Graduate Program Fall Quarterly Meeting

 10/14/2019

9-11 am

* Introductions
* Graduate Enrollment Trends
	+ Actively recruiting with native UG students
	+ MPA out and visiting events all week
	+ Panel at Return to Evergreen (MES & MPA)
* Advancement (Paul)
	+ Comprehensive campus-wide Foundations campaign
		- In the quiet phase for the next 18 months
			* Focusing on specific topics and overarching goals and working goals
			* Getting info from big donors to serve as the foundation of the campaign
		- 1 mill donation recently - leveraging gift to hire a planned giving officer
			* Hope to hire by next February
		- Went over campaign flyer
		- Long-term planning and commitments with supporters & finding way to continue to engage large donors
	+ Return to Evergreen
		- Event in Tacoma last weekend
		- StoryOly on Thursday w/ stories about Evergreen
		- Dinner on Friday
		- Saturday is the big event, contact Paul it get tickets/attend
	+ Can bring needs to Advancement about what funding needs exist to strategize about a giving plan and to see when/how to coordinate with donors
		- Needs and area of focus matched with donor potential
	+ Context: our older alums are finally at an age where they are thinking about legacy and giving and this timing is in alignment with that
	+ MPA question: Tacoma scholarships and enhancing that pool
		- Need to have individual donors that are giving to the particular issue
	+ Do we want to have an overall grad program support/ask?
* Admission Criteria Language (Larry)
	+ Context: potentially disruptive student who can create a challenging learning environment
	+ A process across the graduate programs
	+ Update from AG
		- No update yet, still need to contact and see if the wording meets legal standards
		- Won’t be able to be in process for this admissions cycle
		- Will need to follow-up in a couple months to make available for MPA/MES admissions cycle. May be available for the MIT admissions cycle
* Budget/Leadership (David)
	+ Programs
		- Grad programs enrollment increase 23% over 5 years
		- Looking to update Tacoma staffing model w/ AD working on recruiting
		- MPA Tacoma cohort doing well
		- Looking at ways that grad programs can move to Tacoma
		- MiT dual degree model is still in development
			* MPA is also interested in developing a dual degree model
		- Developing a process to hear a variety of proposals for new programs
			* Expecting a new program in 2-3 years
			* Would look to the current programs to what it should be
				+ We would review the proposals to see what/if may interfere or compete with current programs
			* Organization leadership, entrepreneurship & business are possible programs
			* There will be a process to gather ideas and to judge if it’s worth going forward
			* Looking at costs & benefits of the overall process
		- 2700 FTE or lower (still don’t have WI & SP enrollment)
		- 450 lower than last year, which was 500 lower than the year before
		- Expect that enrollment this year will be low and will increase next year
		- SAL division & curriculum
			* Pathway programs and clear curriculum
			* Initiatives will have an incremental impact on enrollment, but won’t get us back to where we were 3-4 years ago
	+ Budget
		- We built plan on a larger projected enrollment, won’t change mid-year, but will project lower for next year
		- Resident/non-resident mix is not working in our favor
		- Similar cuts to last year – 5%, but the way the cuts will rollout will be different, the process is still being determined
		- Biggest cut is focused on faculty lines
			* Seriously overbilled in faculty
				+ Possible solution: looking at faculty in undergrad curriculum that could work in our grad programs
	+ From MPA: graduate certificate programs
		- Guidance from the board?
		- Program proposal for grad programs can include additional certs and micro-credential
			* NW commission approval (often tied w/ board approval)
			* Major changes require board approval, minor ones don’t
			* Need to know if the info has to be tracked by the Registrar’s office, so need to think about impact to other offices
			* Amy: need to be clear on what programs we need and what instructional support would look like
				+ And to go through the implementation team
* Systems Update (Amy)
	+ Program Secretary retiring. Recruitment starting in November for 1 year of overlap
	+ Mongoose going live & training is happening
	+ Amanda getting documentation of the admissions process
	+ Down one admin support person
	+ Director Training for faculty hiring & onboarding, specifically w/ adjunct hiring (possible Nov 1st date)
		- Microsoft update
			* Accounts for faculty are tied to contract dates (will be covered by training)
	+ Radius update
		- Contract to expire 2 years
		- May have 1 year transition
		- Idea is that new ownership company will not continue to support Radius
		- Steering committee tasked Jo to create RFP and plan\
		- Looking for a CRM that also includes an admit process
		- Amanda will meet with AD’s individually to get an idea of what processes we use/like/need
		- AD’s will be invited to demos for vendors
		- Need to find a rep for the RFP process
	+ Application fee waiver
		- Do we want to hear about UG impact
		- It will all fall to grad admissions
		- It’s a funding base for the grad admission position
		- Would have to be in conversation w/ Wade re: process and what worked and what didn’t
		- Amy will follow-up with meeting to move forward
* Graduate Admissions (Lucy)
	+ Applications steadily moving in
	+ Lucy will be point for MES, Amanda will be point for MPA & MiT
	+ More MPA than MES apps in
	+ Graduate Admissions Inbox
		- Will talk to Amanda re: guidelines for how to use the inbox
* Registration (Elaine)
	+ Provisional admissions & degree posting process updated and being used by AD’s & Lori
	+ Purchased a new diploma vendor (Parchment) that was launched in the summer
		- Delivery Is easier: immediately get digital/electronic copy and a paper copy is mailed by parchment
			* Delivery takes about two weeks
			* Once reg sends files to parchment, they print and send out the diploma
			* Can track the diploma to see where their diploma is
			* Helps with mailing costs
	+ Posting degrees
		- Moving from a manual process to awarding degrees in a batch process
		- No changes to director approval process, will just allow the degree posting to happen faster
	+ We’re at 10th day count point, registration on lock until census files are submitted
	+ Tacoma MPA program registration went beautifully
	+ Validation stickers that works for the bus pass will no longer be an issue
		- Intercity transit is thinking about changing the fare process (no fare)
		- Will still need the sticker for other on-campus services
	+ MPA & MiT interest in a dual degree process
		- More questions about degree granting process
			* What if they decided to leave the grad program and just want BA
			* What if they want BA posted prior to completion of degree
	+ MPA has questions about getting concentrations transcribed
		- MPA degree with an emphasis in tribal governance listed on degree
		- MES indicates this info on the last program in the transcript
		- MPA director would like to develop a work group around this issue
	+ We will have a dedicated grad person as Lori transition into interim role
* Financial Aid
	+ Update on Financial Aid Director Hire
	+ FAFSA opened this month for students
		- Feb 1st deadline for MPA & MES
		- July 1st deadline for MiT
	+ Waiver and need grants and FA process won’t change
	+ Students who haven’t registered will have a delayed FA disbursement,
		- Students will need to explain to FA in writing about what impacted their registration
	+ Part-time programming
		- Anything below 4 credits will result in no financial aid
		- Packaging: reduction in waivers and need grants
	+ Counselor position open w/ a counselor on maternity leave
	+ Interim position in place until December, no additional information
* Marketing (Farra)
	+ PR, marketing, storyteller, design & web team, & mascot
	+ Project request form has been redesigned
		- Can request the mascot
	+ Recruitment is priority 1
	+ Program pages being migrated to a new program websites
		- We currently have 25,000 pages
	+ RFP to have an agency to hone down webpages
		- Highly visual, less scrolling, then drilled down information, app based look
		- Will have analytics to help inform the process
		- One that has a higher-ed focus
		- 6-9 month process
	+ Communications outreach and PR plan to streamline processes
	+ Paths of study pages
* Native Student Recruitment Initiative (Amber)
	+ Based in the Longhouse
	+ Working w/ the local tribal community and student support of native students on campus
	+ Student support center in the longhouse
	+ Hiring student ambassadors
	+ Native student yield is actively increasing even as overall enrollment is declining
	+ Going directly to the native community for recruitment for the whole curriculum
	+ Creating new materials that speak directly to the native community
	+ Bringing in resources (financial aid, application help) to the communities directly
	+ Attends meetings with tribal education leaders
	+ Share connections with grad program alumni that can be resources for native students
	+ Use the Longhouse as a resource for all students
	+ Community dinner and holiday fair coming up (handout provided)
* Advising (Emily)
	+ Grad fair next Wednesday
	+ Staffing changes
		- New advisor started last week
		- Tyrone Newton is serving as interim associate director, goal is to have a new person hired by winter
		- Hoping to hire AD for internship role by Spring
	+ Entrepreneurship opening Friday 10-2
	+ Reach out to Tyrone for broadcasting full info and meeting with full advising team
* After hours childcare – move to meeting w/AD’s and childcare office
* Questions & Wrap-Up