

GRADUATE AFFAIRS COUNCIL

Friday, March 17, 2017

1:00 p.m. – Heth 043

Attendees: Laura Jacobsen (*presiding & ex officio*), Liz Altieri, Roann Barris, John Brummette, Megan Coulter for Matthew Brunner Registrar's Office, Joan Dickinson, Wendy Eckenrod-Green, Deneen Evans, Lauren Flora, Sertrice Grice, Nicole Hendrix, Pam Jackson, Kay Johnson, Eric Mesmer, Douglas Mitchell, Rosemary Guruswamy for Paul Witkowsky, Stacey Turmel. Laura Vernon, Al Wojtera for ART,

Guests: Ellen Taylor

Staff: Teri Hills (*recorder*), Phillip Hardy, Alyssa Purdy, Michele Ralston

1. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at approximately 1:00 p.m. by Dr. Laura Jacobsen.

2. MINUTES

A motion was made and seconded to approve the minutes from the February 3, 2017 meeting. The minutes were approved by consensus.

3. ANNOUNCEMENTS

- Dr. Laura Jacobsen gave the announcement that she is officially Acting Dean for the College of Graduate Studies and Research.
- Dean Jacobsen announced the Graduate College's newest employee, Alyssa Purdy; Admissions Counselor and Processor. Alyssa came to us from ECPI.
- Dean Jacobsen made the announcement that Bob Jennings would be resigning and March 24th would be his last day. Bob was our main recruiter for the Graduate College.
- It was announced that the Student Travel Grants have been spent for this academic year.
- Teri Hills made an announcement about contacting the departments in roughly two weeks to ensure that all the programs were correct with the roll out of degree works for graduate students and that new students coming in the 2017-2018 academic year would no longer be required to submit a program of study. However, current students would still need one.
- Dean Jacobsen went over power point presentation on the number of applications that were received in our March promotion and how we need to continue to bring those numbers up. The Graduate College is on the President's radar and he is very supportive of us.

- Dr. Jacobsen spoke about how the Prospect Data has information just sitting out there and we need to turn them into applications. Asked the programs to go into Admit and reach out to those students who were missing materials.
- Ellen Taylor from Career Services announced that they are willing to help departments with their recruitment. They are able to reach out to students for you if you just let them know.
- Asked that programs use the inquiry cards in their classes to keep students in the pipe line.
- The fee waiver did show huge peaks in interest on our social media sites.
- Dean Jacobsen asked for suggestions for recruitment and acknowledged how hard the departments had been working. Dr. Flora mentioned that her department had called all people who were interested and then called students who were missing materials and encouraged them to keep going and did calculations to see if they could make it. Dr. Altieri sent emails in October to all principals using their grants for provisional license to get students. They are planning on doing this again in the summer possibly.
- Sertrice Grice suggested that we could get current grad students to contact undergraduate programs at other institutions and give their testimonies to help and then once the students are accepted have graduate students reach out to them.
- Announcement was made to try to make Admissions decisions quickly and try to avoid doing bulk decisions. Only requirement for this is making sure they are being fair and consistent in their decisions.
- Dr. Barris and Dr. Mesmer commented on why it is harder for them to make quicker decisions and how they are trying to work on it.
- Announcement made for Program Coordinators that Patricia Phillips would be sending program information out to them for their review and they were strongly encouraged to review and make comments and send back to Patricia by the deadline set. This was we can ensure that the 2017-2018 catalog is correct before being published.

4. SUBCOMMITTEE REPORTS

- **Graduate Faculty** – A report of 6 graduate faculty application were processed since the last GAC meeting on February 3, 2017. The report was accepted as presented. (See attached).
- **Academic Course and Program Review** – No report at this time.
- **Policies and Procedures Committee** – Thesis/Dissertation Committees are to have the same requirements as the current Comprehensive Exam Committees have. – All were in favor; Directed Study- All in favor for adding the graduate faculty language and graduate hours to the current policy. All in favor of no program of studies being required for new students starting in the 2017-2018 academic year.

5. FOR THE GOOD OF THE ORDER

- Dr. Deneen Evans announced that the Social Work Fair would be held on campus March 31-April 1 and there would be a flyer coming soon.

6. ADJOURN

- Dean Jacobsen adjourned the meeting at 1:53 p.m.

March 17, 2017
Graduate Faculty Application Status
(Approved Since Last Graduate Affairs Council Meeting)

Full Graduate Faculty Status - 5 year term

Name	Dept	Limitation(s)
Matthew DeCarlo	SOWK	
Matthew Smith	COMM	

Associate Graduate Faculty Status - 3 year term

Name	Dept	Limitation(s)
Kristin King	COSD	COSD 608
Angela Obst	COSD	COSD 640
Michelle Sherfy	COSD	COSD 640
Terri Shelor	COSD	COSD 609, 610, 615, 640