Graduate Program Coordinator Meeting
Minutes of March 1, 2017

Welcome/Announcements

- Richard Inouye welcomed the group.
- Dedri Nielson was introduced as the new GPC for the ITLS department.
- The next Graduate Student Social is Tuesday, March 14, 2017 (now rescheduled for March 21) from 6-8 pm at the Logan Country Club. Emma Eccles Jones College of Education & Human Services is the Host.

Graduate Recruitment weekend recap [Katie]

- Katie Feinauer gave a recap of the Graduate Recruitment weekend. There were 61 participants from 16 departments who participated on February 24th and 25th at the morning welcome and breakfast followed by a Graduating Training workshop, campus tours along with activities that included skiing, snowboarding, snowshoeing, yoga and Hardware Ranch. Surveys submitted by the participants showed positive interactions and interest in attending USU.

Recap and Evaluation meetings have been set up for the following dates. You only need to select the best time that works for you to attend. These meetings will be located in Old Main 164J conference room.

- Tuesday, March 7, 2017 at 11am
- Wednesday, March 8, 2017 at 11am
- Thursday, March 9, 2017 at 1pm
- Monday, March 13, 2017 at 9am

- Consider pushing forward deadlines of accepting as you consider taking full advantage of the recruitment weekend event to convince applicants to accept an offer at USU.

Commencement Reminders

- Commencement date and deadlines are all on our webpage at http://rgs.usu.edu/graduateschool/degree/commencement/.
- Kurt Adison reiterated information to submit professional Plan C students by listing them on the spreadsheet and uploaded it to box. Next week the Qualtrics surveys will be sent to the students to collect information on preference of how name is listed in the program and attendance at the ceremony. Deadline is March 6, 2017 to submit names. A hard deadline of April 7 for submission of names for the graduation program to the publisher.

Consequences of stopping an assistantship
Craig discussed the consequences of a student not completing their assistantship anytime during their assistantship. Whatever the reason a student does not complete their assistantship, they are no longer eligible for the tuition waiver. A requirement for that tuition waiver is to complete the entire semester. This would affect the student's financial status as the tuition waiver is removed, and the student would owe additional tuition dollars. The student would be required to pay the balance. If balances are left unpaid, the student would have their account placed on hold and would not be able to receive a transcript or diploma. Please make sure students understand these consequences clearly.

Accepting International Students
- Joan Rudd discussed accepting international students by May 1, 2017. Complete the department form spreadsheet to identify international students accepted so information about additional documents can be completed and identified.
- Questions from last month’s discussion of accepting, rejecting, and/or deferring spring 2017 students. Any spring 2017 students who are referred or incomplete proceed need to have a decision made. This would require you to review incomplete applicants and determine if the information is available if you are interested or not in that student. A decision needs to be submitted in a timely manner after the anticipated entry date as already passed.

Recruit application changes
- Applications are still showing higher totals than the same time last year. We currently have over 2400 applications.

Application update
- Summer is the time to update any changes on your recruit applications. Whether it is adding or removing additional supplemental items or wording within the application. GPC’s and department heads would work together to send Joan Rudd those updates.

Customized Recruit emails
- Customized emails by departments are sent to students through an automated system within Recruit. One email is sent to students 10 days after they begin an application if the application has not been submitted. Additionally, an email is sent to students when their application is complete with information about decision timetables and information about USU. Please consider updating or customizing your email communication options with potential students as part of your recruitment goals.

Training for GPC’s with Graduate School staff
- The Graduate School is available for additional training you feel you need. Please contact us so we can meet individually with you or have a topic for several individuals to review.
Portfolio Submissions: uploads of images, video, etc.?

- The Art department is considering a software program that provides the ability to submit portfolios that would upload images, video and audio. The department is looking for collaborators to share the cost of the software.

New Graduate Student Orientation

- The dates for the new graduate student orientations are:
  - International Students August 21-22, 2017
  - All Graduate Students August 24, 2017
- NOTE: Student EPAFs cannot be postdated and need to be in place on the first day of the semester for students who become TA’s.

Questions

- The question of the need for IRB approval for students with a plan B master project was discussed. A Plan B student does not mean you do not need IRB approval. If human subjects are involved, approval may be needed. IRB will determine on a case-by-case basis. SGS will looking into processes to verify the need of IRB approval or not.
- IRB approved for PhD and Master plan A students are managed within the Application for candidacy form and the Thesis Project approval form.