GRADUATE ADMINISTRATORS' COUNCIL MEETING
Thursday, January 16, 2020
Monarch Hall Room 2100

Attendees Robert Wojtowicz, Bryan Porter, Kate Hawkins, Elaine Pearson, Renee Felts, Dale Miller, Gail Dickinson, Holly Gaff, Dorothy Lockaby, Richardean Benjamin, David Swain, Wie Yusuf, Karen Eck, Humberto Portellez, Paul Currant, Jane Dané, Bill Heffelfinger, David Chapman, Regina Karp, Robert Bruno, Yuzhong Zhen, Missy Barber, Genny Conwell, and Courtney Nishnick.

Welcome
Robert Wojtowicz greeted council members.

Approval of minutes
Minutes from the Thursday, December 12, 2019 meeting were approved.

Summer Compensation
Kate Hawkins, Elaine Pearson, and Renee Felts announced that summer is now a part of the annual budget. This means 60% of tuition revenue is allocated for faculty compensation. Summer is currently bringing in less money for faculty compensation due to increased costs and decreased revenue. Committee members discussed options for cutting costs.

Rates did not change for faculty compensation per credit hour. Faculty compensation for independent study, advisement, internship supervision, and thesis and dissertation direction will now be made consistent across all of the colleges. Individual CRNs for faculty members mentoring students should be created rather than having a general CRN. It was mentioned that there will be no minimum cap for summer course enrollment; however, faculty will be rewarded for overloading students into courses that have reached their maximum caps. A calculator was created to determine summer compensation based on rank and enrollment. A handout was also given about the proposed Phase 1 of the new Summer School Compensation Model.

EAB Tool
Jane Dané presented on an EAB tool useful for assessing whether a program design supports adult learner enrollment growth. Adult learners are defined as people 25 years or older. There may have not been enough data collection in the past as people have tried to grow, refine, or develop new programs. This self-assessment can assist in identifying areas to focus on moving forward.

GRE Discussion
Robert Wojtowicz discussed the possibility of programs waiving standardized tests on applications if students qualify for admission through another way. Many leading universities are dropping the GRE. It was mentioned that students are going to look for the fewest obstacles when applying to graduate school. NoGRE.com was given as an example of an easy search for graduate schools that do not require the GRE.

Announcements

Catalog. Deadline for Catalog updates is Friday, February 14, 2020. Course Leaf Training dates for January and February were also announced.

Graduate & Professional Commons. The grand opening of the Graduate & Professional Commons was Thursday, January 23, 2020 from 3:00 – 5:00 pm in 2109 Monarch Hall.

Let's Talk Grad Life. Fall semester evaluations revealed that students benefited from the sessions. Spring dates had been solidified. Sessions will be offered via Zoom. Committee will receive an email with a flyer including dates and times.

Career Pathways. Workshop dates have been announced for Spring. Committee members are encouraged to promote certificate programs to students.

Forms & Policies

Faculty Graduate Certification – Faculty Handbook Edits. Language was added regarding the Graduate School certifying faculty appointed by research. It was suggested to ponder on this added language due to colleges already certifying faculty. Section D had been split into sections D and E. Language should be updated to include the requirement to complete the necessary form. It was decided to create a separate policy for graduate faculty that would alleviate issues in the certification policy.

Graduate Program Director – Faculty Handbook Edits. Under "Appointment," language was added for graduate program directors' decisions to be overruled by a chair or dean when necessary. Language was moved to "Duties and Responsibilities." Policy would be updated and voted on next meeting.

Student Spotlights on the Website

Genny Conwell announced Biomedical Sciences would be adding a spotlight section on the website for student success. It was discussed that names and photos are technically directory information, but student permission should still be given to make announcements.

Attrition Rates

It is not confirmed whether we monitor time to degree. MPA noted it does. Programs should be more aware of this and information should be reported annually.

Meeting adjourned.