

University of Southern Indiana
Council of Graduate Program Directors and Chairs
September 20th, 2017

ATTENDANCE: M. Rowser (Chair), B. Beach, G. Bower, C. Conaway, J. Dickerson, M. Hanka, M. Hostetler, L.A. Howard, T. Hunt, J. Jensen, J. Smothers,

The meeting was called to order at 10:03 a.m.

Topic	Discussion	Decision
Announcements		There were no announcements
Old Business		
Undergraduate International English Proficiency Policy	Deferred to the next meeting.	
Program Review	Dr. Rowser advised that the Higher Learning Commission wants standardized program reviews. Additionally, according to Dr. Shelly Blunt, the program review schedule will be revised and Dr. Bill Elliott will review the current schedule and criteria.	Dr. Rowser will share information when available regarding the review process and schedule.
	Dr. Hunt added that the Assessment Committee reviewed the program review guidelines previously and included recommendations in a report.	Dr. Hunt will send a copy of the report from the Assessment Committee to the Council members
Foundation Funds and Browning	Dr. Hunt proposed choosing an outstanding Graduate Student for this award by letters of recommendation Dr. Rowser asked volunteers to develop the award criteria.	
	Dr. Rowser will also ask the Foundation about added additional funds to the Browning endowment. Dr. Conaway proposed the idea of awarding the Browning Endowment on Honors Day.	
	Dr. Hanka suggested two awards – one from the Foundation funds and the other from the Browning Endowment. Dr. Smothers added that the award itself could be more important to the student than the money.	Dr. Hanka, Dr. Jensen, and Dr. Rowser volunteered to develop the criteria for the award. Some ideas for consideration of the criteria include: <ul style="list-style-type: none"> • Publications and presentations • Research projects with tangible results
New Business		
Acceptance Letters	Dr. Rowser proposed that Graduate Studies send out all acceptance letters similar to the acceptance process for the MBA program. Programs will continue their current process of accepting students.	

	<p>Program Directors will send list of students who were accepted and Graduate Studies will send out the acceptance letters. The acceptance letters will contain program information and Graduate Studies information. Dr. Rowser and the Program Director will sign the letters electronically.</p> <p>Jayne Tang explained the process where students will receive a letter electronically and an automated letter will print out in Graduate Studies. Graduate Studies will mail out the letters and any additional program information.</p>	<p>Council members in attendance were in agreement with the proposal. Jayne Tang will send out example acceptance letters for directors to adapt.</p>
<p>Other Graduate Studies Marketing</p>	<p>Lindsey Gibson presented the new Graduate Studies brochure. She also spoke about our Customer Response System (CRM) and how we use it to communicate with our prospective students. Lindsey will send out list of prospective students we met at the various graduate fairs and events.</p>	<p>Information only</p>
<p>Graduate Fairs</p>	<p>The Earlham Graduate Fair will be rescheduled. The Franklin & USI Graduate Fair will be on September 27th, 2017.</p>	<p>Information only</p>
<p>Program Highlights</p>	<p>MPA is sponsoring an event on October 26th best practice non-profit organization.</p> <p>MAE program will begin team teaching next semester.</p> <p>Seven students and three alumni from the MAC program attended and/or presented at a conference in Kentucky.</p> <p>The Ed.D is still in the approval process – will go from HLC to the Indiana Board of Education.</p> <p>Dr. Jensen proposed the idea of a graduate student consortium possibly in spring or next fall.</p>	<p>Information only</p> <p>Additional discussion forthcoming</p>

**The next meeting will be October 17th, 2017 @:00 – 11:30 a.m. – OC 3076.
The meeting was adjourned at 11:55 p.m.**