Graduate Council

February Meeting Minutes

1. **Call to Order & Introduction of New Staff 3:00-3:05**

Attendance: Dr. Bonds-Raacke, Dr. Candace Mehaffey-Kultgen, Ms. Leslie Paige, Dr. Scott Robson, Dr. Trey Hill, Dr. Brent Goertzen, Ms. Jessica Feldhausen, Dr. Valerie Yu, Dr. Kimberly Chappell, Dr. Suzanne Becking, Dr. Phillip Olt, Dr. Paul Faber, Dr. Gary Andersen, Dr. Karmen Porter, Ms. Tanya Smith, Dr. John Zody, and Dr. Tom Schafer.

Not in Attendance: Ms. Linda Ganstrom, Dr. Eric Gillock, Dr. Elliot Isom, Dr. Brooke Moore, and Dr. Pauline Scott.

Guest: Dr. David Goodlett in attendance for Dr. Kim Perez, Ms. Misty Koonse, Ms. Katelyn Haschke, and, Mr. Scott Sakraida.

Scott Sakraida (scsakraida@fhsu.edu) will replace JoAnne Crispin as a temporary degree analyst while Linda completes WD activities.

1. **Review of December & Early Spring Activities 3:05-3:30**
* International deferrals for Spring 2019 start date- The Graduate School is experiencing multiple deferrals for international students (at least 16 for spring). Most students were denied entrance into the US because of the uncertainty that the students will return to their home countries. We discussed this issue with ISS and decided to increase aid and resources in prepping international students for their interviews.
* International student event in December- We thought this event went extremely well. We enjoyed a few activities and snacks. We realized that many faculty, staff, and students have never made gingerbread houses before. We also enjoyed listening to the international students talk about their traditions during the holidays. Please see the full story in the link below.

<https://www.fhsu.edu/news/2018/12/sharing-american-holiday-customs-with-international-students-at-fort-hays-state?fbclid=IwAR2v3_7R84zqAcyo9np6ijMOj1rsBOzkJLowyzuruGIonDVPn7wqf94s1aI>

* Policy Review & Popcorn Party in December- On-campus graduate students were invited to enjoy popcorn as we handed out bookmarks that reviewed some policies and commencement dates. This also allowed students time to connect and ask their degree analyst any question they had. Thank you to the departments who brought over their students.
* Post cards in January-Postcards were sent to nearly 2,600 virtual graduate students. We did not send postcards to any graduate students who were dismissed or on academic review at the time of the mailing. Physical postcards were handed out to attendees during the meeting. There is an electronic copy posted in Blackboard. We discussed the possibility of doing this again, but for spring. If you have any suggestions, new ideas, or feedback, please contact Dr. Bonds-Raacke.
* CGS & AASCU presentations- During these two conferences Dr. Bonds-Raacke was reminded how far ahead FHSU is compared to other universities. At CGS, Dr. Bonds-Raacke presented on professional development opportunities provided to domestic and international students, as well as additional resources we offer to international students. Last week she presented at AASCU regarding the transition from paper to online applications. She was surprised that FHSU was the only university in the room that has made this transition. Many provosts approached Dr. Bonds-Raacke after her presentation to learn more about how this was implemented.
* Roar Ads- We purchased three upcoming ads in Roar magazine (Spring 2019, Fall 2019, and Spring 2020). We have requested that our ad be placed next to the graduate student feature story. The Graduate School does not pick the student who URM features in Roar. If you have any recommendations of students who should be recognized, please send those recommendations to Dr. Bonds-Raacke.
* Spring 2019 enrollment growth- Graduate school enrollment is up and by a lot. We have doubled our enrollment from summer 2016 to summer 2018. Dr. Bonds-Raacke believes part of the reason our numbers are increasing is the quick turn-around rate from when an application is sent for review and when a decision is rendered.
* Florida Undergrad Research Conference Recruitment trip & information request – Ms. Kate Haschke will be attending Florida Undergrad Research Conference next week (Feb 21-24). This conference is replacing the ACCK meeting that was held at Bethel College last year. Kate will be setting up a booth with information regarding FHSU and our graduate programs. She will also be hosting a workshop on the application process, how to set yourself apart from other applicants, considering all your options, and how to balance school and your personal life. She is looking for stories to share of FHSU students who received their master’s in a different field than what they received their bachelor’s in. If you have students who fit this profile, please email Kate Haschke (kjhaschke@fhsu.edu).
* Recruitment email for MLS Information Analysis & Communication Concentration- Kristin Herl with the Virtual College has been assisting Kate with marketing strategies to promote the new MLS concentration. A report was pulled with undergraduate students whose major could align with the new concentration. The first email sent out received a 30% open rate. Normally open rates are around 10%. Kate has had several students contact her with questions or inquiring more information. The complete report is on Blackboard. If other programs would like to use this strategy, please contact Dr. Bonds-Raacke.
* Incomplete apps email & Abound article- The Graduate School will be sending out an email via Hub Spot to all incomplete apps from Fall 2018 and Spring 2019. The email will consist of an article from Abound titled, “8 Reasons to Get Your Master’s Degree” and will not mention anything about finishing their application. EAB did a study which stated students who receive gifts will mostly likely attend that school. Since we are sending this out via Hub spot, we can track the interaction and the clicks this email will get.
1. **Graduate Council Curriculum Sub-Committee 3:30-3:40**

The curriculum sub-committee met to review proposals. Curriculum changes consisted of: two HESA courses (7 approved 1 abstain for both changes), one CDS EEE approval (7 approved, 1 abstain), one Psychology EEE (8 approved), and one minor program change for HESA (7 approved, 1 abstain). Abstains were conflicts of interest. Dr. Bonds-Raacke motioned for these changes to be approved. All council members were in favor.

1. **GA Professional Development Training Series 3:40-3:45**

February’s training session is titled, “Financial Planning: Managing Your Loans After Graduation” presented by Director of Financial Aid Vanessa Flipse. This training will be Monday, February 18th from 2:30-3:30 PM in Albertson Hall 305. GTAs, GAs, and chairs were sent emails regarding this information which was also posted to Blackboard. Additional trainings in March and April are forthcoming. Watch for flyers and emails from Staci.

1. **Faculty Professional Development Training Series 3:45-3:50**

The Graduate School purchased a series of webinars from Academic Impressions. Travel budgets are limited and we hope this provides a needed resource. Graduate faculty members who attend all three webinars in person will be recognized during the Graduate School’s annual report at convocation. Snacks will be provided during the webinars! Webinar links are not being provided to encourage in person attendance to hopefully create great discussions. However, if you are interested in receiving these links for view during the summer, please contact Dr. Bonds-Raacke.

**HOW TO INTEGRATE CAREER READINESS INTO CURRICULA WITH DIGITAL BADGING**

Monday, February 18, 2019- 3:00 - 4:00 p.m.-Smoky Hill, Memorial Union
Tuesday, February 19, 2019-3:00 - 4:00 p.m.- Smoky Hill, Memorial Union
RSVP: [http://gradfaculty-webinar1.rsvpify.com](http://gradfaculty-webinar1.rsvpify.com/)

**OVERCOMING THREE COMMON CHALLENGES IN ONLINE ADVISING**

Monday, March 25, 2019- 3:00 - 4:00 p.m.- Albertson Hall, Room 306
Tuesday, March 26, 2019-3:00 - 4:00 p.m.- Albertson Hall, Room 306
RSVP: [http://gradfaculty-webinar2.rsvpify.com](http://gradfaculty-webinar2.rsvpify.com/)

**FOUR SKILLS TO BUILD PROFESSIONAL MINDSETS WITH STUDENTS**

Monday, April 29, 2019-3:00 - 4:00 p.m. - Albertson Hall, Room 306
Tuesday, April 30, 2019-3:00 - 4:00 p.m. - Albertson Hall, Room 306
RSVP: [http://gradfaculty-webinar3.rsvpify.com](http://gradfaculty-webinar3.rsvpify.com/)

1. **Domestic Deferral Practice 3:50-4:00**

The current Graduate School practice allows domestic students to defer enrollment for up to 5 years after admission without re-applying. This creates problems for programs as curriculum and faculty change over time. Conversations at CGS indicate this is an unusual practice. A discussion was started regarding implementation of a policy which would allow students to defer enrollment up to two years unless it interferes with a specific program policy. Please take this back and discuss with your departments.

1. **Reminders**
* Enriched Educational Experiences (EEE) have been approved and added to the Graduate School catalog. Please submit any badges or micro-credentials as an EEE through LN. If you any assistance, please contact Dr. Bonds-Raacke.
* The deadline to submit proposals for GTA allocations is noon on 2/14. Proposals submitted after the deadline will not be considered for funding.
* The Kansas Council of Graduate Deans (KCGD) of the Kansas Board of Regents (KBOR) will be sponsoring the annual Kansas Graduate Research Summit in Topeka on February 26, 2019. The event will showcase the work of Kansas graduate students representing each of the state’s public institutions. The presenters for this year are as follows: Pike Holman (Geosciences; Faculty Sponsor: Dr. Laura Wilson), Ashley Lockwood (Psychology; Faculty Sponsor: Mrs. Brooke Mann and Criminal Justice; Faculty Sponsor: Dr. Tamara Lynn), Edward Shelburne (Geoscience; Faculty Sponsor: Dr. Laura Wilson), Aline Rodrigues de Queiroz (Biological Sciences; Faculty Sponsor: Dr. Brian Maricle), and Kara Sill (Geoscience; Faculty Sponsor: Dr. Thomas Schafer). We will have a student “take over” Instagram during this event and will be posting throughout the day. Please be sure to check it out!
* Workday issue- The Graduate School experienced an issue while we were reassigning nursing applications. Faculty who had no connection to the Nursing department were receiving notifications. We turned this issue over to IT who has no record of these faculty members receiving the notifications. If any other faculty members are receiving notification of applications that are NOT in their departments, please contact Dr. Bonds-Raacke. We apologize for any inconvenience this may have caused.
* Strategic Planning Meeting tomorrow- In Dr. Bonds-Raacke’s opinion, scholarship is not getting enough recognition. If this is a concern of yours as well, please attend the strategic planning meeting today at 1:30 PM in the Memorial Union Ballroom.
1. Say it in Six- This was an idea that was presented during the CGS conference. This is a social media contest to create buzz. Graduate students post a picture and 6 words that fall in one of three categories. Categories are: everyone is welcome (inclusion); why me why FHSU; and it’s a balance — social life, school, and family. We will have 5 winners. One in each category, an overall winner, and the People’s Choice. All nominations will be presented at Graduate Council who will pick the winners. Prize is $300 that can be used for professional development. An email will be send out to graduate students and faculty with information and rules about this contest.
2. Grad Deans of Kansas-There is some interesting discussion going on between KU and KSU about allowing co-authors on theses. Currently, Dr. Bonds-Raacke is monitoring the email thread. If you have comments or suggestions you would like to provide to the thread, please contact Dr. Bonds-Raacke.
3. Rolling Start Date Courses- Several faculty member are willing to implement select courses with rolling start dates in the Fall 2019 semester. Students would be able to enroll in these 5-8 week courses any time between September 1st-December 1st. Faculty are currently meeting with Dr. Bonds-Raacke to work out the logistics of the rollout. URM has helped plan a marketing strategy to inform students of these new courses and we have worked with the Registrar’s office regarding grade posting. We do have room for one or two more courses. If any faculty members are interested in giving this a try with a course you are comfortable with, please contact Dr. Bonds-Raacke.
4. **Announcements- Leslie Paige updated the group on several upcoming calendar events. Please see details below.**

**Graduate School Calendar of Events**

02/15/19 Faculty summer research grants due

03/04/19 Deadline to sign up for comps. Advisors can view the roster on Tiger Central.

03/15/19 GSE grant applications due

03/27/19 March Graduate Council Meeting

04/01/19 SACAD proposal deadline

04/08/19 Introduction thesis pages due to Graduate School

04/29/19 Comprehensive exam ballots due to Graduate School

 Thesis/Field Study due to Graduate School for vetting



* **May Graduation**: MLS and MPS students will have the option of walking with the designated college OR with their respective departments.
* **Application Requirements:** Check the website to ensure your application requirements are listed correctly and notify us of any changes: <https://www.fhsu.edu/academic/gradschl/programs/index>.
* **Instructional Videos for Faculty:** Dr. Keith Bremer created a series of video tutorials for graduate faculty members using LN: <https://www.fhsu.edu/academic/gradschl/Graduate-Faculty/index>
* **Viewing Applications:** Need an easy way to view graduate applications for your program? Contact Dr. Bonds-Raacke to have a custom report created to meet your needs.
* **Open Meetings:** Council meetings are open to all (only official members can vote) and meeting minutes are available on the Graduate School website.