

## Graduate Council minutes

November 17, 2014

Present: \*\*Aida Alaka, \*Ryan Alexander, Bob Boncella, Julie Boydston, Vickie Kelly, Bobbe Mansfield, Kandy Ockree, Brenda Patzel, \*\* Randy Pembrook, Dan Petersen, Michael Rettig, \*\*\*\*Christine Rhoads, Kayla Waters

The meeting was called to order at 12:00 p.m. by Kayla Waters who agreed to sit as interim committee chair.

1. **Election of Chairperson:** Bob Boncella volunteered to be the chair. Motion was made and seconded with the council members approving the motion. Bob assumed the responsibility of the chair position for this meeting. Thanks Bob!!

2. **Approval of Meeting Minutes:**

The Graduate Council members questioned the addendum to the minutes of October 20, 2014. The question raised was regarding the equivalency requirements. According to the addendum, Terri Hearrell from the Registrar's office indicates "It will be necessary to set equivalencies for the graduate courses.....". After some discussion and supposition as to what this means, the request was made for Larry to send what current listing of the graduate courses with the proposed course number to each of the areas. The graduate council representative will then ensure all numbers/courses are accounted for.

Several other discussion points were made:

- There were a few SON numbers were left off. Were these corrected on the listing?
- It is hoped the College of Arts and Sciences will be working to have their courses renumbered and through the CAS process in January 2015.

A motion was made to accept the minutes as written, with the addendum. There was a second with council members approving the minutes.

3. **Old Business:**

- a. The School of Nursing requirements and 500 level business courses: This was briefly discussed with no action taken. It appears to be a resolved issue.
- b. School of Nursing has handbook language that other graduate programs do not. The SON has in place where the faculty votes on students who petition for graduation. After discussions, the graduate council determined language, and procedures, for graduation should be unit specific. The council will not require particular or specific language and consensus of the council members was programs/units could have specific language and procedures for graduation requirements. A motion and second were made regarding the decision by the council. All approved.
- c. Update of Advertising Plan: Tim indicated he received the revised ad from JHP. The wording of "Transform your career in your community" will be used. The ad will run during the first week in December with an insert in the Topeka Chamber of Commerce's mailings. Tim also indicated additional marketing efforts include an e-mail will be sent to alumni

about the graduation programs and the creation of a draft story board for a 30 sec. commercial spot. Targeted goals for Fall 15 have been established and funds should be used to ensure those numbers have been met. A request was made to have the target numbers provided to committee members. Tim volunteered to send this out to all council members.

Tim reminded the council members to ensure changes to admission dates, etc. be sent to him for modification of the graduate program website.

- d. Uniform Graduate Application Fee: The possibility of a 50.00 application fee continues to be discussed by the council. This discussion is taking place because of the diversity in application fees currently on campus.

Dr. Pembroke indicated current application fees generate approximately \$5000.00 per year which is placed into the general fund. He stated IF all programs/units charge \$50.00, if enrollment was at a certain number with other contingencies, approximately \$20,000 could be generated. From that amount, the general fund would still receive the same amount, with the bulk of the remaining money put towards marketing efforts, and some money then placed into a reserve for Graduate programs.

Some discussion ensued about:

- The actual amounts. It was determined the application fee money returned for graduate programs will be in addition to the \$25,000 that is currently available from Enrollment Management.
- Whether the reserve money would remain available or be “lost” to general funds if not spent within the academic year,
- Can students pay the application fee with a credit card?
- Students who move from undergrad to graduate programs within the 3 + 2 programs, and
- International students who may have difficulties in paying until they arrive on campus.
- Rhonda Thornburgh will be invited to the next meeting to assist with the questions regarding the fee discussion.

Dr. Pembroke encouraged council members to start developing a culture that focuses on marketing the graduate programs so programs will grow.

4. Discussion on Pricing Structure:

Dr. Pembroke indicated the University is building the 2015-16 budget now. He requested The council members to discuss with their deans whether their programs are not at price point, if their tuition should be altered/modified, etc.

The meeting was adjournment 1:00 p.m.

