

Graduate Executive Committee
March 10, 2017
Minutes

Attendees:

Voting Members: David Havlick, Craig Elder, Sylvia Mendez, Linda Button, Don Klingner, Al Schoffstall, Jeff Spicher, Meghan Lybecker, Edward Chow, Karen Livesey, Brandon Gavett, Jon Caudill, Steve Tragesser, Eddie Portillos, Rob Block

Non-voting Members: Crista Hill, Whitney Porter, Steve Miller, Wendi Clouse, Jose Mora, Sarah Elsey, Kelli Klebe, KrisAnn McBroom

Visitors: Sean Milton

• **Visa student and program advisement** (Sean Milton, Global Engagement Office; see attachment)

An overview of faculty, staff, and student responsibilities regarding visa requirements was provided. Faculty and staff should be familiar with these and make sure they do not give contradictory advice. Concerns include timelines allowed for completing degrees, registration requirements, in-person requirements for credits including thesis/dissertation credits.

• **Graduate School Policy and Procedures vote results:**

Yes 52 No 3 Abstain 1 (+1 who submitted an empty survey)

- The survey was sent to 324 people. We had 57 return the survey for a 17.5% response rate.
- Policies and Procedures will be sent to Deans and Provost for approval

• **Thesis/Dissertation defense announcements**

- GEC discussed the thesis/dissertation defense announcements given the haphazardness in which programs let the Graduate School know about such events.
- It was determined that sending out the announcements to the list serve is a useful tool and that many of the committee have seen members of the campus community attend the defenses due to the announcements. They agreed that a more regulated process would be acceptable, for example only send out on Monday for the coming week.
- The GEC members have requested that the graduate school start to publish the list of student projects on the graduate school website. This may be done at the end of each term once the theses/dissertations have been submitted to the graduate school. If programs want us to include capstone projects in the list, then those programs must reach out to the Graduate School to determine a process for doing such.

• **Orientation and onboarding new students**

- The fall new student welcome reception will be Monday August 14 5:00 – 7:00 in Berger Hall. The graduate school also offers an online orientation via Blackboard to educate new students about registering for classes, paying student bills, UCCS Student Code of Conduct, Graduate School Policies, Student Rights and Harassment, Graduate Student Association, Financial Aid and Scholarships, Housing options, Wellness Center and a list of other resource offices on campus. This is emailed out to students with their invitation to the Welcome Reception at the beginning of each semester. Once students are admitted, they are given access to this course in blackboard. Welcome sessions will be offered again this fall, the date is to be determined.
- The Graduate School offers Student Welcome Sessions (see attachment for topics). A brief discussion was had about when these should be offered. The GEC recommended that they be offered on Saturday.

- Wednesday August 16 is the International Student Orientation. Grad and Undergraduate students must attend for visa requirements so please do not schedule events during this time.
- General discussion about what programs are doing. It would be helpful if programs would let the Graduate School know when you have orientations as sometimes people contacted us and we can plan activities around your events.
- **Update on new graduate school application** (Steve Miller, Graduate Admissions; see attachment)
The new graduate application (by Fire Engine Red) should be up and running in July. Programs should see no difference in how they process applications but we hope students have better experience. When Singularity is replaced with OnBase then new options might be available for processing applications.
- **Dean updates**
 - **Recruitment efforts**
 - Graduate Recruitment Support Fund still available: provides funding to programs for recruitment efforts <http://www.uccs.edu/graduateschool/faculty-and-staff/faculty-resources.html>
 - Royall Activities: Hired an external company to help generate leads; market broadly UCCS programs; will market to UCCS juniors/seniors (starts end of March), recent alumni who have not gone on to graduate school, and GRE/GMAT list purchases. This is a 3 year planned activity. We will be checking with you to see impact of these efforts. We expect an increase in the number of applications.
 - Marketing: UCCS marketing department will be working with graduate school and graduate admissions and recruitment to expend newly allocated marketing funds.
 - Expect a survey asking you about potential recruitment and marketing needs. This will be used by Sarah Elsey and Susan Eldridge to develop a recruitment and marketing plan for 2017-2018.
 - Visits to programs/colleges—invite us to come to talk with you about your recruitment needs. We want to coordinate activities with you.
 - **Graduate Student Scholarships/Fellowships/Funding**
 - Reminder for Graduate Out-of-State Recruitment Scholarships and Graduate School Tuition Grants are due May 1, 2017. Watch for form. Make sure your students meet the criteria.
 - Student travel awards close March 13th
 - Number of applicants/nominees for other graduate school funding is given in table below. We expect most awards to be made by the end of March if not sooner. Mentored doctoral fellowship will be awarded by end of April.

Scholarship	Number of Applicants/Nominees
Graduate Research Fellowship	40
Lind Scholarship	38
Graduate Opportunity Scholarship	18
Mentored Doctoral Fellowship	7

- Graduate School Scholarship Award Reception: May 4th or April 27th (working out scheduling conflict- will confirm date soon). This will be a dinner to celebrate those who were awarded scholarships and fellowships for the 2016-2017 year. More details to come.

- **Update on graduate application fees**
With new degree application system (starting July 1), there will be a new distribution of the application fees: 50% will go to Admissions and Records and 50% to department/college (depends on whether you have centralized admission process or process by department). Application fees are \$60 for domestic students and \$100 for international students.
- **Transcripts for Admission Decisions**
 - We will use foreign transcripts students submit to an official credential evaluation service (such as WES and ECE) which we actually receive directly from WES or ECE as an “official” transcript. This keeps the student from having to request and pay for a second official transcript to be sent from their college directly to us.
 - We will use “unofficial transcripts” from domestic graduate student applicants for the purpose of completing their admission file and sending it to departments for admission decision. In such cases we would put a registration hold on their account (if admitted) to ensure that final official copies are received.
- **Graduate Student Research Showcase.** This will be a research event for graduate students to present posters of their research. Mountain Lion Research Day (previously held in the spring) will now be held in the fall semester. The Graduate Student Research Showcase will now be the Spring research event for graduate students. Event is Wednesday May 3rd 9:00-1:00 with lunch and keynote speaker. Registration is required for poster presenters. Registration open until April 12th. Students can register at:
<https://goo.gl/forms/4lbijZRfJeq0b5222>

Announcements

Assessment Summit (change in date) **will now be held from 3-5 pm on Friday, April 7th, in the Daniels K-12 Room in Osborne A-327.** Dr. Black - Director of Assessment at the University of Northern Colorado - will talk a little about the current state and future of assessment in academia and lead a broad-ranging discussion of the future of assessment at UCCS with as many department chairs, assessment coordinators and other interested faculty as are able to attend. I hope you will be able join us in a robust conversation.

Spring 2017 GEC Meetings (10:00-11:30)

April 14 (Dwire 204) May 5 (UC 124; A week early due to commencement conflict)

Spring 2017 Commencement Friday May 12 2017

LAS ceremony starts at 10:30 am

All other colleges' ceremony starts at 2:30

What you need to know about International Student Compliance
(Highlights of F-1 and J-1 status)

Faculty/Department Responsibilities

1. Length of program: International students need to complete degree program in duration as offered on the non-immigrant student visa document, excepting for unusual academic or medical circumstances
 - a. Bachelors – 4 years (less for international students with transfer credit)
 - b. Masters – 2 years
 - c. Doctoral – 5 years
2. In-person classes/credits must have structured, regular and scheduled in-person meetings with faculty, including the first and last scheduled meetings of the semester as well as the scheduled final examination period, per UCCS policy at <http://www.uccs.edu/Documents/vcaf/policies/2016/200-018.pdf>, and international students need to be physically present on-campus for scheduled class meetings except for scheduled breaks (spring break, for example) or extreme extenuating circumstances such as a family emergency. In-person is defined as a face-to-face meeting, not to include phone or online video chat meetings.

Other Student Requirements to understand

1. Reporting requirement: International students must 'Report' to school official (GEO advisor) at start of program by attending and completing the "SEVIS Reporting" session and other orientation sessions, as well as enrolling full-time.
2. Enrollment criteria:
 - a. International students must fully enroll by the census date deadline, and remain enrolled full-time in fall and spring semesters (unless authorized for reduced course load), following minimums as defined by UCCS at UG and GRAD level
 - b. Limit on online (distance education) enrollment, one class max, 3 credits in full-time load every fall and spring semester to graduation
 - c. Graduate international students working full-time on dissertation only after completing all other required coursework and credits (including comprehensive exam, if applicable) may be considered full-time with less than full-time enrollment, if additional credits are not required and if properly documented and approved.
3. Length of program: International students need to complete degree program in duration as offered on the non-immigrant student visa document, excepting for unusual academic or medical circumstances
 - a. Bachelors – 4 years (less for international students with transfer credit)
 - b. Masters – 2 years
 - c. Doctoral – 5 years
4. Address reporting: International students must maintain address properly in CU-SIS
 - a. US residential address must be updated within 10 days (as MAILING and LOCAL address)
 - b. Cannot be a PO box address
 - c. Student has responsibility for correct spelling, formatting, etc.
5. Communication: International students must use official UCCS email address, and regularly check and reply to emails from GEO international student advisor, and take action as needed
6. On-campus work eligibility: International students are eligible to work on-campus up to 20 hours/week during academic terms, including all employment, and up to 40 hours during summer and winter breaks
7. Off-campus work eligibility: International students are NOT eligible to work off-campus (including unpaid work) without authorization from GEO advisor (in some cases authorization cannot be granted)

Past Welcome Session Agendas (began in fall 2015)

Spring 2016 Graduate Student Welcome Sessions

Morning

9am-10am: Navigating your Library Resources- Sue Byerley

10:15am-10:45am: Building your Graduate Student Community- Graduate Student Association Presidents

11am-12pm: Using Social Media for Academic Purposes-Matt Getze, School of Public Affairs

12:00pm-1pm: Lunch with Program Representatives

Afternoon

1:00pm-2:00pm: Graduate Financial Aid 101- Branden Williams

2:30pm-3:30pm: Blackboard 101- Jackie Crouch

3:45pm-4:15pm: Writing at the Graduate Level- Michelle Neely and Graduate Assistant

4:30-6:00pm: Navigating your library Resources- Repeat of morning session

Fall 2016 Graduate Student Welcome Sessions

8:30-9:00am: Check in and coffee with the Graduate Student Association

9:00-9:45am: Navigating your Library Resources: Presented by Sue Byerley

10:00-10:45am: Graduate Financial Aid 101: Presented by Branden Williams

11:00am-12:00pm: Building an effective relationship with your Mentor: Presented by Dr. Patricia Witkowski

12:00-1:00pm-Lunch with Program Representatives

1:00-2:00pm: Optional Campus tour OR attend program specific orientation * check with your program

NEW GRADUATE SCHOOL APPLICATION FER (FIRE ENGINE RED)

- **More reliable, dependable**
- **Subplan configuration, functionality**
- **Tech support**
- **Applicant sends new recommendation requests and reminders**
- **Continue testing through March**
- **Implement by mid April for all programs**