

Graduate Council Meeting
April 15, 2011

Present: Inge Anema, Larry Fialkow, Matthey Friday, Stella Deen, Jan McLaurin, Rosemary Millham, Andrea Noel, Narcyz Roztock, Vika Shock, Bernadette Morris, Kate McCoy, Dan Kempton

I. Minutes of April 1, 2011 - Minutes were **accepted** with the following modification:

Add some more detail about the extensive changes on the rubric that were requested.

II. Announcements

A. Stella Deen reported that she spoke with engineering regarding the most recent course proposal and reported on her discussion. A question arose about whether another course proposal would be necessary if the class were again changed from blended to online. The council felt this would require a major revision form because an alternative course format would be added.

B. Special Education has announced that the State has changed requirements for the adolescent programs and they will need to make program adjustments. Possibilities for reading and discussing the proposal were discussed. The Council decided to begin our meeting on April 29th at 12:15 to allow for extra time to discuss these proposals.

C. Inge Anema gave a summary of awards for the students who applied for the Graduate Research and Creative Projects Award. Inge, Rose, and Andrea met to evaluate the applications. Sixteen of the 17 applicants were approved to receive the full amounts requested in the proposals. One applicant was advised to resubmit the following year and was given advice on how to create a stronger application. A member of the Graduate Council requested that the names of the award recipients and descriptions of their projects be made available. Vika will distribute this information.

III. First Guest: Tonda Highley came to discuss the Career Services available to graduate students.

A. Utilization of Career Services. Tonda reported that over the last few years the percentage of graduate students served in Career Services has grown over 30%. This is due to a shift in the model of career services delivery, which occurred in 2007-08. Prior to this time, budget difficulties would hit Career Services particularly hard and students were not satisfied with the resulting change in services. In 2007-2008, resources for the Career Center were increased, staff was added and the Center was able to move into a new space. In addition, Tonda reported that the service delivery model also changed. The newly hired professional staff became specialists who served specific schools and students. As a result they became a point of contact for students, faculty, and employers.

B. Location of Career Services. The Center is currently located in HUM 208. This location has dramatically increased the drop- in traffic. Grad students are utilizing these services to investigate both first job possibilities and explore their general career options.

Education, Business, and Engineering utilize career services most extensively. Career Services has not been as active with graduate students from the “hard core” sciences. Within LA&S, the most heavily involved major is Psychology. Interaction with Communication Disorders has decreased since a faculty retirement four years ago. More collaboration is also possible with Art.

Career Services does directly target graduate students with advertising and all services can be utilized by them. Bb and email are routinely used to communicate with graduate students. Career Services also has the facilities to do “mock” interviews. Advisers often help students develop and improve their resumes.

C. The following questions were asked by councilors

1. What is uppermost in the minds of grad students who come to you?

This is individual. Some have had jobs in past but need to market selves differently. They may think they know how but don't. It depends on area they are coming from.

2. Do alums come back to take advantage of Career Services? Yes, although not a high percentage of those we serve are already graduated.
3. What would you like to see faculty do more of to help students transition from study to employment?
 - a. We would like to see greater partnership between faculty and Career Services.
 - b. We should work together to bring individuals to campus, who will broaden students’ visions of the possibilities beyond graduate school.
 - c. We might consider more networking within schools such as intentional programs where grad students would be brought together. (A discussion ensued about the Graduate Student Organization, which no longer exists.)
 - d. We also might consider alternate ways of communicating with students such as a Facebook page. Communication Disorders reports success with Facebook. (Vika will organize a Facebook training for those interested in using it to keep in touch with alums or those who would use it to communicate with grad students or alumni.)
 - e. An on campus Graduate School orientation would be a good way to make contact before classes start.

Tonda Highley departed at 2:03 - Sally Cross is next guest. During the wait between guests the time was utilized to discuss another agenda item.

IV. Yield activities - Mathew Friday. Discussion revolved around questions that we should consider:

- A. What do we currently do for our grad students from the moment they get their letters of acceptance?
- B. Should we look at the acceptance letter that students receive and consider the language that is used?
- C. Do we currently do a group advisement? (Stella responded that the Graduate School does not do group advisement but that advisement comes from Graduate coordinators. Recently, some program coordinators have taken responsibility for contacting students before and after they apply. For example, Jon Raskin in Psychology sends a letter with the intent to yield students in. The Art department personally telephones accepted students and invites them to visit. Undergraduate programs has a glossy brochure as part of yield mailings. Which of these should we consider doing for grad students?

IV. Guest #2: Sally Cross discussed outreach to alumni for program evaluation, engagement with current students, and fundraising.

- A. The Graduate School might consider an Advisory Board. The LA&S Advisory Board consisting of a group of alums has just met.
- B. Surveys. There is concern about “survey overload” since there has been a low success rate with undergrads. A graduating graduate student survey has been piloted. A problem is that we have email addresses for only about 1/3 of our graduates. We need to develop similar surveys that can be used at different points so we can take advantage of the strength of longitudinal data. The Graduate School could work with Jackie to do survey. Sally Cross will look at the pilot from Graduating Graduate Student Survey

VI. The meeting was adjourned at 2:30.

These minutes are respectfully submitted by Andrea M. Noel