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Graduate Associate Deans' Group Minutes - February 8, 2018

Graduate Council

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Graduate Associate Deans Meeting

Minutes – February 8, 2018

(Approved 4-12-2018)

Members Attending: Dixie Thompson (Vice-Provost & Dean); Jeffrey Fairbrother (Education, Health, & Human Sciences); Alex Long (Law); Masood Parang (Tickle College of Engineering); John Stier (CASNR); Sherry Cummings (Social Work); Mary Gunther (Nursing); Katherine Ambroziak (Architecture & Design); Michael Palenchar, Communication & Information; Holly Mercer (Libraries); Claudia Kirk (Veterinary Medicine)

Ex Officio: Yvonne Kilpatrick (Graduate School), Sara Bradberry (Graduate School), Mary Albrecht (Graduate School); Ernest Brothers (Graduate School); Sean Hendricks (Graduate School)

Welcome & Call to Order by Dixie Thompson @ 2 p.m. in Frieson Black Cultural Center.

1. **Approval of Minutes** (January 2018) - Approved
2. **3MT** – Discussed details of the semi-finals and the final competition. Due to a couple of issues we ended up with 36 individuals, so we put them in 3 groups of 12. Sean has distributed an email with the details. Four winners from each semi-final will become finalists. Sarah has scheduled workshops (Feb 12 & 14), and the students have been notified. Vincent Price, our winner from last year, will be at both of those.

At this point, you will want to make sure you have your judges and that they have the information they need; that you have the materials you need, and to do the PR to get people out to the competitions. We want it to be a good experience for everyone.

3. **TCGS Requests** – Dr. Brothers shared that TCGS will host a “Day on the Hill.” It is an opportunity to display graduate research taking place at various institutions. Due to space constraints, we will only have one table, but we can include materials. We will have a collection of abstracts of research done by various students, and a 1-page flier of the programs we offer, specifically those that tie into workplace development. We will draw from our 3MT competitors and the Jimmy & Ileen Cheek Graduate Student Medal of Excellence nominees for the research abstract.

What we need from the Associate Deans is anything from your colleges that talk about how your programs tie into workforce development (bullet points). It can be items that you already have in your PR materials, accreditation documents, materials for your board of visitors, etc. Our deadline is February 23, so we need it from colleges by February 21.

We will have a follow-up discussion moving forward about how we can develop a better flier for our own institution, something we can use for recruitment, advocacy, and development.

4. **Admissions:** Yvonne Kilpatrick shared a graduate admissions update. As of Feb. 5, the total new applications for summer and fall 2018 were 5023. We have finalized 789 applications; Graduate Admissions is in the process of reviewing 1620 applications, the programs have 2614 applications in the department review process. Reminder that there is an “expedite” tag in Admit that you can use to move applicants up in the queue, if needed. There is also an ability to review applicants who may not meet the minimum criteria by marking them as an “exception.” Part of that process is to provide a rationale; however, it is available if the department chooses to utilize that option. Reminder that if a student has reported a criminal offense in the past, those are reviewed by student conduct and those cannot be expedited out of that review. Also, just a reminder for all of us to keep on top of communication with applicants to let them know where we are in the process.
5. **Recruitment:** Ernest Brothers shared that 54 departments are now using the Prospect Management System. We are able to track students from the point of recruitment through graduation. The students get immediate feedback.

We now have a recruiters Network...meets twice a year: once in the Fall to give a review of those venues that have been visited and talk about best practices in recruitment, and once in the Spring for the purpose of strategizing upcoming recruitment venues. Allows us to cost share and plan accordingly. These are individuals in departments that are considered the “go to” persons for their recruitment.

Ernest shared details about some upcoming recruitment venues and opportunities, both large and small. He emphasized that our recruitment efforts are purposed, facilitated, and strategic and on-going. Please share with us if there is a recruitment-plan in your college as it relates to graduate students, or if it is left to individual departments. This will help us to strategize and plan as we move forward.

Dixie added that a question that she would like colleges to consider is how do we, as an institution develop recruitment plans that are in synch from the department level all the way up to the university level. It isn't necessarily something to answer today, but rather something to take back to your departments and talk about. We will also continue this discussion, but this was a great overview for us to be able to have continued discussion down the road.

Meeting adjourned at 2:50 p.m.

Next meeting is scheduled for March 8.