Associate Deans’ Meeting Minutes

February 12, 2016

I. Welcome
   - COB & COE are next on the schedule to receive the Decision Desk Training. The training is moving very quickly and it is expected that COLFA will be trained earlier than previously scheduled. Soon, Colleges will be able to view other aspects of Decision Desk.

II. Admissions Decisions
   - Doctoral Applications
     - Colleges will be receiving the doctoral completed applications by the following week. Everyone should have their applications to review and the time period to review should be 2-3 weeks.
     - The time frame to review is more important for the new deadlines that have been set. Dr. Agbenyiga has been speaking to Monica and the admissions counselors about working more efficiently in order for the Colleges to have applications sooner.
     - The time frame for reviewing applications is set at 2-3 weeks. However, if there are going to be interviews with the applicants, extra time is fine—it is clear to the student that they are being considered for admission in this situation. If there are no interviews then there should not be a month-long wait for decisions.

III. New Graduate Student Funding (Attachment A)
   - Each college was provided a copy of the Graduate Presidential Distinguished Research Fellowship (PDRF) (Attachment A).
   - The fellowship will be opened to all colleges and it is a 4 year commitment. The fellowship will award $10,000 to 20 doctoral students for the Fall semester. Years 2-4 will be cost-shared with the Colleges. The Colleges will contribute 50% ($5,000) for each of their students funded during years 2-4. These funds are in addition to any funding support the students receive from their department/college. An electronic copy of Attachment A will be sent out by Ginger.
   - The students are required to participate in the Professional Development activities in the Graduate School.
   - The applications for the PDRF require the approval of the Associate Dean.
   - After the application deadline (March 21, 2016). The committee will get together by March 28 to make decisions. The deadline to hear back from students is April 15, 2016. This fellowship will be for incoming students in the Fall semester, not for current students.
   - There is no limit on the number of applications submitted by a College. However, it must be stated as to how the applicant fits in one of the 5 areas outlined in the guidelines.
The funds should be used to help cover tuition for the students. Students will not necessarily have the money in their hands. The money will be going to the colleges and the colleges will provide a report to the Graduate School as to how the funds have been used to support the student. The money used should be related to research/tuition support for the student.

Students will not be required to be Teaching Assistants as part of this award. However, if the program of study states that the students have to teach (students should have an opportunity to teach) they should do so. Please be reminded that this is a research fellowship—not a teaching fellowship, this is acceptable with a limit.

IV. Faculty Hire/Graduate Admissions Support
- Gold Star Hiring (formerly)
  - Graduate students coming with faculty from another institution are required to complete an application. For applicants that are coming with faculty, there still needs to be an application on file. If needed, the application system will be reopened for students. In order to expedite the process, Admissions Counselors will take copies of the documents in order to process the applications. Official documents will still be required in a timely manner.
  - When it is known that students will be coming into a program, Dr. Agbenyiga would like to be notified by email as soon as possible to ensure that we can move through the process quickly.

V. Capacity for Growth
- There is currently no information on which programs can grow.
- The goal for 2020 is to have 5000 graduate students. Currently there are around 4,300 students.
- The capacity of growth discussion lead to questions: Which colleges/programs can bring in more students? What is that number? What is the projection of growth over the next 3 years? This information is needed from each college by the end of March.
- If there were to build online programs then the number of students would be higher.
- Online Programs:
  - Dr. Agbenyiga has met with Sunay from the Distance Learning Office to have a discussion on moving forward with online programs including: whether more faculty would need to be hired, should programs be designed in house or if a third party vendor is needed.
  - COEHD is working on an online special education certificate. Currently a few courses are being developed at a time. COB is looking at having a full online MBA program.
  - What is needed is more support for the online programs.
    1. A business aspect was discussed as being the ideal way (taking out a loan). Incentive for faculty to do the online programs and how this would bring in more students.
    2. Items to discuss in a future meeting:
       a. Would tenured or tenure track faculty teach the courses?
       b. Would adjunct faculty have a fee?
3. Some Professional schools would bring in adjunct faculty while the MBA program would like to have their own faculty teach the courses.
   - Online programs are needed, not just certificates.
   - Blackboard would be something to consider. Will need to consider if it would function well for the online programs?
   - Graduate enrollment will not grow without online programs.
   - Faculty need models for creating online programs. If there are no substantial changes between courses, faculty, and the overall program being delivered online, we will not need to go through SACS. However, this will need to be reviewed on a case-by-case basis.
   - Having only some courses online is not the ideal plan. The Provost has said there are courses online but none of the courses have turned into full online programs.

VI. Recruitment Spring Student Schedule (Attachment B)
   - Each college was provided a copy of the list of recruitment events and dates for the Spring (Attachment B).
   - The Graduate School will continue to partner with the colleges in order to map out the Fall schedule. We are currently trying to schedule visits to colleges.

VII. Revisions for 2017-2019 Graduate Catalog
   - Course inventory forms are due April 15. The final deadline to enter revisions in CourseLeaf is April 29. These deadlines will ensure the Catalog has time to go through the approval process of the Graduate Council and Faculty Senate.
   - Courses that are no longer being taught will have to be removed from the Catalog. If needed, the courses can be added back to the list without a problem. It is important to remove classes that have not been taught in an effort to clean up the system.

VIII. Upcoming Meetings
   - March’s meeting has been rescheduled to March 4 (1st Friday). April’s meeting has been rescheduled to April 15th (3rd Friday). Email Ginger to confirm availability of those dates. If needed, a designee could be sent for individuals not able to attend.
   - New Associate Dean, Dr. Seshu, should be in attendance in future meeting. He has been working on the CREST Center grant with a focus on engineering, science, and education.

IX. Admissions Deadlines for 2017-2018 (Attachment C)
   - Each college was provided a copy of the new admissions deadlines (Attachment C). An electronic copy will be sent as well.
   - The Doctoral deadline was already set (previous meeting). Having priority and final deadlines will help with the interviews that some departments require. Now, they can be done earlier and before the winter break.
   - The new deadlines will be for students applying for Fall 2017. The deadlines are for every college/program. There will be no extensions.
   - There will be advertising for priority and final deadline. It is expected that most students will apply by the priority deadline given that it will allow students to be
considered for funding. Applications can be closed before the final deadline if the program has reached its capacity.

- Professional colleges were taken into consideration when determining deadlines based on the feedback that they submitted. The deadlines will give the other colleges extra time to have more students fill up their programs if needed.
- VIP Nominations: The deadlines for the VIP Nominations allows time for the students to submit their application by the application deadline.

X. Demo on Decision Desk - Monica

- Admissions has been working with the Decision Desk. There is a portal to Decision Desk and the webpage is hidden from students. There are 4 different links: domestic and international applications, domestic and international applications ready for review. Users will only need to login once.
- Applications are set up in alphabetical order by last name. You also see the applicants’ most recent institution, the last submitted date, their program of interest, the applicants’ status, as well as tags used to identify what stage the applicant is at (incomplete, processing, pending committee review, etc). You can also add a filter to see a specific item, ex: term, program, etc.
- Once you select an application you will be able to see what the applicant submitted. You will also see demographic information, education history, test scores, supplemental forms, etc. Documents that applicants are able to upload are statement of purpose, portfolios, videos, resume, etc. Letters of recommendation that have been submitted are also attached to the applications’ file.
- Admissions counselors will move applications in the designated review bins. There will no longer be a need to go into Sharepoint. The review bins will be available to the committees, GARs, and Associate Deans.
- Next week will be meeting with COE to work on providing access to Decision Desk. Then will work on COB and COLFA meetings. Monica will notify colleges with potential dates. Faculty who are doing reviews should attend the trainings. There may be multiple dates for the COLFA training.
- Decision Desk is set for an upgrade in the summer and we will keep the colleges informed on any changes. There will be a manual put together and will be sent out in approximately 2 weeks.
- Decision Desk review bins are set up for the specific colleges and not just one general view for everyone. This is the same for within the college, the review bins are set up for the specific programs. There will be no access to the bins unless faculty is assigned to that specific bin.
- You can look at the application and review it on the right-hand side.
- There will not be an automated email when an application has been moved from one bin into another.

XI. Matters Arising

- In the previous meeting it was stated that there was going to be a meeting with the RAND corporation as a part of an assessment for the Coordinating Board. They are conducting an assessment of graduate education/programs. In March there will be 2 individuals from RAND visiting our campus to review our Geological Sciences
program. The RAND Corporation will have the report by the end of the Spring term or early Summer. Once the report is made available, it will be shared with the Associate Deans.