Spring 2014 Graduate Programs Meeting April 29, 2014 – Draft Minutes

1. Enrollment and Retention updates

Elaine:

* The on-line graduation application went on-line the Friday before last.
* Today is the 30th calendar day for 50% refund on tuition for withdrawals this quarter.
* Each graduate program is expected to have two readers available at graduation.
* Hooding ceremonies are 10 am for MiT in CRC back bay, 10 am Longhouse for MPA, 10:30 am Recital hall for MES.
* Elaine would like to meet with assistant directors about a communications plan so everyone is aware of emails sent to students from her office.

Walter:

* MFA degree possible for summer ’16, and MFA Indigenous Arts under discussion, further out. Working with folks on curriculum for the programs, would likely be self-supporting, variable tuition.
* Any news on proceeding to have graduate admissions moved into Graduate programs – who funds the position, timing, drafting of position description, etc.? Admissions/marketing person for graduate programs proposed and should know by June Board of Trustees meeting if can proceed with the position, with approval slated for July BOT meeting. Tentative start date of 9/1/13.

Leona:

* ADs would like clarification on how to tell which institutions Evergreen accepts e-transcripts from, as there were issues with some applicants ordering e-transcripts only to be told they needed to send paper transcripts. Leona said she thought this only occurred in 5 cases out of all the batches. Maggie asked for the issue to be revisited for further clarification.

Steve:

* Any news on budget requests for additional initiative proposals submitted? No

1. Budget issues

Walter:

* Live with current budget as is for next year, must justify needs
* Planning for 2015-17 biennium budget – who and when to provide input?
* Tuition increases planned for 2015-16 and 2016-17?

1. Financial aid issues

Tracy:

* Progress on satisfactory progress guidelines – ADs have met with Tracy and Tracy would like to meet in summer and will send draft for review prior to meeting
* ENG awarding patterns and policies update – May need to talk in fall about ENG policy needing to go back to 0 EFC eligibility given increased enrollment in MES/MPA and total pie shrinking
* Tracy will award continuing graduate students in mid-May
* SALT budgeting/loan information/etc. program has been implemented and students informed how to access, Tracy willing to do demo at next meeting. She plans to roll out at Undergraduate orientation in fall. Signing up is optional but college pays less if more students sign up. SALT will also contact student if he/she shows up on delinquency list or provide help/advocacy.
* Tracy confirmed graduates programs have $10,000 in work-study funding for next year
* White House report card will be coming from IPEDS information and college shopping sheet is to be implemented in ’15-‘16

1. Data management

Amy:

* Tracy needs combined graduate programs report ; Leona sends weekly withdrawal report to Tracy, which impacts report
* Summer CRNs are being assigned; check the CDM vs. catalog CRNs. Patricia Bateman is returning to the Dean’s area as a program coordinator with EWS/Summer School. ADs/directors please make sure 2014-2015 curriculum in CDM please.
* Faculty have a proposal which is likely to pass that would require ILCs and Internship contracts to be filed by week 10 of quarter before start to the deans’ or director’s office starting Fall ’15. Petitions would still be accepted up to 10th day and $50 late fee would still apply in second week, but trying to decrease these numbers. The proposal would also not allow community members never previously enrolled at Evergreen to do ILCs – Maggie said this was problematic for MiT prospective students and an exception to this policy is needed
* Help for Puanani identifying MPA tribal cohort members – consistent coding needed
* Help for MiT with increased data collection and reporting requirements – would like to revisit since little done this year due to projects with more priority such as evaluations

1. Strategic planning update and update on MPA external review

Cheryl: ?

1. Recruiting assistance

* Status of review and implementation of Maguire recommendations – committee reviewing
* Update on CRM vendors – will a decision be made, by whom, when, how to give input – demonstrations proceeding, Steve is overseeing
* CollegeNet Webinar April 30 on application checklist feature – Gail will attend
* CollegeNet contracts for 2014-2015 – proceed with current on-line applications, make annual changes, and resolve payment of LOR and waivers? – Proceed for now, ADs will meet about changes