



Cleveland State University

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College of Graduate Studies

GRADUATE FACULTY MEETING

March 30, 2017 2:00 p.m. Parker Hannifin Hall #104

Present: Professors Frederick Hampton, Dakota King-White, Andrew Gross, Mekki Bayachou, Raouth Kostandy, Maria Gibson, Diane Corrigan, Glenn Goodman, Ken Sparks, Selma Koc, Jonathan Scott, Myong-Hun Chang, Shiqi Zhang, Linda Francis, Mamadou Seck, George Tsagaris, Yan Xu, Adam Sonstegard, Aimin Zhou, Stephen Gingerich, Guowei Jian, Adrienne Gosselin, Chen Cai, Shuai Wang, Interim Dean Donna Schultheiss, Interim Associate Dean John Plecnik, Graduate College Staff

The meeting was called to order at 2:03 p.m.

A. Welcome

- Dr. Schultheiss thanked faculty for coming. She asked faculty to introduce themselves and their department.

B. What is going on in the College of Graduate Studies?

- Dr. Schultheiss provided the following updates:
 - The current search for a permanent Graduate Dean continues. Final candidates are being brought in for campus visits.
 - Recruiting and enrollment have been a major focus of the Graduate College. We all contribute to enrollment whether it's the program director reviewing application materials or the staff member welcoming someone to campus. The student population is decreasing, the money from the state is decreasing. These are certainly challenges for everyone.
 - With requests from the President, there are two new initiatives; 1) to accept unofficial documents for domestic applicants with the understanding that the official paperwork will be provided by August 1st and, 2) identifying additional programs that could be added to the 'auto-admit.' If auto-admit isn't possible, then a two-week decision deadline would be implemented for program directors to admit applicants. If a decision wasn't made in two weeks, then admissions processors would make the decision. Seven programs were added to auto-admit.

- As a result of the University of Akron cutting its graduate assistantship budget, the President asked for ideas for CSU to attract their students. The Graduate College is holding graduate fairs on campus and is hosting three events off campus to capture the population in and around Akron. The third and final event is April 26th at the Akron Rubber Ducks minor league baseball game. These are networking events that include prospective students, CSU faculty/staff, enrollment staff, alumni, and current graduate students. The prospective students are invited to campus with free parking, a meeting with faculty members, and waived application fees. Dr. Schultheiss asked if any program directors are interested in attending, to contact our office.
 - For marketing, the Graduate College has been working more on social media, targeting specific google ad words, Grad School Match, College Week Live, and holding live chats.
 - Graduate student funding has been aligned with the University priorities of recruitment and to support undergraduate and graduate enrollment. A portion of the allocation was given earlier this year, in February.
 - The 2020 Charter has been completed.
- The Manager of the Graduate Student Resource Center provided handouts with information on her work and events.
 - Dr. Schultheiss referred to the bulleted list and let everyone know of the services the Graduate College has to offer. Patty Otcasek is available to help programs coordinate events, professional development or community building events. Dr. Schultheiss shared Patty's email address as a contact (p.otcasek@csuohio.edu).
 - A faculty member expressed his concern over the University recruitment efforts at the expense of standards.
 - The Interim Associate Dean John Plecnik provided the following updates:
 - He reminded faculty that his role involves the Graduate Council Committee work.
 - The Graduate Student Awards Committee has been permanently added as a standing committee. There were more applicants in this second year cycle. The 3MT (Three Minutes Thesis) Award has been added to this process. He encourages faculty get involved either as a judge or in encouraging students to participate.
 - There have been two grade disputes thus far. Most students who ask for information about filing a grade dispute do not follow through

- with the actual process. The instructor will be notified that there is a dispute if the student actually does file and pursue the process.
- He reminded faculty to share with students that for the College of Graduate Studies to review a petition, it must first have the input of the individual program/college.
 - Currently, two manuals are being developed—1) for program directors, and 2) for Graduate Council members. These “best practices,” helpful tools information are things faculty have mentioned they wished they knew early on in these roles.
 - Also, suggestions for the hiring process for graduate assistants will be drafted, reviewed by Graduate Council and distributed to Chairs and Program Directors.
 - A new graduate student orientation was held in the fall and spring, along with a separate orientation for graduate assistants, as coordinated by Patty Otcasek. Feedback was very positive.
 - Dr. Plecnik thanked the Graduate College staff for the extra work they have been taking on to help in recruitment efforts. He also thanked Dr. Schultheiss for his opportunity to serve the Graduate College.
- David Easler provided the following updates about the recruitment efforts:
 - He mentioned the three Akron events are efforts to break out of Cuyahoga County (our main student feed). Prospective student feedback has been very positive. The one-on-one interactions help applicants with the practical information they need. In the summer there is a plan to invite admitted students to campus to hear from alumni and/or current students.
 - He will be at the University Spring Open House on Saturday, April 1st. Some labs and classrooms will be open for visiting. There is also a Spring Graduate & Professional School Fair coming up on April 18th.
 - There are specific marketing efforts targeting certain programs in online search engines with key words to lead people to that program at CSU. Within the CRM system there are emails from program directors and faculty instead of generic communication from the College of Graduate Studies. Faculty contact is more beneficial to students. The system allows communication with perspective students, admitted students, and current students.
 - There is a graduate program director web site with resource information (www.csuohio.edu/graduate-studies/graduate-faculty/graduate-program-director-resources)
 - A faculty member asked a question about incomplete international applications. David said the applicants are sent several reminders.

- Dr. Schultheiss mentioned that there will be minor changes to the graduate assistantship contracts. Once the instructions are complete they will be sent out to all contract initiators.
- Questions from the floor
 - A faculty member asked if the graduation application is online since her program is totally online. Currently she is mailing them out to the students. The application is not online yet. Our office is also willing to mail them if a student needs one.
 - A faculty member wanted to remind the Graduate College that for the OT & PT programs, they have contracted with a national admissions service so their applications will reflect only those students who have been *admitted* and not the total of applications. Dr. Schultheiss assured him that we are aware of that.
 - A question was raised about the 10-year limit for a statistics course. The program wishes to have a shorter time limit. The Graduate College sets the minimum standards but programs can set different standards as long as they don't diminish the Graduate College rule.

/mk
April 2017