Co-location notes 5/28/15

Fall 17, MFA (Literary Arts) estimated to be on line – shared resources (i.e. GPAC) needed, though, to be able to afford it. But not sure it will happen as it must be 100% self-supporting unlike the current grad programs. Would need to start recruiting in Fall 16 in order for this to happen, as well. Would likely be co-located with other grad programs.

MFA (Indigenous Arts) tied into creating an arts campus through the Longhouse and is being pushed by Tina Kukkahn-Miller. This one would likely not be co-located with other grad programs? Cheryl’s suggestion is that it doesn’t necessarily need to be separate considering we have MPA-Tribal.

Shared resources (to reduce AD workload and increase efficiency):

-CRM

-GPAC (15/16 – yearlong temp position that will support grad programs and deans area and figure out how CRM will fit; will prob always need someone in this position to manage CRM – not sure what this position will look like in light of fully-functioning CRM)

-Advertising/Marketing/Communications (+Event Support?)

-Student writing and stats support

-Representation to other administrative units on campus

-grad student sustainability fellowship

-classroom space scheduling

-building online catalog (may not want to share?)

-awarding financial aid??

-hooding ceremony planning??

-tracking conditions/provisions of admits

-making sure apps are complete

-travel paperwork/reimbursement

-checking that students have met graduation requirements and are ready to graduate

-liaison with Amy on adminweb report

-supporting recruitment drop-ins (having office hours covered)

-pre-application advising (came from informal chat w/Randee & Walter after meeting)

-policy creation/adherence (came from informal chat w/Randee & Walter after meeting)

-big picture planning for the programs (came from informal chat w/Randee & Walter after meeting)

Shared location PROs

-allows for communication, relationship-building, and trust among ADs, Directors, and faculty (if faculty get co-located)

-allows for ease of using shared resources

-creates a physical college within the college (using design to make something happen)

-shared conference rooms

-Sem 2 is where our students spend most of their time

Shared location CONS

-best if faculty want are co-located with program admin

-possible downgrade in staff space?

-MES has a very lively student presence on 2nd & 3rd floor of Lab 1 – would this be lost in a co-location?

Shared location NEEDS

-student lounge for MiT & MES

-needs a lobby/waiting area

Space Notes

-Sem 2 E would be best location (one floor below MiT)

-Sem I needs an upgrade and construction won’t happen anytime soon

-if we move to another location, some other offices will need to be asked to leave

Timing/next steps

-need to figure out if we need any new positions created (all parties)

-need to figure out what the space needs are (David, Michael, Walter, Emmie); will need to include

-aim to move by Fall 16

-should not take a lot of the “end-user’s” time to strategize this move

Notes/observations:

-In the past, we have had admin asst positions that helped all grad programs and then we moved to a decentralized process – so are we now going back to centralized? We also were originally co-located, and we went away from that because of staff personalities

-makes sense to be connected with public service centers since we provide a public service

-If we’ve decided that co-locating is the highest value, we may need to deal with not being in our top space

-common staff need to be supervised and supervised well!! How does this work with rotating directors and per program ADs – does one AD supervise common staff every other year? If it needs to go to a director, it would go to Pat? This is a piece of the puzzle for the staffing side. Would a graduate dean be a good option? Amy – it’s helpful when a dean isn’t the direct supervisor because you need someone who understands the processes (deans are more of the big idea folks and Amy understands the details). A supervisor has to understand their supervisees (details) and the deans (big picture).

-Is EWS a possible partner?