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.