

Minutes – August 11, 2016
Graduate Associate Deans
405 Student Services Building
2:00 – 3:30PM

Members Attending: Dixie Thompson (Vice-Provost & Dean), Ernest Brothers (Graduate School), Joan Rentsch (Communication & Information), Jeffrey Fairbrother (Education, Health, & Human Sciences), Mary Gunther (Nursing), Alex Long (Law), Todd Moore (Arts & Sciences), Sherry Cummings, (Social Work), Masood Parang (Engineering)

Ex Officio: Holly Mercer (University Libraries)

1. **Meeting called to order** at 2 p.m. by Dixie Thompson.
2. **Minutes of the July 14, 2016 meeting were approved** as presented.
3. **Graduate School Updates – Dixie Thompson**

It has been a very busy and exciting time!

- We hosted the New Graduate Student Orientation this past Monday at the Thompson Boling Arena with other 400 in attendance.
- Last night the Graduate Students held an event at Bailey's in the Old City, where Dr. Thompson had the opportunity to spend an hour or so meeting with the students. It was a great turnout.
- This morning we hosted the New Graduate Teaching Assistant Orientation with over 200 in attendance.
- We just held our first strategic planning session for the Graduate School.
- Our Graduation Specialists are currently processing summer forms. Over 700 forms came in during July alone. Grades will post tomorrow.

It is an exciting time with lots to look forward to. However, this time of year brings a lot of student issues to our office, as well. We will have two student appeals before Graduate Council this fall. (If there are questions about that process or the appeals that are taking place, Dr. Galloway is the contact.)

4. Dr. Thompson distributed 2 handouts:

(1) 1st Time Applicants (Data) – We have processed 1504 first time applicants through our office as of Monday (not including Law & Vet Med). There have been 50 more since Monday. Further in the package, there is a breakdown by college. On page 2 are the numbers of total enrollments for 2016, and on page 3 are the numbers for 2015. Total enrollment is less; attrition is the reason for some of that.

This year we will be examining at what attrition really looks like. Discussion regarding the data followed, including the following points/questions:

- Student credit hours would be helpful & not just numbers of people
 - OIRA – Publishes Academic Unit Statistics.
- Is there a way to determine if these are full time or part time? Is that something we track?
 - (The residency requirement/continuous 600 enrollment is the only time we look at that.) Six hours is full time if they have an assistantship. Policing is done at the department.
 - Dr. Thompson will talk to the Grad School to see what has been done historically.
- Unclassified = Non-Degree. Transient?
- Data will be a big point of emphasis...having accurate data is important.
- Fourteenth day numbers will be available by the next meeting.

(2) Draft of the Guidelines for U.Achieve Implementation.

This document is a follow-up to Mary Albrecht's presentation last month. It is the guidelines for implementing U.Achieve and processing the necessary curricular revisions through Graduate Council.

The committee was asked to take a few minutes to look over the packet before discussing ways to bring faculty on board as we move forward with the process. Suggestions and comments included:

- Include more examples and illustrations in the document
- Clearly show the benefit: yes, this will allow our graduate students to know where they are in their program. What other benefits exist?
 - Improving efficiency, better reporting, truth in the degree, etc.
- Create examples of what the result would look like.
- Provide screen shots.
- The curricular process is burdensome. Create a template for the curricular changes like we did at the undergraduate level with milestones; something that will help them identify requirements. (Avoid the use of "milestones" in the phrasing.)

- Documenting every course that can work to fulfill requirements will be a problem.
 - Perhaps we list the most common; department level can evaluate the exceptions.
- The UG process is pretty well established, it may not be much of a jump for those who see how beneficial it is at the UG level.
- We are not changing curriculum, just changing how it is presented and utilized.
- Are there policies that will have to change?
 - There will be some. Certificates are one area: students will need to be admitted on the front end. There may be others, including institutional policies, as we move forward. The Academic Policy Committee is a small group; we may need to look at how we can expand for a year or two as we move through this process.

We are looking at perhaps having a few trial departments (Chemistry, Nursing, Social Work all indicated interest). We will try to do that by the end of the term.

Dr. Thompson welcomed advice as everyone takes this document back and reviews it when they have more time.

5. **Credentials Committee Update:** Two recent revisions to make the process go more smoothly.
 - a. We have a **new form** that is completed online, streamlining the process for those submitting materials for review.
 - b. We have **changed the term of expiration** so that it no longer expires on a calendar date, but rather **at the end of the academic year**. Approval to direct that is granted for 10 years will expire at the end of 10 academic years, rather than in the middle of a given anniversary month.

The chair of the Credentials Committee will send out a letter when credentials are about to expire. We are in the process of trying to make sure the list of those approved to direct is online, up-to-date, and viewable.

6. **Academic Leadership Retreat:** This group will be together at the retreat next week for about an hour. Dr. Thompson shared her plans to discuss the (1) Graduate Blueprint (centralized data, where we are and what steps we need to take); and (2) Vol Vision 2020 (looking at graduate education as a priority).

In return, she was asked to perhaps share what she has already done to improve the graduate school and what can be done to help the Graduate School with planning.

Dr. Thompson shared that as we move forward, we need to look at what the unit level matrix of excellence is. We have to capture that as an institution...how do we tell our story?

There is also the money piece, certainly, and we are in an unusual situation in that we don't know the chancellor's vision. We just need to keep moving forward as we look to bring someone to campus who wants to join us.

With no further business, the meeting adjourned.

Our next meeting is **September 8, 2016**.