

Graduate Council Minutes Monday, February 5, 2024 Via Zoom

Attendees: Jennifer Ball (ex-officio), Leah Brown (ex-officio), Tracy Routsong, Jim Schnoebelen, Danny Funk, Tracy Davis, Becky Dodge, Sarah Holt, Dave Provorse, Michele Reisinger, Barbara Scofield, Michael Rettig, Pat Dahl, Lydia Diebolt

Not present: Zenova Williams

Notes taken by: Beth Mathews

Guest: Kassy Swain and Travis Perry

The meeting was called to order by Jim Schnoebelen at 12:03pm.

- I. Approval of Minutes
 - a. A motion was made by Sarah Holt and seconded by Barbara Scofield to approve the November 6, 2023, minutes as presented.
 - b. Motion passed.
- II. Old Business
 - a. Graduate Certificate in Communication and Leadership update
 - i. Jim Schnoebelen informed the committee that this new certificate was moving forward through the approval process.
- III. New Business
 - a. New graduate application platform – Leah Brown, Kassy Swain, and Travis Perry
 - i. Leah Brown informed the committee that Slate had been chosen to provide communication and application processing for the university. It will replace Recruit and CollegeNet for undergraduate and graduate programs.
 - ii. She will be sending out invites for group training meetings for all of those currently using CollegeNet.
 - iii. Leah Brown will provide periodic updates on the transition to Slate to the graduate council.
 - iv. Kassy Swain shared they expect to start integration of Slate in the April time frame since this is currently a busy time for applications and processing.
 - v. She will set up individual meetings to set up applications.

- vi. She shared that Washburn would have full functionality for Slate and would be able to provide almost immediate assistance.
- vii. Travis Perry is working on the communication and marketing side of the platform and shared it would help with student engagement and work more seamlessly than Recruit.
- viii. He also shared Washburn will have unlimited licenses to allow anyone to work within the platform.
- ix. He will have one email template that can be modified to respond accordingly by department.
- x. Danny Funk asked how incomplete applications will be transitioned. Kassy Swain advised that at end-of-life for existing applications they will import those documents.
- xi. Dave Provorse asked if admins will be included in the training meetings. Leah Brown advised that she has a list of CollegeNet users and will send invites for training to everyone listed.

IV. Discussion

- a. CollegeNet application forms – Beth Mathews reminded everyone that any edits or changes to the current application forms will be available until the CollegeNet contract runs out or when Slate is fully implemented. Jennifer Ball added that the CollegeNet platform contract expires in October. Any updates needed to current applications should be sent to Beth Mathews.
- b. EN208 – Barbara Scofield
 - i. Melanie Burdick confirmed that English department would be willing to provide a professional-level writing class and could be implemented by summer 2025.
 - ii. Barbara Scofield said there were two questions to be addressed. One of which would be enrollment numbers. She asked that the council members reach out to their departments and then let her know their interest.
 - iii. There was also discussion on the approval process for the class if implemented. Jennifer Ball suggested the course outline be presented to Graduate Council for review and any recommendations before submitting approval through the usual process.
 - iv. Jim Schnoebelen reminded the council members that if they have any concerns, topics of discussion, or reminders for the Graduate Council to send those items to him, Jennifer Ball, or Beth Mathews to be added to the next agenda.

V. Announcements

- a. The next meeting is scheduled for Monday, March 4, 2024.
- VI. Adjournment – there being no further business to discuss, Jim Schnoebelen concluded the meeting at 12:25pm.