

Graduate Council Minutes
January 22, 2013

Members in attendance: Lange, Vose, Kavan, Zoellner, Sheffler, Stanley, Kasten, M. Moore, Buchwalter, Hallblade, Nies, Roberson, Zhan, Reigger, Learch, Kpcio

Guests in attendance: Campbell (MBA), D. Moores (EDIE), Sando (Engineering), Elfayoumy (Computing)

Dr. Roberson called the meeting to order at 12:22 pm.

Council chair Dr. Len Roberson welcomed members and guests. He explained the changes in UNF personnel brought about by the retirement of Deb Kaye in Enrollment Services and which impacted the Graduate School staff. Chad Learch was promoted to Interim Director of Admissions and Lilith Reigger is now Interim Director for the Graduate School. Council members and program directors can contact Lilith (primary contact) or Chad. There were no announcements from members.

Dr. Roberson facilitated a discussion on graduate enrollment with a power point presentation. Final graduate enrollment numbers for spring term 12-13 did not meet funded targets and President Delaney requested that administration and faculty identify where enrollment could be increased significantly and what types of resources might be necessary. Packets were distributed at the beginning of the meeting to all members with the following; a copy of the Enrollment Progress Report for 1/17/2013 (After Purge), an August 2012 memorandum "Ideas for Increasing Graduate Enrollment," from Dean Roberson, and an August 2012 summary, "Ten Enrollment Roadblocks for Graduate Programs" prepared by Dean Roberson. Each packet also contained a copy of the Office of Institutional Research's "Graduate School Program Dashboard" which contains admissions and enrollment information specific to each program and included fall 2012 data. After the meeting, Dr. Roberson will send the power point presentation to all members via email with the link to the dashboard site on the IR webpage.

Chad Learch shared information about his recent work with Zinch.com which is expected to aid in the increase of prospects for graduate programs. Chad explained the history behind choosing Zinch.com as a partner. Contact information for student prospects provided by Zinch.com will be passed along to graduate programs which will require that programs have a process in place to foster a relationship. Chad said it would be helpful to know what type of marketing works best for each program and he welcomes feedback from all programs. Please contact Chad or Lilith for more information.

Dr. Roberson spoke about recent revisions to the Theses & Dissertation process and timeline which have been under review due to a variety of reasons. The power point presentation included slides featuring the new proposed timeline to be effective for the fall term. The final product due date will now be two weeks prior to commencement day and defense will be required to take place at least four weeks prior to commencement day. There were no comments or questions about the timeline. The Graduate School researched best practices at other institutions and will also require earlier notification of committee memberships and earlier notice to the Graduate School. Notifications of defenses will be required to be placed in the campus Osprey update for the entire campus community to attend. Graduate School staff can help with submissions to Osprey Update. An additional requirement that all theses be turned into a plagiarism site will add a level of review that will be helpful. The last item under review is copyright information; theses and dissertations will require written proof of permission, or documented proof of attempt to gain permission, for items such as photos, graphs, etc. These new requirements will become part of the current Thesis & Dissertation checklist on the website.

One last GALC reminder from Dr. Roberson; training sessions for the TracDat system are scheduled for 11am and 3pm on 1/31/13 for any faculty or administrative staff and will be facilitated by Dr. Roberson. Please email Patrice if interested in attending so access to the system is ensured. If these sessions do not work for your schedule, please contact Patrice to schedule a separate time with Dr. Roberson. There were no further questions about TracDat. Dr. Roberson suggested that staff try logging-in and checking course listings so that any issues can be resolved early.

The meeting was adjourned at 1:34 p.m.