MINUTES
Graduate Associate Deans

May 4, 2017
AHT 4th Floor
2:00 – 3:30PM

Members Attending: Dixie Thompson (Vice-Provost & Dean), **Katherine Ambroziak** (School of Architecture), **Jeffrey Fairbrother** (Education, Health, & Human Sciences), **Mary Gunther** (Nursing), **Bruce Behn** (Haslam Business), **John Stier** (Agricultural Sciences & Natural Resources)**, Alex Long** (Law), **Joan Rentsch** (Communication & Information), **Sherry Cummings** (Social Work), **Stephen Kania** (Veterinary Medicine)

Ex Officio: Yvonne Kilpatrick (Graduate School), **Stephanie Galloway** (Graduate School), **Mary Albrecht** (Provost's Office)

1. **Welcome & call to order** at 2 p.m. by Dixie Thompson.

2. **Minutes of the April 13, 2017 meeting were amended and approved.**

3. **Announcements – Dixie Thompson**

    - One of the items from the minutes that we will be following up on soon is the process for applying for certificates. Stephanie Galloway will be leaving the university later this month, which means we will initiate a search this summer for her replacement. In the meantime we will identify someone on the Graduate School staff who can take up that project, which needs to be in place by the Fall.
    - Hooding is next week, and we are looking forward to it! About 30 more degrees will be awarded than last spring.
    - Summer school is upon us, which means a quick turn-around for our staff as we close out spring and initiate summer. Stephanie Galloway has handled the notification of individuals on probation over the last couple of years. With her departure, we will continue to follow our procedures for processing those as they should be, but we will have someone else coordinate the project. Dr. Thompson will follow up in the coming days to communicate how that will happen and the deadlines involved.

4. **Graduate Admissions Update – Yvonne Kilpatrick**

    - Yvonne distributed a handout "First-Time Applicants, Summer and Fall 2017," which provides admissions data on all our degree programs. She reviewed the report so that discussions can happen at the college level, especially regarding pending files. Specific college reports will be sent by Graduate Admissions so that you can have additional detail regarding your numbers to look into as you see fit.

- The next deadline that we have coming up is May 15, which is the date identified to have international (F&J) student decisions. We will ask Sean to send this reminder out to the Directors of Graduate Studies.

- We have had a decrease in out-of-state and international applicants this year. Dixie shared that several of the departments have taken advantage of the Recruitment Funding Project, and while we won't see and impact from it for Fall 2017, it could lay the groundwork to increase our Fall 2018 numbers. If you have additional items related to recruiting that you could use Graduate School help with (during this fiscal year), it is not too late to apply for funding.

- CollegeNET will be visiting on Tuesday, June 6, meeting with individuals from around campus. This is to talk about the services they provide and the general needs our departments have. We will send out the agenda so that you can attend, and if you have issues with ADMIT or Prospect that you would like to include on the agenda, let Yvonne know. We want this time with the vendor to be a valuable one.

- This is the time of year that we are updating our application, getting it ready for next year. Our goal is to have the application up by early September (approximately 3-4 weeks earlier than in the past).

5. **Planning for the Summer – Dixie Thompson**

Dixie distributed the handout "Summer 2017 Working Groups." She is calling together 3 working groups:

- Credentials issues
- English language testing and conditional admission issues
- Graduate Catalog issues

Summer Working Groups

We are calling together 3 working groups for Summer 2017. A handout was provided that outlined the charge to each group, and a chairperson for each group was named. The Graduate Associate Deans chose the groups they wanted to work on, or were assigned a group in absentia.

The leader of each team will be asked to report in on how their group is progressing at our June 8 and August 10 Graduate Associate Deans meetings. The July meeting will be canceled in consideration of the ongoing work of these teams. Discussion about the groups and their charge followed.

The teams are:

Catalog
Mary Albrecht (Chair)
Sean Hendricks
Marian Roman
Jeff Fairbrother
Mary Gunther
Joan Rentsch
Sherry Cummings
Katherine Ambroziak
Claudia Kirk

ESL
Yvonne Kilpatrick (Chair)
Jennifer Morrow
Masood Parang
Bruce Behn
Alex Long
Steve Kania
Holly Mercer

Credentials
Ernest Brothers (Chair)
Mehmet Aydeniz
Amy Broemmel
Todd Moore
John Stier
Charles Noble

6. **Other:**

Bruce Behn shared that their college is hosting a presentation by Phil Regier, Vice Provost & Dean ASU Online on May 15 from 9:30 – 11 in HBB 402.

Question raised regarding deferring admission policy: Yvonne explained that students can request a deferral up to one year; however, it is up to the department to approve. It is not automatically granted; it merely cycles back to the department for another review. (This policy is one we need to make sure is clear in our catalog copy.)

With no additional items for discussion, the meeting adjourned at 3:30 p.m. **Next meeting: June 8 at 2 p.m. in AHT 4th floor conference room.**