

Graduate Council Minutes  
August 28, 2012  
Student Union Room 3806

Members attending: Zoellner, Stanley, Moore, Kavan, Eggen, Zhan, Jaeger, Candler, Vose, Shaw, Hallblade, Scheffler, Schonning, Lange, Kasten, Learch, Reigger, Roberson, Kapcio.

Program directors attending: Bednarzyk, Churilla, Michelman, Nolin, Poppell, Seabrooks-Blackmore, Gallo, Schumacher, Wilburn, Mettler, Christie

Dr. Roberson welcomed new and returning Graduate Council members as well as Graduate Program Directors. Graduate enrollment is an overall UNF priority which is being presented to the deans today and will be a priority for the graduate degree programs. Graduate School staff plans to visit each college early in the term to talk about ways to enhance enrollment. Director Chad Learch will be sharing some more detailed graduate admissions and enrollment information today as part of today's agenda.

Announcements: There were no announcements.

Director Chad Learch presented program-specific graduate enrollment data to each program director. The current graduate FTE is at 59.2 percent of the annual goal and has decreased over the past two years. The overall theme and key component to increase FTE is to become more proactive and less reactive. Second, the Graduate School staff has begun to take action at each level of the enrollment funnel but the goal is to include the degree programs at this point. A third component is to empower program directors by providing more workshops and webinars, or working with programs individually. Finally, it is crucial to offer personalized attention to prospective students in simple ways.

Chad explained the program-specific, historical enrollment data that was handed out and provided a powerpoint presentation to familiarize attendees with the online "Dashboard" admissions data tracking tool and the Office of Institutional Research & Advancement's (IRA) website link. All program directors will get the direct link as soon as it is confirmed functioning. Chad answered questions from members and program directors about the data contained in the program-specific handouts and questions about the types and the quality of data that can be accessed through the dashboard and IRA.

Program Handbooks – Chad introduced the Graduate School Handbook which is available on the Graduate School website. The next step is to have all graduate program handbooks available. Chad provided a sample handbook template (Psychology) and stressed that the most important section is the policies and procedures. Chad requested programs provide their handbook, or a link to the document, and the Graduate School will provide a template.

Additional handbooks for graduate program directors and graduate assistants are forthcoming to comply with SACS accreditation issues. A graduate assistant management policy is a topic for consideration by the Graduate Council this year.

The Graduate Teaching Assistant Orientation held August 16 was successful and will continue to be expanded for future years. Chad thanked the Math and History departments for contributing to the increased attendance by including their students in the orientation this year.

Lilith Reigger updated attendees on the upcoming electronic test score process. Electronic receipt of GRE and GMAT scores is currently in a test mode. Student scores will be retrieved overnight and funneled into the student application checklist. Lilith expects the change to take place and go live within a month. The Graduate School will not receive paper scores. Scores will no longer be available to view as a scanned copy of a paper test score, but rather listed in Banner to view.

Dr. Roberson announced the timeline for graduate TLO applications to be submitted and reviewed. He asked for volunteers for the Graduate TLO review committee (preferably one representative from each college) to exclude any faculty who plan to submit an application. Volunteers on the committee will be expected to meet twice in October as a group; each meeting estimated to be an hour in length.

The September Graduate Council meeting agenda will include an opportunity to set Council goals for the year. Dr. Roberson requested that members please consider issues that you, or your college, would like to review. A call for topics to consider yielded no suggestions.

Dr. Roberson adjourned the meeting at 1:26 p.m.

The next meeting is September 25 at 12:15 pm in JJ Daniel Hall, 1/2800.