Graduate Council Minutes  
February 22, 2012  
Alumni Room, Davies Center

Members Present: Wick (Chair), Amdahl, Anderson, Barnier, Hoadley, Jadack, Jansen, Macaul, Pederson, Pollitz, Prushiek, Santee-Buenger, Stadler, Sutton, Wood, Zinser

The meeting was called to order by Dean Michael Wick at 3:02 p.m.

1. The minutes of December 14, 2011, were approved as written.

2. Announcements: None

3. Commencement Ceremony:
   - We will award our first doctorate this spring! Dean Wick thought this would be a good time to review our commencement ceremony arrangements.
   - Currently, the College of Arts and Sciences and all graduate students attend one commencement ceremony, and the undergraduates from the other three colleges attend another ceremony.
   - It has been suggested that we rearrange the commencement ceremonies so that the undergraduates from each college attend the same ceremony as the graduate students from that college. Using the numbers from the past two years (handout distributed*), it appears that an appropriate combination of colleges would be A&S and Nursing at one ceremony, and Business and Education at another ceremony. Members of the Council thought this would be a nice and reasonable arrangement.
   - Dean Wick noted that it is probably too late to change the commencement ceremonies for this spring. The earliest we would anticipate making this change would probably be a year from now.
   - It was mentioned that some faculty and staff are currently required to attend both ceremonies, so perhaps this would allow these faculty members to just attend ONE ceremony.
   - Will colleges still be required to have faculty in attendance at each ceremony?
   - There are ways that the commencement ceremony could do a better job of recognizing the faculty who are present. It was suggested that the people stand when faculty walk in, not just the dignitaries. The students present at this meeting also agreed that they should do a better job of recognizing the faculty members.
   - We used to have flags representing the different countries of our students.

4. Advertising Ideas for Graduate Programs:
   - We could do a few articles to spotlight some of our graduate student success stories. Perhaps publish in The View and/or Volume One.
   - Dean Wick asked members of the Council to go back to their units and think about some motivating graduate student success stories.
   - Our primary audience will probably be our alumni.
   - Admissions primarily concentrates on undergraduate recruitment, but Anderson said there is no reason not to have a marketing campaign to include graduate students. We could check with the News Bureau for ideas.
   - Dean Wick will try to come up with monies for doing some advertising.
   - Don’t forget the obvious--advertise your graduate programs to the juniors/seniors within your own department.
   - We could look into sending email reminders to current students who have 90+ credits.
   - We may need to advertise in different places, depending on the discipline we are promoting.
   - How about some Facebook ads?
   - Perhaps we could insert a flyer in the materials for every person who applies for graduation, or within their empty diploma folder at commencement.
- If you have any ideas for advertising, please contact the Office of Graduate Studies.
- It was mentioned that before we begin recruitment efforts, perhaps we should fix some hold-ups with graduate students, such as:
  o We need to allow students to pay their $100 registration deposit and tuition with a credit card. Dean Wick mentioned that the use of credits cards may be coming soon, although it will include a “convenience fee.”
  o Could we reduce some of our forms?
  o Financial aid is not disbursed until after classes start (approximately 10th day of classes). A student expressed that at her previous institution she could add her books to her account, and her financial aid would arrive early enough to cover these costs. Perhaps we could invite Kathy Sahlhoff to a future GC meeting to help advisers and others understand how financial aid really works.
  o Graduate Specials no longer need to reapply by completing the Graduate Special Student Application each term. The Graduate Special Student application will be good until their enrollment has been inactive for three full years. This also applies to a student who has been admitted to a graduate program, enrolls at least one semester, and then takes a leave.
  o Students who are not currently enrolled do not appear on any email distribution lists, so they tend to fall of their adviser and department/program radar.
- There was a request for Dean Wick to provide us with a revenue picture regarding the costs of our graduate programs.
- The cancellation of the search to fill the Graduate Dean position was mentioned as a threat to our graduate education. Wick has been doing a great job serving as our Dean in addition to his other responsibilities, but his current position does not allow him much time to devote to these new initiatives. The Graduate Dean search needs to be revisited. It was mentioned that the college deans pushed hard for a Graduate Dean/Director and they were under the impression that this position would be searched for once these responsibilities were removed from the AVC position. The question was asked, “Does the Provost know what Graduate Council thinks about the lack of a Graduate Dean/Director?”
- When recruiting, our students on the Council recommended that we should advertise our two new campus buildings, as well as monies available from ORSP for doing student-faculty research.
- The A&S programs have put together some great ideas for graduate education but they have been waiting to share these ideas with the new graduate dean.

Meeting adjourned at 4:36pm.

Respectfully submitted,

Nancy J. Amdahl
Secretary to the Graduate Council
March 26, 2012

*Copies of the handouts distributed at GC meetings may be obtained from the Office of Graduate Studies.*