Associate Deans’ Meeting Minutes
November 11, 2016
9:00am
Graduate School Conference Room (GSR 2.210)

Attendees: Dr. DeBrenna Agbényiga, Dr. Hazem Rashed-Ali, Dr. Juliet Langman, Dr. Rachel Marquez, Dr. Derek Plantega (for Dr. Tillyer), Manny Flores (for Dr. Wormley), Dr. Dan Hollas (for Dr. Smith)

Absent: Dr. Pamela Smith, Dr. Robert Tillyer, Dr. Floyd Wormley

Note takers: Manuelita Reyes, Ginger Hernandez

I. Doctoral Applications
   • Graduate School admissions has sent a majority of the completed doctoral applications from the November 1st priority deadline to committees and is currently working on the incomplete applications. There were 122 doctoral applications throughout all the colleges; a few were incomplete.
   • The November 1st priority deadline is for funding consideration. However, students can still be considered for funding even if they apply after the November deadline.
     o The “priority” wording sometimes confuses students and leads them to assume they missed the application deadline, for this reason the wording on the website will be changed. Discuss with your colleges and send the recommendations in to the Graduate School as soon as you can. Dr. Millwater will put some recommended language together and send it to the group for review.
   • Doctoral applications will continue to be sent to the committees as they are completed. Applications should still be reviewed and you should communicate with the students in order to let them know that their applications are being reviewed. If departments/committees are holding applications for review until the final deadline, please make sure that the committee is communicating this with the prospective student.
   • Dr. Millwater mentioned that the checklist that is provided on Decision Desk has been very helpful. The process map that shows the entire process including time frames will be shared to all colleges.
     o It currently takes a few days or not more than a week to send over applications that are complete (all documents have been received). Once decisions are received from the College, the student promptly receives an email that a decision has been made. They are also notified that a packet will be sent out in the mail.
   • Currently the Graduate School IT team and OIT have been working on finalizing and testing the reviewer process for Decision Desk in order to ensure everything goes smoothly. Currently it is estimated that the completed review system will be available by Summer 2017.
   • The new email addresses for graduate students has been tested and there are no longer any issues with Banner. In September, Banner had a complication with the email addresses and matching students to their financial aid. An email will be sent
out today to notify students that starting on Monday, November 14th, the new email option will be available. This will be for all current graduate students and those starting in Spring 2017. The email will be in the following format: firstname.lastname@my.utsa.edu. You will also be receiving the email that will be sent out to the students.

- Students who are staff have an email account that does not include “my.” In their email address. The firstname.lastname@utsa.edu is only available for employees, while they have an active appointment.
- The “abc123” and “firstname.lastname” email account will bounce back and forth to each other. This will allow students to receive all emails no matter if emails are sent to one or the other.

II. VIP Admissions

- For the discussion on changes the VIP deadlines, we have already received information from COB and COPP. The rest of the colleges should have their information by the next Associate Deans’ meeting. It is important to have a strategic recruitment plan because currently not many students know about VIP and the opportunity this provides for them to be admitted to Graduate School. As in the past, we will review all of the submitted dates across the Colleges to find new VIP dates. After looking at the recruitment plans from all colleges, there will be a main recruitment and marketing plan that will go out university-wide that can be used by all for recruiting more students into the VIP program. The goal is to have 500-1000 VIP students admitted via VIP.
- Currently the Biology department pays the application fees for their VIP students. COE covers the application fee college-wide.
- Biology and the MACY program start recruiting students once they reach a certain class in their program. We could have our recruitment team at the Graduate School partner up with the colleges and have recruiters go to classes.
- Associate Deans are asked to go back to their colleges and discuss dates for VIP applications. VIP deadlines and strategic plans will need to be sent a week or two before the next meeting (December 2nd) for discussion.
- VIP is only for master’s programs. It is also open for alumni. It has been discussed in the past about having VIP for doctoral programs. However, one concern noted is that we would not have test scores for students since VIP waives the test score requirement. A concern with Dr. Agbenyiga is that some funding sources require students to have GRE scores. A way to go about that is to ask the students to take the GRE test while they are in the program and the test scores would not impact their admissions. These are some aspects that need to be discussed as we look to move the VIP program to the doctoral level.

III. PDRF Review Committee & G-TAP

- PDRF
  - Funds for the PDRF for the 2017-2018 will be available for a new cohort.
  - Dr. Seshu is heading the PDRF committee. It will consist of an individual from each College. Currently there are names from COEHD and COS. Please send in names as soon as possible. We would like for the committee to meet soon.
Associate Deans should look at the nominees and rank them. All nominations should be sent to the Graduate School since the committee will be looking at all nominations as well.

- The application is the same one that was used last year, the only change is the date in which the committee needs the packets. That application deadline is being finalized.

- Next week you will receive a memo stating how funds are distributed over the 4 years. You will also be receiving the nomination process for PDRF.

  - G-TAP
    - Funds for the G-TAP for the 2017-2018 will also be available for a new cohort.
    - The decisions are made within the Colleges with the Deans, Associate Deans, and Chairs. There will not be an external committee for this award.
    - Due to the short turn around we had this summer, we were targeting students who had not yet enrolled. Now we will be looking at funding top notch students that were not eligible for PDRF funding.
    - Both PDRF and G-TAP funding is for newly admitted students. Currently looking at increasing the number of slots available to Colleges.
    - Next week you will receive a memo stating how funds are distributed over the 3 years.
    - An individual memo will also be sent about the slots for each college.

IV. Graduate Student Professional Development Center Grand Opening

- The opening of the center will be on Monday, November 28, 2016. A save the date and official invitation will be sent out.
- Dr. Romo, Interim Provost, and a visitor from the UT System will be present. There will be a ribbon cutting and also the opening of the computer lab near the center.
- At the opening we will be highlighting several students.

V. Matters Arising

- If you are not able to attend the December 2nd meeting, please email Ginger and let her know.