

Graduate Dean's Advisory Council
Meeting Notes
September 16, 2009

In Attendance: Anda, Bender, Fuller, Greenberg, Herath, J., Herath, S., Mills, Mumm, O'Brien, Pfohl, Pickle, O'Brien, Restani, Robinson, Shah, Thompson, Van Mullen.

I. Updates from the Dean:

- a. Purpose of the advisory council is to share information pertinent to graduate education at SCSU. Will meet 3rd Wednesday of the month, 4 times in the Fall, 3 times in the Spring in the Mississippi Room, Atwood Center.

- b. Twin Cities Graduate Center

Located in Maple Grove at 494 and Bass Lake Road. The RAS and MBA programs are being offered as well as several COE graduate courses. The Center is currently at about 25% capacity but anticipate that it will be at capacity in the next year. Has Monday to Thursday and Friday/Saturday blocks available. Five classrooms are available.

Programs can elect to offer partial programs or selected courses at the TC Graduate Center. This is an opportune time to consider this location. Talk with Dr. Nunes for more information.

There is also a conference room available that can be reserved through Michele Mumm until the Graduate Center Coordinator is hired.

- c. Enrollment – fall graduate enrollment is up about 6%. We have had a 50% increase in the last seven years. MnSCU indicates we are up 5.7% from last falls' final numbers.

II. Updates from Annette Day, Director of Graduate Admissions

- a. New brochures – moving from the old maroon brochures to 4 color , 2 or 4 page brochures. We have stock photos to use but we welcome opportunities for new photos. Will want information on program faculty and career opportunities in the field. Goal is to have all brochures completed by January 2010.
- b. Online Recommendations system – College Net. It is a very functional system that will have email messaging and electronic submission. Will be 2-3 months to launch. Letters of recommendation will be very standardized. Programs and students will not be required to submit electronically, can continue with paper submission. Any concerns can be directed to Annette.
- c. Online GPA Calculator – is ready to launch. Applicants will calculate their UG GPA and the final 2 year GPA. The School of Graduate Studies will spot check GPA's. If there are no objections the calculator will launched in early October.

International student transcript review is completed by Dr. Nunes. We are discussing outsourcing this process.

- d. Online Application – major overhaul will be launched in February 2010. New upload features, more drop down options.
- e. LEAN – The Graduate School was selected to be the test site for the first LEAN event on campus, October 7-9. This is a new process that SCSU is introducing designed to identify inefficiencies and solutions. We have invited coordinators and some program support staff to assist us with the process. We will be reviewing the Graduate Admissions process and believe this is a good opportunity to improve our processes and identify resources.

III. Topics for Discussion

- a. Culminating Projects – Review
 - 1. Need to undertake a review of the projects and the goals of the programs and the criteria that faculty apply to culminating projects
 - 2. Need to discuss remote participation in light of new technologies and develop standards and processes.
 - 3. Multiple student authorship on theses and dissertations – how do we review student skills and knowledge.
- b. Graduate Assistantships – we will be collecting position descriptions. Amounts awarded for stipends and tuition waivers remained the same for 2009-10.

IV. Announcements

- a. The President will be joining us December 16, 2:00-2:30.
- b. Next meeting is October 21, 2:00-3:00.

V. Topics for Next Meeting

Reassign time, Position requests