

**UNIVERSITY GRADUATE COUNCIL
MINUTES**

Thursday, September 15, 2016

2:00 – 3:00 p.m.

Sherrick 114

Council in Attendance:

Ahmed Al-Kaisy (Engineering)

Jean Shreffler-Grant (Nursing)

Mary Miles (Health & Human Development)

Christopher Livingston (Architecture)

Fabian Menalled (Agriculture)

Joan Broderick (Sciences)

Tim LeCain (Letters)

Karlene Hoo (The Graduate School)

Marc Giullian (Business)

Tena Versland (Education)

Also in Attendance:

Amanda Brown (The Graduate School)

Lauren Cerretti (The Graduate School)

Kristin Smith (Student Representative)

Absent:

Franke Wilmer (Faculty Senate)

Meeting started at 2:04 pm

Sept 1, 2016 minutes

- Giullian moves, Livingston second, unanimous approval

Announcements

- **Introduction of Student Representative**
 - Representative: Kristin Smith (doctoral student, Dept of Earth Sciences)
 - Alternate: Fermin Guerra (doctoral student, Dept of Microbiology & Immunology)
- **Update from Faculty Senate (Wilmer)**
 - No update due to absence (attending BOR)

Old Business

- Establish a university graduate recruitment/admissions committee for the purpose of promoting and coordinating across campus graduate student recruitment and admissions efforts. UGC is asked to develop structure for this committee
 - Discussion ensues
 - Chair Al-Kaisy recommends a UGC subcommittee to address this item after UGC general discussion. Either ad-hoc or assign to existing
 - Dean Hoo charged with these items at Provost's retreat
 - MSU purchased Hobson's Customer Relations Management (CRM) tool for recruiting undergraduates (primarily) and graduate students. Broad marketing and communication tool.
 - Multiple levels to connect generally or specifically to students about program information

- The tool records all interactions with a potential student, automatically emailing can be set to send them information based on their interactions with the program and so forth
 - Campus-wide graduate recruitment/admissions committee is necessary to help design a strategy that will make the most of Hobson's product
- Not all involved with recruitment/admissions will be faculty, most will be professional staff
- Chemistry recruits through long-term relationship building with other institutions and faculty, mailings to students, presenting seminars
- HHD uses their own webpages as primary source of advertisement and recruitment. University committee would be helpful for HHD programs as there is unequal distribution of applications across their programs
- History is currently working to increase applicants. History is a niche program and a smaller program, not sure if Hobson's would work for them. Most successful recruiting is through relationship building with outside faculty and institutions
- Education relies on professional meetings that faculty attend and also market to professionals already in the education field. Most efforts are relationship-based
- Nursing recruits mostly through attending professional meetings, also website, and articles in a professional nursing newspaper. Not aggressive about marketing because applications are generally twice as high as the program can bear. Assoc Dean and her staff coordinate recruiting marketing
- Civil Engineering does not market on their own, but the College of Engineering markets for the programs (but undergraduate focused). Most graduate students are MSU grads (BS); a few are found and recruited independently by faculty
- Student representative recommends keeping in mind that most students attend graduate school to be supervised by a specific faculty member, not necessarily for the institution
- LRES and College of Agriculture mostly rely on individual faculty that have a grant
 - Recruitment committee should keep in mind the needs of international and minority students, since they are least likely to be reached by current recruitment efforts
- Housing is a major issue for international students and MSU does not have dedicated graduate student housing available. Bozeman cost of living is not viable for international students working with stipends
 - Dean Hoo is speaking with Family & Graduate Housing about what it would take to build housing specifically for international students as seen at some universities nationally
- Q: Is the focus on recruiting all graduate students? Or just PhD?
 - All graduate students
- Business primarily recruits from MSU undergraduates or sometimes the spouses of MSU graduate students. Director is responsible for marketing as well as running the program
- Business does not do much marketing and still has plenty of applicants
- Architecture primarily recruits from MSU undergraduates. Program coordinator handles most of recruitment efforts (giving tours, answering questions, and so forth)
- **Dean Hoo asks for three volunteers to form a subcommittee to make recommendations and get feedback for Council.**

- Tim LeCain (History), Doreen Brown (nominated by Chemistry), Tena Versland (Education), Marc Giullian (Business). Al-Kaisy will check with COE Dean's office for member.
- Encourage the establishment of graduate admissions committees in every department. UGC is asked to develop structure for this committee
 - Connected to previous discussion
 - Dean Hoo hopes to form another small committee to establish best practices to share with departments (e.g., expectations of an admissions committee)
 - When workload equation is developed, credit will be given for work with graduate students (advising, admissions committees, and so forth)
 - Chemistry has a recruitment and admissions committee (single committee)
 - HHD receives an email of all eligible applicants and is asked to choose students by program. Feels an organized, official committee would be very helpful
 - LRES has admissions committee that works fine, but would like to work with similar departments to not miss out on great students (e.g., if Ecology can't or won't admit a student, that student should know that LRES exists)
 - Chair Al-Kaisy recommends UGC members gather existing practices from the departments in their colleges and share with subcommittee
 - **Mary Miles, Fabian Menalled, Chris Livingston, and Dean Hoo will form subcommittee to discuss this item**
 - Shreffler-Grant will send Nursing admissions procedures to Dean Hoo as an example

New Business

- Revised Program of Study & Committee form
 - Will be discussed at next meeting (9/29)
 - Dean Hoo points out major change: addition of projected schedule of exams for student
 - Task force recommended addition of these dates
- MS Course-only option policy change in Comp Science
 - Will be discussed at next meeting (9/29)—Dean Hoo will give brief overview

Committee Reports

- **Policy and Procedures Committee**
- **Curriculum Committee**
- **Governance Committee**

Adjourned at 3pm

Next scheduled meeting – Sept 29, 2016