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
  o Representative: Kristin Smith (doctoral student, Dept of Earth Sciences)
  o Alternate: Fermin Guerra (doctoral student, Dept of Microbiology & Immunology)
• Update from Faculty Senate (Wilmer)
  o 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
  o Discussion ensues
  o Chair Al-Kaisy recommends a UGC subcommittee to address this item after UGC general discussion. Either ad-hoc or assign to existing
  o Dean Hoo charged with these items at Provost’s retreat
  o 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
  o Connected to previous discussion
  o Dean Hoo hopes to form another small committee to establish best practices to share with departments (e.g., expectations of an admissions committee)
  o When workload equation is developed, credit will be given for work with graduate students (advising, admissions committees, and so forth)
  o Chemistry has a recruitment and admissions committee (single committee)
  o 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
  o 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)
  o Chair Al-Kaisy recommends UGC members gather existing practices from the departments in their colleges and share with subcommittee
  o Mary Miles, Fabian Menalled, Chris Livingston, and Dean Hoo will form subcommittee to discuss this item
  o Shreffler-Grant will send Nursing admissions procedures to Dean Hoo as an example

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