

Minutes
Graduate Faculty Assembly
19 August 2005

Meeting was called to order at 3:05 by Chair John Bird.

Minutes for April 22, 2005 were approved by a voice vote.

- I. Report from Vice President for Academic Affairs: Dr. Tom Moore
 - a. Welcomed the faculty back for fall semester
 - b. Discussed value of graduate programs and prospect of increased emphasis on graduate programs. Noted the start-up of the MSW program and addition of a faculty member in January, 2006.
- II. Report from Associate Vice President for Graduate Studies: Dr. Wilhelmenia I. Rembert
 - a. Introduction of Tammy Gillett as Administrative Assistant in Office of Graduate Studies
 - b. Graduate enrollment: 654 students enrolled. Expect enrollment to increase when 24 off-campus course enrollments are officially counted in October.
 - c. Scholarships:
 - i. \$25,000 received from Foundation and awarded about \$10,000 to 39 individuals.
 - ii. 6 of 7 incentive scholarships have been awarded so far; are receiving applications for the one outstanding scholarship at this time.
 - iii. Bay Scholarship for student of Chinese descent has been awarded.
 - d. Recruitment and advertisement changes per recommendations during program review, Executive MBA student communication audit and undergraduate marketing class.
 - i. Eliminated one of three Open Houses. These will be on 15 September 2005 and 7 March 2006 at 5:30-7:00 p.m. in Johnson Hall.
 - ii. Reduced the size of newspaper ads but have increased the number and are tying these to application deadlines rather than the Open House dates.
 - iii. Substituted bill boards for the radio ads. These bill boards will be located on Hwy 21 and US 74.
 - iv. Thanked Laurie Carpenter for her update of the Graduate Studies web pages (497 pages). Note: current minutes from the Graduate Council and pictures from the May 2005 Commencement are posted on the website. Also added to the website: the international application for graduate admission has the new financial responsibility figure which is \$24,106.
 - e. Additional recruitment information:
 - i. Orientation packets will be available until Monday @ 6:30 or via mail and website. Graduate and Professional Day is scheduled for Tuesday, 27 September from 10:00 a.m. to 1:00 p.m. in McBride Hall.
 - ii. This year is a catalog year. Curriculum changes are welcome at any time, but the final Graduate Council meeting for the year is 31 March 2006. If you wish to change the catalog for your program, all changes must be sent to Graduate Council before the last meeting. Reminder that the website is the most current and accurate information regarding Graduate Studies.
 - iii. We have 34 recruiting trips scheduled, but we do have some without a representative so if you have an interest, your involvement is welcomed.
 - f. Tidbits:
 - i. Our first Arts Administration Cohort will graduate this December.
 - ii. Experiencing lots of inquiries re: MSW, counseling, and psychology programs.
 - iii. Faculty members are very prompt in responding to prospective students. We hear that often, but one area in need of improvement is the rate at which we make a decision. Encourage you to expedite the decision process if you can.

- g. Challenges ahead
 - i. Impact of the tuition increases: once prospective students learn that the cost of a single course is over \$1000 often stops them.
 - ii. Competition: we are experiencing considerable competition in the area from other institutions, both on-line and those with physical presence.
 - iii. Recommendations from graduate program reviews: concerns regarding financial assistance in the form of scholarships and assistance ships and for professional development have been forwarded and will be taken into consideration.
 - iv. Funding: Securing a new and stable revenue source for on-going funding of our graduate programs.
- h. Opportunities ahead:
 - i. Need to sharpen our focus on our programs that are tied to strong undergraduate programs, economic development of our state, environmental issues
 - ii. Develop partnerships with businesses and agencies that need intellectual capitol to achieve their performance targets without adding staff to their organizations.
 - iii. Consider ways to collaborate with the Department of Defense.

Question from the floor: What is the next step in the graduate program review process?

Answered by Dr. Moore: The reviews are now on his desk and will be reviewed by Deans. The Graduate Faculty should expect a report via Dr. Moore at the November assembly.

III. Report from Graduate Council: no report at this time.

IV. Unfinished Business: no unfinished business at this time.

V. New Business: no new business at this time.

VI. Announcements:

Thanks to Rebecca Evers for continuing to serve as secretary and Matthew Fife for serving as parliamentarian.

The meeting was adjourned at 3:40 p.m.

Respectfully submitted



Rebecca B. Evers