

Graduate Council Meeting
Minutes
Tuesday, September 27, 2011

Members in attendance: Buchwalter, Candler, Casamatta, Eggen, Hallblade, Kasten, Kavan, Mettler, Moore (M.), Schonning, Shaw, Stanley, Vose, Zhan, Zoellner, Learch, Richardson, Roberson. Graduate Program Directors in attendance: Moores, Nolin, Seabrooks-Blackmore, Wilburn, Zhao, Kpcio.

The luncheon meeting was called to order at 12:14 pm by Dr. Len Roberson, Council Chairman. He welcomed and introduced the new and returning council members and graduate program directors. He introduced the Graduate School staff present.

Each attendee received a packet containing an agenda and an outline of the slide presentation, along with a few Graduate School promotional items including a copy of the new viewbook which is available to members and program directors for recruitment events or to share with students.

Director Chad Learch announced a new forum for members and program directors to get together and discuss ideas and issues that are of interest to all. He has arranged for monthly "brown bag lunches" in the Graduate School conference room with the first lunch scheduled Friday, October 7 from 12 -1 pm. The topic is, "Ten ways to expand your program and increase enrollment." Chad welcomed attendees' ideas for future topics in order to address the needs and trends of graduate programs. He also noted that the Graduate School is collecting prospective student data in an effort to recruit students.

Assistant Director Lilith Richardson spoke about the revised GRE exam and the impact of the new test on the admissions process. ETS (Educational Testing Service) will release the new scores to institutions beginning Nov. 8; however, this delay should not affect UNF program deadlines of Nov 1. Students who took the revised GRE between 10/16 and 11/1 will have their scores populated into the system by 12/1. After release of score information from ETS, averages of separate verbal and quantitative scores will be provided to program directors to help departments determine program minimums. The ETS website offers a good video on the new scoring system. Current university policy states that every student must submit a test score. Dr. Roberson also requested that program directors contact Lilith if unable to view documents in Stellent imaging.

Chad and Lilith distributed program specific admission profiles to each program director for the and Spring and Fall 2011 terms. Departments can use this data to enhance or increase areas within their programs. Contact Lilith with questions or if you need more information on your program admission profile. At the next meeting the Graduate School will have the same data profiles for each concentration within a program.

Chad presented five years of data on admissions funnels (applicant to admitted student to enrolled student) for each program, but can report up to ten years of data and can be more specific such as GRE, GPA, etc. The information is intended to be advisory and can be queried in a variety of reports; please contact Chad if interested.

Chad discussed targeted recruitment with members and shared his recruiting schedule for fall term. Dr. Roberson requested that Council members and program directors advocate the need for recruitment and expanding diversity in your individual colleges. Digital marketing and getting the UNF name out there in social media is becoming more and more important than print media (newspaper ads). Social media recruitment was suggested as a future brown bag lunch topic.

Dr. Roberson is in need of five volunteers (one from each college) to serve on the Graduate TLO (Transformational Learning Opportunities) Committee. Committee members will be responsible for reviewing the applications electronically using a rubric and each member needs to be able to

attend a 2 hour meeting. Volunteers were Dr. Zhao, Dr. Seabrooks-Blackmore, Dr. Eggen and Dr. Vose. The College of Business will contact Dr. Roberson with a volunteer.

Dr. Roberson, Chad and Lilith would like to meet with program directors again this year in each college to respond to issues and offer help. The Graduate School Office Assistant Danyell Rowland will begin contacting program directors to arrange meetings within each college.

Dr. Roberson listed some of the items on the Graduate Council agenda for the academic year:

- Update the current thesis and dissertation process to include an electronic process
- Review the timeline for thesis and dissertation submission
- Implement a system to track thesis committee members and chairs on thesis committees
- Implement oversight for graduate certificate programs
- Implement a graduate student survey with questions specific to graduate programs
- Consider and implement a second masters degree policy.

Dr. Roberson opened the floor for agenda items for the Graduate Council for the current academic year. The issue of limited support and resources for recruitment and retention (reduce attrition) was raised. Members agreed to consider creating a position paper as a Council to demonstrate that recruitment is a priority for graduate programs. A formal request by the Council will be placed on the agenda. Send any ideas, comments or suggestions to Dr. Roberson.

Dr. Roberson gave a quick update on Graduate Academic Learning Compacts (GALC). Graduate School staff has input GALC information into the TracDat system for most graduate programs except a few of which have been delayed. With the input completed, Dr. Roberson would like to set up small groups to train graduate program representatives/staff on the TracDat system in order to turn the responsibility back over to each program. Please consider which staff members you would like to have access to the program. Look in the next week or so for an email from the Graduate School staff to arrange a meeting time by college in small groups in a computer lab. Corrections to GALCs in the TracDat system (from this point forward) will be the responsibility of the program department.

Dr. Roberson reminded members of the next Graduate Council meeting which will be held Tuesday, October 25 at 12:15 pm in the President's Conference Room (1/2800).

Dr. Roberson adjourned the meeting at 1:29 pm.