

**Graduate Administrators' Council (GAC)**  
**Minutes for Thursday, May 7, 2015**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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Attendees: Robert Wojtowicz, Chair, Mary Swartz, Richardean Benjamin, David Selover, David Earnest, Kevin DePew, Gail Dickinson, Ravi Mukkamala, Shirshak Dhali, Bonnie Van Lunen, Jane Dané, and Missy Barber

Guest Speakers: Jeanie Kline, Academic Affairs

**Approval of Minutes for Thursday, April 23, 2015**

- Minutes approved as submitted.

**Announcements**

- Advanced Degree Luncheon – Dr. Wojtowicz said the event was well attended. There was a wonderful cross-section of faculty and students. He thanked those who nominated the student speakers.
- New Graduate Program Directors' Orientation – May 14, 2015

**Meredith and Alumni Scholarships**

- Nominations were received from most colleges, however response was less than normal. Some members said the weather issues earlier in the semester had an impact on the nominations.

**Graduate Enrollment Task Force**

- Dr. Wojtowicz announced there will be a small group meeting today.
- He also provided some summary results as follows:
  - IS and Math are both doing well. There is room for growth in Math. IS has more interest at the master's level.
  - There has been some discussion regarding sharing courses between programs in Social Sciences, i.e., grant writing or project management courses.
  - English has a newer PhD program and a longstanding MA program. There is no clear connection between the two. Creating synergy will be key. PhD program has greater DL focus, MA program could be expanded to include DL.
  - Bill Heffelfinger shared that successful programs have a longstanding research component or a distance learning modality. We lose marketshare when we require students to come to campus.
  - ECE and Modeling and Simulation are well-resourced and well-funded, generally they are doing well. MAE not doing as well, partially because of merger with Aerospace Engineering. Graduate enrollment is tied to research funding. A significant amount of funding came from NASA and that money is no longer available. New sources need to be identified.
- Dr. Wojtowicz posed the question, "What should we, as a Council, tell the Enrollment Task Force?"

- Graduate enrollment is a monumental problem. It will take some time to turn it around.
- We need to target resources for what people need. There needs to be money focused on graduate education.
- Dr. Wojtowicz interjected by saying there has been a significant increase in graduate spending, however, that will not be allowed to continue.
- Dr. Wojtowicz also asked, “How do we keep morale high?” It was suggested that outcomes be associated with funding. Defining expectations and examining productivity.
- We need to focus on growing the master’s programs. We have added a number of graduate certificates which can be “on ramps” for master’s degrees.
- Overall, graduate distance learning programs are growing. On-campus programs are not.

### **Summer Registration – Jeanie Kline**

- Dr. Kline talked about summer registration for graduate students being down. She encouraged everyone to talk to their students about registration. Graduate students are notoriously late in registering for classes.
- Dr. Kline said she has spoken with a few department chairs about being creative and looking for alternatives to just canceling classes. For example, some faculty may be willing to work for less if the class has fewer students.
- Registration is down 14.5% overall for fall. Student registrations are important to the institution’s bottom line and a reduction in registrations will mean making some tough decisions.
- The discussion also included suggestions for eliminating bottlenecks in the admission process and ways to market programs and recruit students. There needs to be a greater focus on increasing the numbers of self-funded students.
- Dr. Kline also suggested the possibility of alternative schedules/contracts for faculty. For example, instead of the typical fall/spring schedule, a faculty member could be on a summer/fall schedule instead. Summer registration helps the entire University.

### **Electronic Theses and Dissertations Subcommittee**

- Karen Vaughn provided an updated guide for electronic theses and dissertation submissions.
- The pilot was just supposed to be one or two students, however, when the word got out on campus, students wanted to use the electronic method. There have been at least eight students that have submitted electronically.

### **Policy Subcommittee**

- The subcommittee revised the Advancement to Candidacy policy, the Normal Courseload policy, and the Graduate Assistantship policy for the next edition of the Graduate Catalog.