deadline or to revisit applications already submitted. Right now, some departments only have a single meeting. A more intensive review of applications may be needed if the pool is not a healthy pool. The important point is that going back to the pool can help you meet enrollment goals.

- Dr. Wojtowicz advised that Deb Swiecinski said the budget goes down for every student lost. The result may lead to cutting graduate programs. We need to start doing something different to break the pattern. One real impediment is the GRE or GMAT scores for non-traditional students. Options may be to focus on GPA and work history or have another substitute for the GRE.

**Subcommittee Updates**

- Graduate Assistantship Subcommittee
  - The Graduate Assistant Appointment/Workload policy was discussed but was sent back to committee for further revision.

- Forms & Policies Subcommittee
  - The Courseload Distribution policy was presented and approved.
  - Re-Validation of Out-of-Date Credit policy was reviewed, but Council sent it back to the subcommittee for more revision.
  - Certification of Faculty for Graduate Instruction was also reviewed and sent back to the subcommittee.