Graduate Program Quarterly Meeting

 4/20/2020

9-10:30 am

* Introductions
* Enrollment (Eric)
	+ Graduation & Hooding ceremony
		- UG student committee met last week with pres and chair of the board to move to virtual ceremony.
			* Students don’t want uncertainty. Just tell us what is going to happen, no plan A/B
		- Being planned this week.
		- Media services on board to produce the ceremony. They are worried about their ability to support a variety of separate ceremonies
		- Pre-recorded and broadcast on June 12th
			* Music, speakers, reading the names (this still in the air)
			* Social media component possible
			* Watch parties w/ photos being submitted for the celebratory element
		- Grad directors
			* What do you want to do with your hooding ceremony (need a decision w/in a week)
				+ Meeting with media services

Need production schedule

Need decision on what the plan is

* + - Lori – official photographer still available
		- Brochures can be created with a work order to Brian Mathis in communications
		- MES
			* Encouraging family/loved one hooding
			* Snapfish photo booklet w/ a personalized card and handwritten notes
			* Zoom might encourage attendance or what platform would be best
			* From Eric: talk to media services to see if they could take in video from each home and switch between it to broadcast for the cohort
		- MPA
			* Worried about missing out on the hooding part
		- MIT
			* Was waiting on college decision re: graduation, no plans yet for hooding ceremony
* Systems updates & announcements (Amy)
	+ CRM steering committee has met
		- Radius replacement put on hold (budget, COVID, Big Bets)
			* Per Eric, the company that owns radius is not planning to sunset radius for at least three years
			* Want something that has a bigger scope because the product is being used beyond the admissions process
	+ Documenting admission process
		- See email from Amy from Friday 4/17
		- Haven’t developed a process for taking unofficial transcripts, would need to develop a process with grad admissions
		- SF: it is a service to keep the hassle of ordering transcripts for UG students. It’s also a common practice
		- KF supports eliminating a transcript fee for evergreen students to increase connectivity between grad and UG programs
	+ Dean’s Area
		- Curriculum & faculty hiring staffing changes
		- Faculty hiring coordinator hiring finalized
		- Interim for deans area support
		- Interim for curriculum
		- Email from Amy coming re: staff contacts
	+ Internship waiver for students & field supervisors to make sure they were doing appropriate social distancing
		- Continuing in SU/FA
		- Karen Gaul is the contact
* Budget/Leadership (David)
	+ Budget
		- Continued declined enrollment, projected to 2400,2500 for next year
		- Not sure how outbreak will affect that
		- Spring down a little, but not beyond the prior projections
		- Anticipating a reduction in allocation from the state, but also have emergency funds
		- Any ideas on possible savings, send to David
	+ COVID-19
		- Senior leadership team to decide on what plan for the future to be
		- President will make announcement next week re: summer, and fall will be coming soon after
* Student Activities (Jeannette)
	+ Student surveys
		- Fee driven
		- Looking to get feedback from current students about the feedback they want from student activities, what do they value, what do they want to continue
			* What they value from an intercurricular practice
		- Asking questions about what virtual or hybrid experiences they would want
			* Bike shop, radio station, cooper point journal, outdoor programs, wellness & recreation, GSU, S&A board (tac & naïve pathways), intercity transit shuttle fees,
		- Would like more grad student input
			* Not getting the same out of the fee as traditional day-time student
			* Best way to get the survey to grad students
				+ Communication through the program (MES) and a pitch for why to complete
				+ Canvas announcement (MiT) with a timeline for what is needed
				+ More likely to respond if it comes through regular program channels. Can make sure it gets distributed to students. acknowledging that they’ve been left out in the past (MPA)
			* Feeding back the info
				+ Email report
		- Accessing CAB space and maintaining social distancing
			* Bike shop
			* Lounge space for wifi access
* Admission Criteria Language (Larry & MES)
	+ Kevin, Averi & Larry need language for upcoming cycle
	+ How do we want to think about application language to deal with nuanced situations with specific applicants
	+ Might need to go to Jen then to the AG
* Registration (Lori)
	+ ILC proposal due date
		- If looking at rewriting policy, keep registration and financial aid in the loop.
		- Mindful of deadlines
			* Was designed to be a week after UG students (during eval week, which works because if deadlines get into the beginning of the quarter (which is what happened this quarter), it has financial impacts, students can’t get financial aid until they are registered for the quarter
		- Friday of week 2 as drop-dead deadline (just need to be aware of what they need for students)
			* Best for students from FA & reg perspectives if it’s actually done the week prior to the start of the quarter to get $ set-up and refunded by the first day of classes
			* End of week 2 is a freeze on financial aid hours, any hours after that creates more hoops for students to jump thru to get financial aid released
	+ Make sure students are submitting graduation applications
		- For graduation questions (not ceremony related) students can contact registration@evergreen.edu
* Financial Aid (Colby)
	+ Nothing changing about awarding process. All processes the same
	+ Email re: timing of awards will be coming
		- When would we like to see what the first awards go out?
			* Usually done in conjunction with the admissions processes
	+ Graduate awards will be coming via email
* Native Student Recruitment Initiative (Amber)
	+ Creative recruitment and recording an info session and sending it to tribal ed and community coordinators in tribal communities for how to engage virtually
	+ Reach out for additional outreach ideas
	+ Student ambassador from MPA
		- Notable alumni series thru Instagram & fb
		- Adding a current student series
	+ Student speaker series thru zoom that can also go to prospective students
	+ Newsletters and email
* Graduate Admissions (Amanda)
	+ Still processing apps and decisions
	+ Prepping for MiT launch
	+ Getting standards together
	+ Question from AA – moving grad program files to a digital format
* AD’s
	+ MPA will be doing the next meeting
* [Western Regional Graduate Program](https://www.wiche.edu/wrgp)  (MES)
	+ No updates
	+ SF: Amidou might be a helpful contact – tracks UG students who come from the compact
	+ LK – let Colby know what decisions are made
* Questions & Wrap-Up