

	<b>Graduate Council</b>	
	<b>Date</b>	Wednesday, October 9, 2024
	<b>Time</b>	3:00 PM – 4:30 PM
	<b>Place</b>	Memorial Union Pioneer room or via <a href="https://fhsu.zoom.us/j/91736338856">https://fhsu.zoom.us/j/91736338856</a>

### Roll Call

Dr. Valerie Yu	Dr. Brooke Mann	Dr. Kim Perez	Kelsi Broadway
Dr. Angela Walters	Dr. Medhavi Ambardar	Dr. Janelle Harding	Dr. Keith Bremer
Dr. Jerrie Brooks	Dr. Blake Roth	Dr. David Fitzhugh	Dr. Angela Pool-Funai
Dr. Gary Andersen	Dr. Kenton Olliff	Rhonda Weimer	Bryn Hafliger
Dr. Suzanne Becking	Dr. Perry Harrison	Erica Bittel	Les Mackey
Dr. Jian Sun	Dr. LeAnn Brown	Dr. Carrie Tholstrup	Jackie Baxter
Dr. Kenny Rigler	Dr. Brent Goertzen	Angie Howard	Amanda Frank
Dr. Jon Sumrall	Dr. Hussam Ghunaim	Sarah Patterson	

### Standing Items

- 1) Strategic goals for the Graduate School
  - a) Engagement/retention
    - i) A meeting was held with Workday regarding the possibility of adding a text function.
    - ii) HubSpot
      - (1) New Application
      - (2) New Admit
    - iii) Incomplete Application Email
      - (a) Emails are being sent through Workday to students with incomplete applications to increase application completion rates.
  - b) Marketing/recruitment
    - i) Recruitment Update - Fall
      - (1) 2717 students registered as of 10/09/24 (+78)
      - (2) 17,772 SCH as of 10/9/24 (+915)
      - (3) 937 New admits for fall 2024
      - (4) 120 denials for fall 2024
      - (5) 215 incomplete applications for fall 2024
      - (6) 1<sup>st</sup> time, New Graduate Students, up 13% (1039) over F23 (961)
  - c) External funding
    - i) OSSP Report
      - FY 25

20 submissions totaling \$9.052 million  
14 awards totaling \$2.858 million

- ii) Endowed Scholarship Funds- \$880.1.
- iii) New position in The Graduate School and OSSP Office. Post-Grants Coordinator. This position will handle post-grant activities, including submitting amendments and annual reports and working closely with the business office. The position requires a bachelor's degree and offers an annual salary of \$50,000.00

### **New Business**

1. Curriculum Committee (Angie)
  - a) Courses – Approval recommended by GCCC
    - CSCI 853 Advanced Data Warehouse Programming (New Course)
    - TEEL 857 Advanced Literacy Assessment & Intervention (Significant Change)
    - CSCI 625- a course on key topics and techniques in data privacy, was approved at the academic affairs level.
  - b) Courses needing revisions
    - TEEL 836 Introduction to Teaching in the Elementary Grades
    - TEEL 837 Curriculum Integration in the Elementary Grades for Holistic Learning
    - 
    - Dr. Angela Pool- Funai requested a motion to approve all three. Dr. Jerrie Brooks moved to approve all three. Dr. Jon Sumrall seconded.
2. Academic Affairs Strategic Priorities 24-25
  - a) Unifying around a Results-Oriented Culture
    - What do results mean to you this year?
      - Emphasizes the importance of considering the different missions of subcommittees when defining results.
      - Seeking deeper clarity around the results in the curriculum and collecting data to support this.
  - b) Building community within and outside the University
    - What is your sense/pulse on community within the University?
    - Partnerships with other universities, including Southern Indiana University and K-State, to add value to their degrees.
    - How can your unit assist/encourage/model?
      - Importance of using data effectively, including sharing updates on enrollment and finances.
  - c) Developing strong data acumen
    - What does this mean for your unit?
      - Conducting exit surveys to gather meaningful data for the next comprehensive review with HLC.

3. Enrollment Council (Keith)
  - a) Presentation
    - Explained the role of the enrollment council, which includes representatives from various units. Dr. Keith Bremer provided projections for enrollment numbers, focusing on Fall 2025, to maintain stability. Dr. Bremer reported that the signal for fall 2024 is stable, with a projection of 2758 students for Fall 2025. The council uses data from RNL to track national trends in graduate education and adjust its projections accordingly.
  
4. Letters of Recommendation Policy
  - a) Must be current (within the last two years).
  - b) Must be on letterhead or have a signature.
    - Dr. Angela Pool-Funai discussed the importance of updating the letters of recommendation policy to ensure professional academic references are used. The council was encouraged to share this information with their teams to review the materials required by their programs to ensure clarity and consistency in application requirements. Dr. Keith Bremer explained the current process for verifying letters of recommendation.
  
5. Comprehensive Exam Sign up
  - a) Why we do it.
  - b) Do we still want to do this?
    - a. The council discussed removing the deadline from the sign-up form to reduce student confusion. Some programs do not use the central sign-up process and prefer to track comprehensive exams internally. The council agreed to take the issue back to their departments for further discussion and feedback.
  
6. Commencement Flagbearers
  - a) Two needed
    - 8:30- Dr. Jon Sumrall
    - 11:00- Dr. Jerrie Brooks
  - b) There will be two ceremonies on Friday, December 13th. The Robbins College of Business and Entrepreneurship, the College of Health and Behavioral Sciences, and the Werth College of Science, Technology and Mathematics will begin at 8:30 am (CT). The College of Arts, Humanities, and Social Sciences, and the College of Education, will follow at 11 am (CT).

### **Old Business & Updates**

1. None at this time.

### **Coming Up**

- 1) Next G.C. Meeting – November 13th, 3:00 PM; Memorial Union 226 - Pioneer Room  
OR via Zoom: <https://fhsu.zoom.us/j/91736338856>

### **Important Deadlines**

#### *Application for Program Completion (APC)*

Final Date to Sign Up 10/13/24

#### *Comprehensive Exams*

**Final Date to Sign Up 10/07/24**

Exam Results Due (Written and/or Oral) 12/16/24

#### *Master's Theses and Ed.S. Field Studies*

Final Copy Due 11/29/24