

Graduate Council Meeting & Kick-off Lunch  
Minutes  
September 24, 2013

Members in attendance: Godwyll, Stanley, Vose, Nies, Candler, Christie, Zoellner, Eggen, Buchwalter, Schonning, Kavan, Baldwin, Lange, Schumacher, Jaeger, Roberson, Reigger, Kapcio

Guests in attendance: Nolin, Zhao, Bednarzyk, Churilla, Seabrooks-Blackmore, Saltmarsh,

Dr. Roberson called the meeting to order at 12:24 p.m. He welcomed new and returning council members, and Graduate Program Directors who were invited for this initial council meeting of the 2013-14 academic year.

Several Graduate School staff attended and were introduced; Chad Learch was temporarily reassigned to Undergraduate Admissions and Lilith Reigger is currently serving as interim director. Attendees introduced themselves to the group. Dr. Roberson restated that the Graduate Council meets monthly with the exception of the summer months.

The PowerPoint presentation (available on the Graduate School website) featured recent changes in a few graduate programs and a look at the university master plan. The master plan is available on the Academic Affairs website.

A slide with a graduate enrollment update was discussed by the group. Despite lower enrollment figures this year, the FTE target is being met since the target was decreased from last year at this time. Recent marketing efforts to increase FTE include the Graduate School Open house event (9/10/13) and continued marketing efforts featured on the next slide. The Graduate School produced a Graduate Enrollment Management Report last spring and had requested additional budget dollars to help increase graduate FTE. Additional budget was not approved, but the Graduate School is working on a few marketing campaigns to increase awareness of UNF graduate programs. Dr. Roberson provided background and played the two radio spots that were produced by the Graduate School and are currently running as part of a 24 week campaign. He also played a video

produced by the Graduate School. With two videos completed, the Graduate School is moving forward with plans to produce as many as possible this year. Lilith is the contact for any program interested in producing a video. Dr. Roberson called for any comments or additional thoughts. A suggestion was made to check into a partnership with the Times Union newspaper such as the column on nutrition that runs in the paper and features UNF faculty and programs. The Graduate School will check with Marketing & Publications about the suggestion and possibly assemble a group to talk about ideas.

Lilith provided a list of upcoming graduate recruitment fairs that she and Graduate School staff plan to attend (also listed on the website). She extended an invite to program directors to attend. Please contact her if interested. Dr. Roberson encouraged programs to consider attending since the Graduate School usually has only one staff member attend and prospective students appreciate talking with program faculty.

The slide on Enrollment Data listed a reminder about two resources for managing graduate enrollment. SIS reports in myWings provide the ability to email applicants of any status; admitted, canceled, denied, etc. The Graduate School uses the system to send emails to UNF addresses, however, an email directly from a program director would be welcome. Another resource, the Dashboard, was developed with Graduate Program Directors in mind. The link can be found on the Office of Institutional Research and Assessment website and will allow the user to query an overview of data and admission profile (demographic) data. Both the SIS reports and the Dashboard can help manage enrollment.

A list of upcoming Graduate School events was featured: Thesis Info Sessions (4 per term), the Graduate Lecture Series for student academic and professional development, and a Graduate Research Day to include a first annual 3 Minute Thesis (3MT) competition in April. A video showcasing a 3MT winner was shown. Research week in April is an opportunity to showcase research for a whole week, (faculty, graduate students and undergraduates) and to share research with the community.

Dr. Roberson asked for ideas and/or suggestions for consideration by the Graduate Council for the year. Members suggested several topics which will be divided between the meetings each month and in some cases, a subcommittee or task force may be requested to review and evaluate. Topics suggested: Graduate Assistantships and a review of GA policy, Thesis policy and quality review, Graduate curriculum review, FTE marketing & recruitment, Graduate Council Bylaws review, Graduate School budget and funding, Georgia tuition differential. Please email Dr. Roberson with any comments or suggestions.

The meeting was adjourned at 1:43 p.m.

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