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Graduate Associate Deans' Group Minutes

Graduate Council

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Graduate Associate Deans

February 14, 2019

1. Welcome & Call to order at 2:03.

Dixie Thompson called the meeting to order at 2 pm. Today will be an abbreviated meeting, as Graduate Council will meet at 3 pm.

Dixie welcomed Denise Gardner and Heather Hartman who are here to discuss our assessment needs in preparation of the upcoming 5-year review.

2. Assessment – Denise Gardner & Heather Hartman shared a presentation recently shared with the college deans (copy attached). The assessment steering committee is now meeting with those units that are not making progress. These need to be done by the end of March. The deans have been copied on a recently distributed list of units that they need to meet with.

What is needed now is for deans to help them meet this month with their faculty (assessment report writers) - all programs that were rated “less than satisfactory” on institutional-level review. Denise & Heather need help from this group facilitating those meetings (perhaps there are already college meetings scheduled where they can have a bit of time on the agenda).

It is the same general format for all areas:

- Provide general overview of assessment process, timeline for improvements, and exemplars from the college.
- Answer assessment questions from faculty
- Help faculty correct reporting for 2017-18
- Ensure Student Learning Outcomes (SLOs) and assessment methods are ready now and going forward.

Denise shared that they really need units to show progress this semester. That prepares them to do well next year. As we write, we will use the 19-20 catalog.

Jeff Fairbrother asked if it was possible to get a workflow with decision points related to SLOs.

Denise said that they can consolidate from some of the info they already have, but yes, they will make that available.

Heather added that they are in the process of pulling together an assessment manual.

Dixie thanked Denise & Heather for coming to share information. Feel free to contact them directly if you have questions or need additional information.

3. **Approval of Minutes** – Minutes from January 2019 approved.

4. **Catalog Project - Mary Albrecht**

Dixie shared that the catalog re-write is another area where we need additional departmental response. Mary & Sara have been working closely with departments.

Mary shared that according to our records, we have 253 programs. We have received feedback on 154, and in the last couple of weeks things have improved. We have approved 1/3 of those returned; some are back in the department and working on answering questions.

Some of the ones that we need feedback from date back to September and October. This group has been copied on the correspondence; and unfortunately, time-wise we are up against a wall. If we do not receive feedback, drafts will have to go in as they were developed. Please help us with those areas that have not been responsive.

5. **Graduate School Updates – Dixie Thompson**

Discover Graduate Education is March 4. Sean will pull together details next week and send it to you after the deadline this Friday. You can expect to know the number of people and the programs they are interested in.

3MT is coming up: Currently 37 individuals in the semi-finals. Sarah is communicating with them regarding the process and presentations.

GPSAW – Planning is underway. We will be working with Creative Communications to get that information out as soon as possible. We will put an advertising push on these events after spring break.

Hooding Speaker Nominations - Millie has re-distributed the email calling for nominations. The deadline is March 1.

CSGS is getting started today. It will continue through the weekend. Thank you to those who have partnered with us on the Poster Session!

Meeting adjourned at 2:50 pm.