

**University of Southern Indiana  
Council of Graduate Program Directors and Chairs  
January 18, 2017**

ATTENDANCE: M. Rowser (Chair), B. Beach, G. Bower, C. Conaway, J. DeJong, S. Frank, R. Hobbs, M. Hostetler, T. Hunt, T. McDonald, J. Smothers  
Guests: E. Gilles, B. Rinks

The meeting was called to order at 9:02 a.m.

The minutes from the November 16, 2016 meeting were reviewed. Dr. Beach made the motion to approve the minutes as written and the motion was seconded by Dr. McDonald. The minutes were approved.

Topic	Discussion	Decision
<b>Announcements</b>	The council welcomes Dr. Jack Smothers (MBA), Dr. Tamara Hunt (MALS) and Dr. Rick Hobbs (MSOT-Interim) as new directors.	Information Only
<b>Old Business</b> Out of state tuition waiver for Graduate Students	<p>Dr. Rowser presented Dr. Conaway's proposal to the Provost. Dr. Rochon will speak with Mr. Steve Bridges and Mrs. Cindy Brinker about Illinois reciprocity.</p> <p>Dr. Conaway stated that this proposal started because there is not a reciprocity agreement with Illinois and Undergraduate Admission office offers scholarships to students residing in this state.</p>	Provost and Dr. Rowser to discuss later this week. Dr. Rowser will bring discussion to council.
Fundraising	<p>At our last meeting, Mr. David Bower presented fundraising ideas for Graduate Studies. Dr. Rowser and Mr. Bower had a lengthy discussion about Graduate Assistantship opportunities, after the council meeting. Mr. Bower asked Dr. Rowser to submit a proposal, is currently looking for a donor, and possibly has a donor for two Graduate Assistantship positions.</p> <p>Council members suggested that a proposal for graduate assistants from each program may make for a stronger proposal than a general proposal and this will give the potential donor the opportunity to offer their input on the proposals.</p> <p>The council discussed planning a fundraising event with a silent auction possibly in the 2017 fall semester.</p>	<p>Dr. Rowser asked the council how will we decide who will get the Graduate Assistantships if they are funded.</p> <p>Please send a memo or a proposal for individual programs to Dr. Rowser by February 1<sup>st</sup>, detailing how the will utilize a Graduate Assistant. Dr. Rowser will submit a proposal to Mr. Bower once she has information from all programs.</p> <p>Dr. Rowser has asked the council to form a planning committee to discuss the feasibility of the fundraising event. Ms. Bonnie Rinks and Dr. Tamara Hunt volunteered.</p>

<p><b>New Business</b> Graduate Student General Orientation</p>	<p>Provost Rochon charged Dr. Rowser with the development of an on campus orientation. The council discussed a general orientation on campus for Graduate Students to introduce them to campus and student resources. Further discussion about an online orientation followed.</p>	<p>The council would like the Graduate Student Professional Network to offer input on items to include in the orientation. Marna Hostetler, Director David L. Rice Library stated the library would be happy to help with the orientation</p>
<p>Dr. Rowser's Leadership Training (Last Summer)</p>	<p>Dr. Rowser attended a leadership-training program last summer. The attendees were asked to contribute to development of a <i>White Paper</i> on The Value of Graduate Education.</p>	<p>Dr. Rowser has asked the council to provide their feedback via email on <i>"What else adds value to the graduate educational experience?"</i></p>
<p>Graduate Faculty Resources</p>	<p>Dr. Rowser started the discussion about Graduate Faculty Resources. This is steaming from Dr. Rowser's presentation to the Executive Enrollment Management Committee. A few topics discussed were:</p> <ol style="list-style-type: none"> <li>1) Stipend for "piggy-back" courses</li> <li>2) Resources for adjunct resources</li> <li>3) Stipend for developing online/ distance education courses</li> </ol>	<p>Dr. Rowser has asked the council to provide feedback via email additional resources for graduate faculty.</p>
<p>Readmit/Readmission</p>	<p>Dr. Rowser reminded the committee of the Readmit/Readmission process:</p> <ul style="list-style-type: none"> <li>• If student has not attended courses for one semester, he/she readmits to the program.</li> <li>• If student has not attended courses for two consecutive semesters, he/she must reapply to Graduate Studies.</li> </ul>	<p>Information Only</p>
<p><b>VI. Other</b> Graduate Studies – Marketing &amp; CRM (Lindsey)</p>	<p>Ms. Gibson announced the addition of Zoho CRM to Graduate Studies. Utilizing this software will decrease amount of data entered manually and will make our recruitment and marketing efforts more automated.</p> <p>Dr. Rowser mentioned that Graduate Studies has identified 31 colleges with 0-3 graduate programs. Dr. Rowser plans to meet with her counterparts at these colleges to establish relationships and promote our programs.</p>	<p>Ms. Gibson has asked the council to provide a short paragraph introducing the director and program to a prospective student. These emails will be sent to prospective student to encourage them to complete an application.</p> <p>Information only</p>
<p>Graduate Studies Staffing</p>	<p>Dr. Rowser announced that DeAndria Powell is no longer employed by the university. Graduate Studies has three temporary workers:</p> <ol style="list-style-type: none"> <li>1) Jake Cox – application processing</li> <li>2) Lesley Donovan – document processing</li> </ol>	<p>Information Only</p>

	3) Linda Settersten – administrative assistant	
Scholarships	Dr. Rowser discussed Spring scholarship opportunities and the disbursement for Spring 2016 scholarships.	Dr. Rowser would like the councils input for Spring 2017 Scholarships and need based funding opportunities.
Enrollment	Dr. Rowser reported that USI has a new high of 1,160 Graduate Students for the Spring of 2017!	Information Only
Program Highlights	<p>Program directors and chairs updated the council regarding individual programs:</p> <ul style="list-style-type: none"> <li>• MAE – Second year in a row for Graduate Assistant in the Writers’ Room (Jaquelynn Epley) Graduated first six students</li> <li>• Library – Phil Orr retired at the end of the fall semester</li> <li>• MALS – going in a new direction</li> <li>• MBA – 278 enrolled students, up 178 new students from last year</li> <li>• MSW – admission going well, the advance, fulltime cohort is closed</li> <li>• Ed.D. – program review on January 30<sup>th</sup></li> </ul>	Information Only

**The meeting adjourned at 10:28 a.m.**

**The next meeting will be February 15, 2017 at 1:30 p.m. in Orr Center 3076.**