

GRADUATE ADMINISTRATORS' COUNCIL (GAC) Minutes
September 12, 2019
Monarch Hall Room 2100
8:30 a.m. – 10:30 a.m.

Attendees: Dr. Wojtowicz, Chair; Richardean Benjamin, David Chapman, Tisha Paredes, Wie Yusuf, Holly Gaff, Bill Heffelfinger, David Swain, Karen Vaughan, David Cook, Jane Dane, Gail Dickinson, Khan Iftekharuddin, Chunsheng Xin, Regina Karp, Randy Gainey, Robert Bruno, Karen Eck, Craig Bayse, Missy Barber, and Genny Conwell

Welcome

Dr. Wojtowicz welcomed the Council.

Approval of Minutes from May 5, 2019

Minutes approved as submitted.

Announcements/Updates

SREB Nomination Deadline for Institutional Scholars: Dr. Wojtowicz informed Council that the SREB nomination deadline for the Institutional Scholars is Friday, September 13, 2019 at 5:00 pm. Council was also informed that the SREB Institute will be held in Atlanta, GA and that we are looking to support two Institutional Scholars and a

of February or March. A system generated cut-off date was suggested instead. Missy Barber will check to see if CourseLeaf has the ability to set parameters to lock users out of the system after a certain timeframe. Dr. Wojtowicz suggested that Council continue this discussion.

Graduate Admissions Update:

- A Graduate Admissions' update and overview was provided by Jane Dane & Dr. Wojtowicz.
- Jane Dane provided Council with a T50 snapshot/handout for review. She informed Council that there are concerns about graduate enrollment, which is down 333 students and we need to figure out why. Also, we did not reach our graduate goal and FTEs are down by 74. She also informed Council that programs have access to their course enrollments through their dashboards which allows them to monitor what is happening with their program. Contact Jane Dane if access is needed. Council was informed that weekly snapshots of enrollment data is provided on Thursdays and there was a request to explain FTE metrics, head counts, and real time data. Council was also informed that there is a need to bring back a committee that will review enrollments. Jane Dane will work with Dr. Wojtowicz to achieve this and Council can contact either of them if they would like to assist.
- Dr. Wojtowicz informed Council that new admits are slightly up at the master's level and Cybersecurity is growing. He also informed Council that there was a Data Science discussion and that many of the graduate certificates look great. There was also a lot of discussion at the President's level to do things differently if we expect to grow.
- Bill Heffelfinger informed Council that we should look at how we approach admissions' decisions. He suggested that we offer decisions within 48 hours, that students are enrolled in a program within three days, and he mentioned that he has the ability to do a manual audit.
- There was a suggestion to have a group of SCHEV Liaisons.

Forms & Policies Committee Membership: Missy Barber informed Council that all Graduate School forms have been revised, uploaded to the Graduate School's website, and the ability to electronically sign was added. Council was asked to share this information with their departments. The current members of the Policies Steering Committee (Holly Gaff, Gail Dickinson, Dale Miller, Bryan Porter, Missy Barber, and Randy Gainey) was confirmed.

Clarification of Process for Submission of D9 & D4 forms: Missy Barber reported that Dr. Porter and Laura Vann worked together on the clarification of this process. She informed Council that D9 forms should always be submitted before D4 forms to ensure that the student gets the appropriate attribute in Banner.

Scheduling of Comprehensive Exams: Dr. Wojtowicz informed Council that Comprehensive Exams are called Candidacy Exams at the doctoral level. Scheduling of candidacy exams can have a significant financial impact, Dr. Wojtowicz warned they should be scheduled at the end of the semester so the ABD status can begin at the beginning of the semester following the candidacy exam. Otherwise a department is paying tuition for nine credit hours instead of one. Please share with your dissertation committees.

Scheduling of Classes During Off-Cycle Times: Council was informed that students are shocked by the amount of work provided in eight-week courses versus sixteen-week courses and that face-to-face

classes scheduled from 7:00 pm – 10:00 pm conflicts with graduate students' work schedules. Dr. Wojtowicz suggested that we convert one of the large buildings to a 5:45 pm class start time as an experiment to capture more working professionals.

Graduate Student Recruitment: Dr. Wojtowicz asked Council to inform the Graduate School of any events that their departmentsGrat