

GRADUATE ADMINISTRATORS' COUNCIL (GAC) Minutes
September 12, 2019
Monarch Hall Room 2100
8:30 a.m. – 10:30 a.m.

Attendees: Dr. Wojtowicz, Chair; Richardean Benjamin, David Chapman, Tisha Paredes, Wie Yusuf, Holly Gaff, Bill Heffelfinger, David Swain, Karen Vaughan, David Cook, Jane Dane, Gail Dickinson, Khan Iftekharuddin, Chunsheng Xin, Regina Karp, Randy Gainey, Robert Bruno, Karen Eck, Craig Bayse, Missy Barber, and Genny Conwell

Welcome

Dr. Wojtowicz welcomed the Council.

Approval of Minutes from May 5, 2019

Minutes approved as submitted.

Announcements/Updates

SREB Nomination Deadline for Institutional Scholars: Dr. Wojtowicz informed Council that the SREB nomination deadline for the Institutional Scholars is Friday, September 13, 2019 at 5:00 pm. Council was also informed that the SREB Institute will be held in Atlanta, GA and that we are looking to support two Institutional Scholars and a third scholar in a doctoral program from underrepresented backgrounds. Dr. Wojtowicz asked that nominations be sent to Dr. Porter by tomorrow.

New Graduate Administrator's Orientation: Missy Barber reminded Council that the New Graduate Administrator's Orientation will take place on Tuesday, November 5, 2019 from 10:00 am – 1:00 pm in the Webb Center, River Rooms. Council was informed that this event is mainly for new Administrator's, but existing Administrators, new Graduate Program Directors, or anyone working in an administrator's function or involved in graduate studies can attend.

Call for Eligible Participants – 3MT Competition: Dr. Wojtowicz informed Council that he would like to have representation from all colleges at this year's 3MT competition. Missy informed Council that interested students should be at the end of their doctoral study and defending their dissertation. Clarification was provided that the degree being finished does require a thesis or dissertation and that distance students must be present for the competition in order to participate.

Graduate Alumni Homecoming Reception: Council was informed that the Graduate Alumni Homecoming Reception is scheduled for Thursday, October 24, 2019 at the Barry Art Museum. An electronic invitation will be provided shortly for circulation. Lamar Giles will be the speaker and we hope to have the Graduate & Professional Commons finished by this time.

CourseLeaf Training (CIM) Sessions: Missy Barber informed Council that CourseLeaf for courses will be open in about a week and training opportunities will be available for those that are new to CourseLeaf. The Graduate catalog will be printed in June and we should have a pdf version available soon. There was open discussion about an earlier CourseLeaf deadline instead

of February or March. A system generated cut-off date was suggested instead. Missy Barber will check to see if CourseLeaf has the ability to set parameters to lock users out of the system after a certain timeframe. Dr. Wojtowicz suggested that Council continue this discussion.

Graduate Admissions Update:

- A Graduate Admissions' update and overview was provided by Jane Dane & Dr. Wojtowicz.
- Jane Dane provided Council with a T50 snapshot/handout for review. She informed Council that there are concerns about graduate enrollment, which is down 333 students and we need to figure out why. Also, we did not reach our graduate goal and FTEs are down by 74. She also informed Council that programs have access to their course enrollments through their dashboards which allows them to monitor what is happening with their program. Contact Jane Dane if access is needed. Council was informed that weekly snapshots of enrollment data is provided on Thursdays and there was a request to explain FTE metrics, head counts, and real time data. Council was also informed that there is a need to bring back a committee that will review enrollments. Jane Dane will work with Dr. Wojtowicz to achieve this and Council can contact either of them if they would like to assist.
- Dr. Wojtowicz informed Council that new admits are slightly up at the master's level and Cybersecurity is growing. He also informed Council that there was a Data Science discussion and that many of the graduate certificates look great. There was also a lot of discussion at the President's level to do things differently if we expect to grow.
- Bill Heffelfinger informed Council that we should look at how we approach admissions' decisions. He suggested that we offer decisions within 48 hours, that students are enrolled in a program within three days, and he mentioned that he has the ability to do a manual audit.
- There was a suggestion to have a group of SCHEV Liaisons.

Forms & Policies Committee Membership: Missy Barber informed Council that all Graduate School forms have been revised, uploaded to the Graduate School's website, and the ability to electronically sign was added. Council was asked to share this information with their departments. The current members of the Policies Steering Committee (Holly Gaff, Gail Dickinson, Dale Miller, Bryan Porter, Missy Barber, and Randy Gainey) was confirmed.

Clarification of Process for Submission of D9 & D4 forms: Missy Barber reported that Dr. Porter and Laura Vann worked together on the clarification of this process. She informed Council that D9 forms should always be submitted before D4 forms to ensure that the student gets the appropriate attribute in Banner.

Scheduling of Comprehensive Exams: Dr. Wojtowicz informed Council that Comprehensive Exams are called Candidacy Exams at the doctoral level. Scheduling of candidacy exams can have a significant financial impact, Dr. Wojtowicz warned they should be scheduled at the end of the semester so the ABD status can begin at the beginning of the semester following the candidacy exam. Otherwise a department is paying tuition for nine credit hours instead of one. Please share with your dissertation committees.

Scheduling of Classes During Off-Cycle Times: Council was informed that students are shocked by the amount of work provided in eight-week courses versus sixteen-week courses and that face-to-face

classes scheduled from 7:00 pm – 10:00 pm conflicts with graduate students' work schedules. Dr. Wojtowicz suggested that we convert one of the large buildings to a 5:45 pm class start time as an experiment to capture more working professionals.

Graduate Student Recruitment: Dr. Wojtowicz asked Council to inform the Graduate School of any events that their departments have scheduled so that the Graduate School could participate. Dean Dickinson reported that she has a Doctoral event scheduled for November 5th and Dr. Wojtowicz informed Council that the Graduate School will be hosting a Why Grad School presentation during the fall 2019 and spring 2020 semesters. Bill Heffelfinger reported that Graduate Admissions typically send notes of events to students that are a good fit.

Graduate Travel Funds: Council was informed that Student Engagement and Enrollment Services (SEES) has a travel fund award available for up to \$500.00 for graduate student to attend conferences once per academic year. The question was asked if each college has funding for conferences and if this information was on their website. Dr. Wojtowicz would like to gather this information together. Dr. Wojtowicz reported that we have the listening tour confirmed.

Money Management Training for Graduate Students: Dr. Bayse informed Council that there is a need to discuss fellowships and tax issues with scholarships with graduate students. He also suggested a money management or tax seminar and things to consider with taxes. It was confirmed that Preparing Future Faculty does not currently provide these seminars. Council agreed that financial training for graduate students is needed.

Other Topics for Discussion:

- Dr. Wojtowicz asked Council if they are in favor of scheduling all future GAC meetings in the Graduate School multipurpose room and everyone agreed.
- Dr. Yusuf informed Council that the first Career Pathways workshop is next Tuesday. The topic is Copyright Information and Knowing the Rights as Authors and Dr. Yusuf asked if the flyer could be sent out with the GAC material.

Meeting adjourned.