

**Graduate Council
Minutes
September 13, 2017
KC 401**

Attending: Sanjoosh Akkineni, Bill Bailey, Tridib Bandyopadhyay, David Baugher, Alan Bishop, Brendan Callahan, Mei-Lin Chang, Jeff Chastine, Loretta Daniels, Tom Doleys, Yvonne Eaves, Mark Forehand, Dana Fox, Tristan Glenn, Juanne Green, Sherrill Hayes, Amy Henley, Rebecca Hill, Shannon Howrey, Albert Jimenez, Linda Johnston, Brandon Lundy, Mohammed Mayeed, Gwen McAlpine, Rene McClatchey, Erin McGerald, Cherilyn McLester, Rick Mosholder, Tanya Mosley, Sherry Ni, Metin Oguzmert, Linda Stewart, Michael Van Dyke, Raj Veliyath, Maureen Wilson

1. Introductions
 - a. Everyone introduced themselves

2. Vote for GPCC Executive Committee representative
 - a. The Graduate Council has a seat on the GPCC Executive Committee. Nominations were opened. Shannon Howrey and Albert Jimenez self-nominated. There were no other nominations. A vote by secret ballot was taken and Albert Jimenez was elected as the Graduate Council representative to the GPCC Executive Committee.

3. The Graduate College personnel and responsibilities
 - a. In an effort to better help graduate program faculty, staff, and students, it was asked that request for assistance from The Graduate College be directed appropriately. The breakdown of responsibilities is:
 - i. Jeff Chastine – all issues related to graduate faculty, curriculum (new programs, program revisions, the curriculum approval process) policy.
 - ii. Loretta Daniels – please forward all information that represents the good things happening in your programs, with your faculty, or with your students. Loretta will collect these items to determine how best to use them multiple purposes, such as recruitment, annual reports, or website articles.
 - iii. Mark Forehand – all graduate admissions related issues/questions/concerns should start with Mark or his team. Mark is also responsible for developing international recruitment for graduate programs.
 - iv. Nikki Palamiotis – all issues related to currently enrolled graduate students. This includes academic standing (probation/dismissal), out-of-state waivers, the Accelerated Bachelors Masters (ABM) program, developing orientation materials for new students, etc.

- v. David Baugher – responsible for data, operations and finances within The Graduate College, and anything else Mike Dishman needs.

4. Enrollment Numbers

- a. After two successive semesters (Summer 2017 and Fall 2017) of gains (14% and 16%) in newly enrolled students, overall enrollment in graduate programs is flat. This leads us to believe there is an increasing number of students that are choosing not to continue their enrollment in a graduate program at KSU.
- b. David is reviewing data to find a list of those students that were eligible to register for Fall 2017 but chose not to register. Once the list is cleaned, a survey will be sent so that we can collect more information about why students are not persisting.
- c. There was a discussion amongst the group to see if any are seeing signs or reasons that students are not continuing in their program. Some of the reasons discussed were:
 - i. Unfavorable transfer credit policies, although it was noted those policies have changed as of Fall 2017 to be more favorable
 - ii. Lack of assistantships
 - iii. Financial aid issues
- d. If you have other issues that you are hearing from your students, please let David know by email. Our goal is to find the issues that we can control and address them.

5. Graduate Assistantship Program

- a. David announced that there is an ‘overhaul’ in the works so that the process of requesting, awarding, and hiring graduate assistantships goes much smoother and begins earlier so that we are not scrambling over the summer. Once the new plan is approved internally, it will be rolled out with meetings with programs, departments, or colleges, whichever are appropriate, throughout Fall semester.
- b. Part of the new process will include “workshops” for graduate faculty to assist them in best practices on submitting strong proposals.

6. Survey Results for Future Graduate Council Meetings

- a. The Graduate College requested that graduate programs respond to a survey to help determine some topics that can be discussed as professional development. The goal is to help graduate program directors, coordinators, and admins better understand best practices in running a graduate program.
- b. Results of the survey were shared (the survey is still open if you want to add to it). The top topics are
 - i. Finding the Data You Need to Manage Your Program
 - ii. Recruitment – Building a Market for Your Program
 - iii. Best Practices in Admission Decision Making (rolling vs competitive)

- iv. Best Practices in Graduate Student Retention, Progression, and Graduation
- v. Graduate Admissions File Processing
- c. These topics will be worked into future Graduate Council meetings as agenda allow.

7. Other

- a. Update from the Graduate Student Association
 - i. Held “Welcome Back” resource fair and general body meeting on Aug 25 with about 80 students attending
 - ii. Next meeting is September 29, 2017
 - iii. The GSA is creating an information sheet about how students can request travel funding and will share it with all graduate program directors/coordinators so that it can be shared with graduate students.
 - iv. GSA was one of the few student groups to get an increase in their overall budget this year. This has allowed them to increase the travel reimbursement amounts from \$750 (\$1,000 int'l) per year to \$1,000 (\$1,500 int'l) per semester.
- b. The Graduate College received a \$100,000 allotment to their budget specifically for supporting graduate faculty and students to attend conferences. Processes for deciding how these funds will be disbursed are being discussed now and will be announced soon.
- c. The Graduate College was saddened to hear of the passing of Dr. Kathryn Epps, Director of the School of Accountancy and Associate Dean of the Coles College of Business. Additionally, the Coles College lost Dr. Sandra Vasa-Sideris, former coordinator of the MBA program at SPSU and professor of Organizational Behavior. Both passed yesterday evening.