Associate Deans’ Meeting Minutes

March 4, 2016

I. Welcome

II. Dissertation Committees (Attachment A)
   - Each College was provided a copy of the 2015-2017 Graduate Catalog text for appointing dissertation committees. (Attachment A).
   - Student defenses should not be scheduled until the committee has been approved. The committee should be approved in advance of a student’s defense to ensure that the committee is acceptable.

III. Admissions Update (Attachment B)
   - Each College was provided a copy of doctoral applications submitted that pertained to status: admit, deny, incomplete or committee review. (Attachment B).
   - The admissions team is currently processing Master’s applications.
   - Decision letters that are received by the Graduate School will be sent to the applicant within a day and applicant will receive an email before their official letter arrives.
   - Wave I of the Decisions Desk training is almost complete. Monica Rodriguez and Lindsay O’Day are working to finalize the training dates for COS and COLFA. It is likely that these will be scheduled right after Spring Break. Wave I of the training is moving forward sooner than the schedule previously outlined.
   - Wave II training will begin after Spring Break. It will be in the same cycle as Wave I, starting with the DT campus. Colleges will be able to see and work on items that were discussed in the first wave of training. The Colleges will begin to have access to the system and will be able to assign review bins.
   - Refresher courses on Decision Desk training will be available throughout the year. The training courses are likely to be advertised in the HR booklet.
   - The Graduate School continues to have discussions with Decision Desk to ensure the application system is efficient and will keep the Colleges aware of any changes or updates.
   - Fall admission applications are expected to be available for review on Decision Desk and SharePoint will no longer be used for applicant review.
   - If there are any questions or concerns, please feel free to get in contact with Dr. Agbényiga or Monica Rodriguez.

IV. Visiting Student Application
   - The Visiting Professional’s Application fee will be $60. Visiting Professionals will be able to take a course in the Summer and try our Graduate School, in the hopes they will then apply to a program.
   - Some Colleges are working on offering courses for the summer such as COEHD, COPP and COS.
   - The Graduate School is currently working on finalizing the application. The application will require demographics and bachelor’s degree information. The Deans decided the applicants will not be required to submit transcripts.
   - The Graduate School will now have a representative at the TIGER and CUB meetings. At the TIGER meeting this afternoon, representatives from each College will be discussing
the finalization of courses being offered to visiting professional. Please make sure you have shared your proposed courses with your representatives.

- If a student takes a course and then wants to apply to a program, the student will have to petition to have the course count in the program of study. The petition is necessary due to the student not being a graduate student at the time the course was taken. Students will need to know that there is a process for having the course count towards a degree.

V. Matters Arising

- Graduate Student Appreciation Week (Attachment C)
  - GSAW will be the week right after Spring Break (3/21-3/25).
  - The Graduate School has been collaborating with the Graduate Student Association to develop the events of GSAW.
  - Events will be held at both of the campuses including seminars and socials.
  - Colleges were provided a flyer and a schedule of events for Graduate Student Appreciation Week (GSAW) (Attachment C).
  - One of the events will be a panel discussion on “Forging the Path: Juxtaposition of Gender and Equity in Leadership Diversity”, which will be held at the Downtown Campus. A copy of the booklet was passed around.
  - Graduate students will also be provided a discount card to use at various stores and restaurants during GSAW. A copy of the discount card was also passed around.
  - Electronic copies of the flyers for GSAW will be provided.

- Discuss the 3MT
  - The Ready, Set, Research! Completion has been reformatted to 3MT. This format will allow students to compete at the national level.
  - The 3MT competition will consist of 2 rounds with nearly 60 students signed up to participate. The final round will be the Friday of GSAW.
  - John Shaffer has the list of students participating and Ginger Hernandez will email the list.
  - Winners of this year’s competition will be able to attend next year’s Conference of Southern Graduate Schools with Dr. Agbenyiga to participate in the 3MT competition held during the conference and includes students from various Graduate Schools.
  - A list of students participating in the competition will be sent by Ginger to the Colleges.

- Campus visits for doctoral students
  - A question was brought up about having doctoral candidates visit the campus and if the Graduate School had funds to help with the cost.
  - Dr. Agbenyiga will be looking into the matter to determine if funds are available.

- Fellowships
  - New deadlines are being set.
  - The Presidential Dissertation Fellowships is available and accepting applications.
  - The Presidential Distinguished Research Fellowship (PDRF) deadline is March 21st and the committee will review by March 28th. Colleges will be notified of the awards by April 1.
• Funds for the PDRF will be disbursed to the Colleges.