Graduate Program Winter Quarterly Meeting

1/24/2020

1-3 pm

* Introductions
* Enrollment (Eric)
  + 2720 for winter enrollment (2854 in fall)
    - Lower than expected, but not unusual
    - 10th day numbers not ready yet
  + Grad programs 278 FA, 264 WI
  + Fall
    - MES 35 apps, it was 51 on the same day last year
    - MPA
    - Apps down overall in grad programs (budget built for 45/program)
    - 30 apps behind last year for UG apps, running equal to last year
      * Fewer students using common app (but yield for those using the common app is lower)
      * Behind in transfers, but they are on a different timeline so not a worry right now
* Advancement (Paul)
  + In a 5-6 year campaign, in a silent phase of a campaign
  + Building infrastructure and hiring Planned Gift Officer
    - Building is 18 month effort
  + Focusing on large gifts of million $’s or more
  + Art of giving March 14th, last year was 3k for scholarships and some grad fellowships
    - Would like us to promote, attend (or get a table for students), or volunteer
* Student Activities (Jeannette)
  + Info for resident grads (see attachment)
  + Completely fee funded (adjust budget every quarter based on total student numbers)
  + Mandated to have an S&A board
    - Tacoma & Native pathways have auxiliary governing boards to meet the needs of those students
  + Everyone in the office advises student groups
  + 22nd of March for events to go into Activities Calendar
  + Grad programs
    - Elected and appointed positions in GSU & S&A board
    - Can write for the paper
    - Can work with the radio
    - MESA is a grad program centered group
    - Apply for funding for projects and conferences
      * Especially under washpirg
    - ILC’s & SOS’s
    - Committee’s
* Native Student Recruitment Initiative (Amber)
  + Will be at conferences & communicating with school districts that will be bringing students to campus
  + Native youth camp this summer, want to make it a week-long residency camp in August
    - Want to have a student panel w/ some grad students
  + Native scholars rise pre-orientation
    - Up to 40 native enrolled students in the fall
    - Workshops & student panels (would like to have grad students
    - Send recommendations
  + Hiring student mentors – work study eligible, send interested students to Amber
  + 2020 – 25th anniversary of the longhouse
    - 10/10/2020 - anniversary celebration
      * Bring an art piece, take an art piece
    - Will have workshops over the course of the year, first one will be in Feb
  + Can send Amber for help with recruitment if we are full up
* Admission Criteria Language (Larry)
  + Team will be working on the language next month
  + Will set-up meeting with MPA for further discussion
* Budget/Leadership (David)
  + We predict enrollment more conservatively to cover expense
  + 5-7% cut expected for next year
  + Will likely not ask for cut proposals from grad programs
    - It will be an institutional question next time. How can the institution as a whole take cuts, and not just cutting from divisions as a whole
      * Space solutions – reconfiguring space to not use as much
        + Not using heat and power
        + Renting out
      * Compensation – will need to talk to unions
      * Organizations
        + Overlap in departments/divisions
        + Reorganization of senior leadership
    - The goal is to reduce the divisional cuts below 5-7% to make them more manageable.
* Financial Aid (Colby)
  + Deadline is Feb 1st for aid
    - Tied to evergreen need grant and institutional funding
  + MES/MPA can talk w/ Colby if the calendaring doesn’t work
  + MIT financial aid process will need to happen close to the admission decision in Fall
  + Employee tuition waiver policy is set to change
    - Students in programs now will be grandfathered in. future students abide by the new policy
      * FA 2020 admits may also be grandfathered in.
    - How do we respond for next admissions cycle: we expect that the policy will change by then. There will still be a healthy benefit, but it will be more than $30.
  + Return to title 4 process
    - For when students stop attending and money needs to be returned to source
    - Based on students last date of attendance.
      * Faculty need to report last date to Reg & Records ASAP when folks stop attending
    - Financial Aid has a 30 day time frame to report once students stop attending
    - Fed mechanism for reporting stops the ability to report after the 30th day after the end of a term
      * Not sure how this will impact long term
      * Late notices may send up red flags in the federal system
    - Will mean a change to the incomplete policy and will be drafted and submitted to faculty
      * When does it move to No Credit?
      * What does the incomplete policy look like for each program?
    - Faculty get two weeks into the end of the quarter to complete and this will likely have to change to meet the new process
      * Most evals are posted prior to that 2 week window
    - If a student is still going to get credit, then this is not a problem, it becomes an issue if it turns into zero credit beyond 30 days after the end of the quarter.
    - No credit reports come in too late for TESC to meet federal reporting guidelines
* Graduate Admissions (Amanda)
  + Deadline for MES was 1/15
    - 35 submitted apps, 24 complete, with many in the queue
  + MPA deadline is 2/3
    - 11 submitted, 4 complete, lots of started apps
  + 150 apps overall at different levels (includes test people)
  + Deadlines & processing workflow
    - No significant changes that will have affected the numbers
  + Things are just slower this year. Fewer inquiries and phone calls
* AD’s
  + Application fee waiver
    - Has an operational call as part of a fund
    - Two years we removed an option for low-income fee waivers
    - UG process
      * More proficient in using radius and how to do them
      * Waivers are offered as a reward for participating in an activity
        + Overnights
        + Info sessions/onsite applications
      * Used to be general for a bunch of dates, but ended up with a lot of incomplete apps
    - Addition to the work
      * Building w/ Jo & Amanda
        + Could we create a note in cotes and touches with a specific note type that Amanda can pull
      * Confirming who’s getting it and dating it and steps needed for that and maintenance of the process
    - Don’t want to create a regular timeline where people wait until one date because that is the discount date
    - Limit number per program
  + Employee tuition waivers
    - More meetings with Laura Coughlan to come
  + Cell phones
    - UG admissions counselors have a cell phones for work purposes is it a possibility for AD’s to have them?
    - We are using phones for work
    - go thru help desk and submit budget info
    - It’s about 90/month
  + Texting current students
    - Problem is that radius covers prospects only, and it moves current student info from banner
  + Who is planning graduation?
    - Jazmyne Kozak & Eric Pederson
    - MPA is up to provide the student speaker
    - Will need to talk about the schedule would be best for hooding ceremonies
      * Moving the times later did not increase grad participation in the larger ceremony
* [Western Regional Graduate Program](https://www.wiche.edu/wrgp) 
  + Discuss with John Carmichael for loss of tuition
  + 150% of resident tuition
  + We can only discount the operating fee
  + Has to be run as a type of tuition waiver (for UG)
  + Can set merit requirements
  + WUE not bringing in as much UG enrollment as expected
  + Can limit it to some grad programs
  + No extra fee for us to participate in this
  + What is the break even number
  + Does this make them for other residency-based waivers
    - UG says no
    - Could make a policy for need based or merit based
  + MES will start the process and loop us all in
  + Budget/info gathering
  + Meeting and implementation follow-up
* Systems updates & announcements
  + Dean’s Area update
    - Staffing changes
      * Posting for faculty hiring is going up. March 1st is when the person in the interim position leaves
      * Faculty hiring dean will start next Monday.
    - Tricia will be interim curriculum manager and will manage all curriculum (including grad)
    - Chelsea will be assisting with curriculum
  + WSAC
    - Reengaging adults in education
    - College and career compass that includes school data to send to info to folks who haven’t completed their BA’s
    - Includes a self-assessment for how we support adult learners
    - Signing MOA to let them know about every person we recruit
    - Will be out promoting Feb 25th
  + Curriculum database to be updated
    - Fields of study
    - Will have additional meeting in SP about tagging courses in UG that can support grad prep
  + Will also need to schedule a meeting re: unofficial transcripts for applications
* Dual Degree
  + MiT is driving it, but could be adopted by other programs if they wanted
  + Can waive grad credits based on specific UG courses
  + Send feedback to Amy
  + Conversation with UG faculty re: how this can impact enrollment in their programs
  + As we read: thank about it will allow us to do experiments that we want to do in the future so that we don’t have to revisit this.