

Graduate Committee Meeting
January 26, 2012
Meeting Notes

The meeting was called to order at 1:00 p.m. by Dr. Randy Pembrook who asked everyone to introduce themselves.

Those present included:

Randy Pembrook, Nancy Tate, Monica Scheibmeir, Taylor McGown, Bob Boncella, Gordon McQuere, Catherine Hunt, Willie Dunlap, Kayla Waters, Kimberly Harrison, Steve Spyres, Shirley Dinkel, Dave Provorse, Susie Pryor, Tim Peterson*, Richard Liedtke*

*Designates Presentor/guests

Dr. Pembrook introduced Richard Liedtke, Executive Director of Enrollment Management who provided information on recruitment efforts for the graduate programs. Mr. Liedtke discussed:

- There is a growing need for collaboration between recruiters and the graduate programs.
 - The need to understand how to recruit for graduate students is imperative as well as knowing the goals for the various programs.

Mr. Liedtke indicated there is a need to improve the application process as it is cumbersome and confusing, as well as look at the possibility of a graduate/international recruiter.

Dr. Tim Peterson indicated he has been working on the graduate application process and provided a handout titled "Graduate Program Promotional Plan".

- There are efforts to improve the online graduate admission application form with a final draft in March 2012. Currently, the student must apply to the University and then apply to the graduate school. There must be an acceptance in both admission processes.
- In the new process, the hope is to have the "common" denominators in the first process with the specific graduate questions in the second.
- This did allow for quality discussion as to who should have the final approval for admission.
 - Mr. Liedtke felt the graduate school would be the appropriate avenue.
- Final discussion involved all graduate programs must agree on a "floor" admission criteria if this plan was to move forward.

Dr Pembrook provided a handout regarding the idea of an Office of Graduate Studies. The discussion involved if an Office of Grad Studies were to be developed, what elements would that Office help determine and/or coordinate. The discussion involved:

- Market for all grad programs

- Provide consistency for students
- Develop a tracking system of those who apply and come to school and those who apply but don't continue in their studies
- Offer public relations for the University and the students

Dr. Pembroke asked for strategies on assuring other faculty the Office of Graduate Studies was necessary. In brainstorming, the following suggestions were made:

- Graduate programs are a great way of recruiting strong faculty members
- Provide fulfillment to the mission for both undergraduate and graduate students
- Defining graduate faculty will be necessary
- The workforce needs to have more graduate programs
- Graduate programs are a marketing tool through the offering of continued education to practitioners. Offered courses also allows students to make decisions on which track they wish to proceed in (SON)
- Assurance to others the Graduate programs won't change the undergraduate mission and that GTA's will not be taking over undergraduate classes
- We need to make sure those programs/departments that don't offer graduate programs do not feel inferior
- The approach of marketing this to the University needs to be targeted, transparent and thoughtful.

After this discussion, it was suggested that Mr. Liedtke work with each of the graduate programs to determine the common functions between the programs so recruitment efforts could be focused on a general Graduate message. As well, this information will be useful if further development was made toward an office of grad studies.

After much discussion (and excitement), Dr. Pembroke asked the committee for their thoughts on future steps. Suggestions included:

- Organizing a subcommittee to formulate some of the basic steps toward an Office of Graduate Studies. Membership includes:
 - Susie Pryor
 - One faculty member from each school/program
 - Tim Peterson
- There is a need to include the registrar's office and financial aid office into the discussion.

Dr. Pembroke thanked everyone for their participation and indicated he would offer the next steps