I. Welcome

II. Admissions Process

a) Process Assessment

- An initial assessment of the admissions process was completed a few months ago and a few changes have been implemented. Another assessment will be conducted and we will be looking to better align the admissions process with Decision Desk. We are continuously striving to make the application process easier on all ends.

b) Academic Summary

- The academic summary sheet (first sheet on an application) will be removed. All of the information that is provided on the summary is available within the application. Removing the summary page will expedite the application process. The summary page will be phased out during the summer.

c) GPA Calculation for Doctoral Programs

- Another change to the admissions process is the GPA calculation for doctoral programs. The admissions counselors will no longer provide multiple GPA’s such as the last 60 hours of bachelor’s degree. Only the master’s GPA will be provided. If a master’s degree is not earned, then the last 60 hours GPA for the bachelor’s degree will be provided. Colleges will discuss with faculty about the last 60 hour GPA and will let Dr. Agbenyiga know if they have any concerns. If the requirement will change, the changes will have to be done in the catalog.

- For doctoral applicants, applications will be sent to the committee even if the official transcripts haven’t been received. This will be done to expedite the review of the application.

d) Update on GPA Calculator

- An in-house system has been created to calculate the GPA. This new system will help decrease the margin of error and speed up the process for the admissions counselors.

- Berkeley is currently using an application system where applicants type in their last 60 hours and calculate their GPA themselves. This new system will also be beneficial to the applicants because they will be able to see their calculated GPA.

- There has been a discussion with Decision Desk about integrating the GPA calculator into our application. Decision Desk will be asking other universities if they would like this calculator integrated with their application system. If other institutions will be using the GPA calculator, then there will not be an additional cost.

- If the GPA calculator is integrated into our application, the admissions counselors would spot check what the applicants submitted in order to confirm
that everything that was listed is accurate. If the counselors have to change the student’s grade/class, a note will be attached to the application to notify the committee and the applicant of the changes.

e) VIP Application

- A large volume of VIP applications from across all colleges have been submitted, but not many nominated students have applied (ratio of 40:6).
- Discussion of the following:
  - Whether the faculty nominators were notifying the students that they were nominated?
  - When in the process does the Graduate School notify applicants?
  - How we could all work together to engage with the students to provide a VIP experience?
- Once the nominations have been submitted to the Graduate School, Ana Leos reaches out to the students and walks them through the application. Sometimes this is when students find out they were nominated.
- Ana will be sending out a list of the nominated students that have not applied.
- Dr. Marquez gave suggestions on what she plans to do next year:
  - Have graduate student organizations mentor VIP applicants or have the nominated students sit in some graduate classes.
- The MS Business program pulled data from all majors and sent an email blast to those with good GPA notifying them of the VIP application.
- Some departments pay the student’s application fee.
- Considering expanding the VIP applications to doctoral programs (Fall 2018)
  - Announced at Graduate Council was looking into expanding the VIP to doctoral applicants
  - Need to have discussion on what this would entail if we move forward with this addition.
  - Different concerns have been brought to the Graduate School’s attention, such as GRE scores not being required
  - Another concern is students entering master’s program as VIP and then possibility entering doctoral program as VIP. Student would never have taken GRE/GMAT.
  - Faculty need to be included in discussion of the development of VIP requirements for doctoral programs.

III. May decide after discussion not to move forward with doctoral VIP application. Please note that moving to the PhD option for VIP was a request that was brought forth by the group during a previous meeting. Associate Deans should make sure that they begin to have a discussion with faculty to address any questions/concerns. Petitions, Doctoral Forms and other Forms

- Due to the large volume of forms that are submitted to the Graduate School during the two weeks leading up to graduation, deadlines will be set for when the forms must be submitted for approval. Forms such as the Interim Master’s Degree are being turned in late in the semester.
- A table of the deadlines will be put together and will be available this summer. We will need help with departments adhering to deadlines.
• It was suggested the colleges have an internal deadline of 2 weeks before they are due to the Graduate School. This might help the colleges have time to review all the paperwork before submitting to the Graduate School. To ensure everyone is on the same page, we ask if internal deadlines are set to please share the information with the Graduate School.

• It is essential that faculty be reminded of the importance of scheduling students’ defenses in a timely manner to ensure the students can meet the final deadline. Some students were not able to schedule their defenses because faculty were not available.

• It was suggested to reconsider the deadline for the preliminary draft deadline. This year students did not have a deadline for submitting their document for formatting review to the Graduate School. Without the deadline students procrastinated and did not have their thesis/dissertation ready.

• Faculty should be working with students on setting up a calendar with deadlines for progress on their thesis/dissertation.

• Carnegie ranks: They look at how many doctoral students are graduating. It is important to get students into the program but also equally important to graduate the students.

IV. Center Update
   a) New Hire
   • Cyrus Fernandez will be starting June 1st as Assistant Director of Graduate Student Success and Professional Development. He will be joining us from Colorado with experience working with graduate students and developing programming for professional development.
   • The new center is currently under renovation and is scheduled to open fall 2016.

   b) Program redesign
   • Reviewing programs that are currently offered to students. Looking into expanding and redesigning programming for students.

   c) TA Training/Teaching Certificate Professional Development
   • TA training will be a part of the center.
   • Currently looking at applicants for Assistant Dean/Director of Learning and Teaching and seeing who will be the best fit.

   d) Research & Grant Development (student incentive)
   • Dr. Agbenyiga and Dr. Seshu are currently looking into grants and fellowships.
   • Program will be developed to help students write grants and incentives will be provided to students who submit grants.

V. Policies
• Over the summer Dr. Agbenyiga will be looking into aligning policies. Any changes will be discussed in fall 2016.

VI. Tuition Waiver
• For fall 2016, funds will be available for incoming doctoral students to help with tuition expenses. Details are being finalized and more information will be sent out soon.
The funds are not one-time money but will be incremental each year. This will allow programs the opportunity to fund current and new incoming doctoral students each year. The funds will allow programs to be competitive.

- The criteria will be modeled similar to the PDRF.
- Will look into the possibility of expanding the funds for terminal and professional degrees. The funds will not be available for master’s programs for fall 2016 semester.
- Official name for the waiver will be discussed at a later.

VII. Matters Arising

- GA/TA/GRA Summer Appointments (ACA)
  - Graduate students should only be working 20 hours but in some instances they are working 30 or more hours. The students are only being paid only for 20 hours.
  - Affordable Care Act- the university needs to be in line with the guidelines. The university could be fined $100 per day per student.
  - HR is working on a report that they need to submit.
  - Need to work on untangling the issue of work completed for job and work for research. May need to work on documenting hours that are aligned with the student working on his/her research.
  - Dr. Agbenyiga will provide the presentation from the webinar she attend once she is provided a copy.

- Question was raised about the interaction between the Associate Deans and their Graduate Council representatives—Discussed how Associate Deans reach out to the Graduate Council representatives and role of the Council.
  - The Committees of the Graduate Council review degree proposals, polices, and applications for special membership.
  - New degree proposals are first submitted to Dr. Agbenyiga for review before the Graduate Council.
  - The Graduate Council will meet again in September.