MES Admissions Committee Meeting

Jan 17, 12-1pm

Deans Area Conference Room

1. **Overview of Admissions timeline and general update**
	1. Key Dates:
		1. Jan 15 – priority deadline
		2. Jan 29 – applications ready for review
		3. Feb 12 and 14 – admissions decisions meetings
		4. Feb 15 – all admits notified by email (those denied admission sent paper letter)
		5. Feb 18– 2nd round deadline (could change, but unlikely)
		6. Future meetings to schedule: merit based scholarships for first round applicants; second round review and decisions
2. **Reviewing application materials**
	1. GPA, transcripts, LORs, SoP, Resume, Analytical Essay, petition to waive prerequisites
	2. Discussion of decisions for 3 apps (Boyd, Grant, Grell)
	3. Who is checking for prerequisites?
	4. Recommending for scholarships
	5. Other review tips?
	6. Reviewing incomplete files (missing LOR and/or early transcript)
3. **Physical files and control sheets**
	1. Where to find files and where to read applications
	2. Meet Amanda – Graduate Admissions Coordinator
4. **Assignments of files to read**
	1. Pairs for review – Shawn and Tyrus; Kevin and Zita
	2. Adding late apps
5. **Next Steps**
	1. All priority apps ready by Jan 29 – Andrea will email if earlier
	2. Andrea will email directions on which apps each team will read