I. Welcome
   - Introduction of Associate Deans, including Dr. Pamela Smith - new Associate Dean for COB.

II. Roles and Responsibilities/Communication
   - Communication Flow
     - Departments should first contact the Associate Dean Office before contacting the Graduate School staff to ensure the Associate Dean is kept in the loop on communication. Departments may still contact the Graduate School but we need to ensure the Associate Dean is aware of new developments and be copied on the emails.
     - The Department Chair Council contacted the Graduate School to discuss some questions and some concerns. The questions were items previously discussed in the Associate Dean’s meeting. Information discussed at Associate Dean’s meetings should be discussed with the Department Chairs in order for everyone to be in the same communication loop. A copy of the organizational chart and staff list provided to the Department Chair Council was requested and will be sent with the minutes.
   - Recruitment
     - In early Spring, the Graduate School will be scheduling meetings with Associate Deans, Department Chairs, and GARs to discuss recruitment. Meetings for the downtown campus will be held in one day. Since COEHD is at both campuses, we may have two meetings. Program directors and Deans are invited as well.
   - For future meetings, minutes will be provided within a week after the meeting.

III. Spring Enrollment Comparison 2014 to 2015
   - Each College was provided the Spring Enrollment Comparison 2014 to 2015 in the agenda (Attachment A).
   - All applications for review are in Sharepoint.
   - Applications must be reviewed in a timely manner. There are some departments holding applications longer than the ideal time frame.
   - Asked what would be the ideal turn-around time. Dr. Agbenyiga stated that a preferred turn-around time would be a week.
   - Data integration for new application system was completed right before Thanksgiving. Admissions has been working hard to complete incomplete applications.
   - Admissions staff is working on finishing incomplete applications by today. Applicants who have incomplete are being contacted by the admissions staff. Today the Admissions staff will be sending out all completed Spring 2016 applications. Decisions should be submitted to the Graduate School by Friday, December 18, 2015
in order to have acceptance letters mailed to applicants by Tuesday, December 23, 2015.

- A request was made to have a discussion in a future meeting about incomplete applications so the Graduate School and colleges can work together on that. The current reports on incomplete applications do not give details on what is missing.
- Overall enrollment is similar to the previous year.
- Graduate Recruiters have been working with the colleges and sharing information on prospective students. Recruiters just finished a campaign contacting students who were admitted but had not yet enrolled.
- A request was made to provide results of the campaign to see how many students decided to enroll.

IV. Decision Desk Update/Rollout Schedule
- Decision Desk is now downloading in a clean manner for data integration.
- Decision Desk will not be open for everyone at once because every college has different aspects unique to them.
- The first college to have access to it will be COPP. COPP will have their first meeting the following Monday with Graduate School admissions team and Decision Desk representative. Trainings for each college is as follows:
  - COPP - will be using it in January
  - COACP - training early January
  - COEHD - training mid-January
  - COE - training in February
  - COB - training mid-March
  - COS - training late March
  - COLFA - training early April
- There will be a refresher course and new-user course available in early Fall. The dates will be provided in the HR training schedule.
- Those who had access to Embark will have access to Decision Desk.
- When contacted about scheduling the training the Graduate School will need to know who will need access. For example, COPP will have Associate Dean, admin, and GARs included in the training.
- Sharepoint will still be used until Decision Desk is up and running for all of the colleges.

V. Proposed Application Deadline
- Review of proposed application deadlines. Attachment B in agenda.
- COS suggested no separate deadline for international applicants.
- Changes made to the deadlines will be in effect for Fall 2017.
- Late deadlines put a lot of pressure for quick turn arounds, in both getting back decisions and sending out decisions to the applicants.
- Discuss in a future meeting a different deadline for the professional schools.
  - Colleges to look at: COPP, COB, and COEHD
• Discussion on providing reasons for changing deadlines. Ex. COS changed deadlines because faculty is not available in the Summer. COLFA to be more competitive with other universities.
• Associate Deans will discuss proposed application deadlines with their departments.
• At the February Associate Deans’ meeting, Dr. Agbényiga will provide the dates the departments want as application deadlines as well as the reasoning behind the chosen dates.
• Deadlines will be firm; they are currently seen as suggestions.
• Approved the change in the doctoral application deadline of February 2nd for Fall terms and September 1st for Spring terms. Effective Fall 2017.
• We need a strong marketing strategy to notify perspective students of the changes to the application deadlines.

VI. VIP Application
• Review of proposed changes to the VIP application. Attachment C in agenda.
• Changes were made to the GPA requirement for the VIP application: 3.0 overall and 3.3 in discipline.
• Current students must be degree-seeking and have a minimum of 1 semester of undergraduate coursework at UTSA.
• The departments will be able to print out nominations in order to create files for the students.
• The Graduate School will provide information about VIP applications (who got nominated, how many students applied, etc.) in order for the colleges to follow-up with the students.
• Will look at aligning VIP deadline with current proposed deadlines.

VII. Online Graduate Programs
• Dr. Agbenyiga has met with Sunay and they will be working together to plan and build online programs with the colleges.
• Some colleges have already started discussing their plans with Sunay for online programs.
• The Graduate School needs to be involved so that everyone is on the same page and to discuss the process for new degree program proposals. The Graduate School will be working with Dr. Welch for SACS accreditation.

VIII. GARS/SACS
• SACS is requesting more information on the GARS. The following is requested for each graduate program:
  o Need to know who are the GARs for each program
  o Their credentials (CV or resume)
  o Need 2-3 brief sentences as to why they are in the role of a GAR. Could be because of the degree they hold or their research.
  o The information is due Wednesday, December 16, 2016. An email will be sent as well with the requested information.
IX. Next Meeting is on February 12, 2016

X. Tour of New Space (optional)

XI. Matters Arising
- Dr. Millwater announced a new proposal for a Master's degree program from BME and COB. Dr. Pamela Smith will review it and then forward it to the Graduate School.
- Dr. Wormley’s announced COS is looking into fast track programs.
  - Biology- looking at doing a 1 year master’s program, ties with online opportunities
  - Computer Science- looking at 4-1 or 3-2 programs
- Dr. Agbenyiga will be having a meeting with THECB the following week and will have the report for the next meeting.