

# Graduate Council Meeting Minutes

Thursday, February 15, 2024 - ZOOM

## **MEMBERS PRESENT:**

Annette Barnes, DNP, MSN  
Jennifer Bergner, MSME  
Stephanie Bernhard, ENGL  
Thomas Boudreau, CADR  
Richard Bowler, HIST  
Melissa Bugdal, Fulton School Rep  
Laurie Couch, Provost  
Doug DeWitt, MED  
Yvonne Downie-Hanley, MBA  
Maida Finch, EDD  
James Fox, EDLD  
Elizabeth Geiger, OGS  
Clifton Griffin, Dean of Graduate Studies  
Amanda Hill, CHHS Rep  
Martin Hunter, Registrar  
Allen Koehler, AVP Enrollment Management

Eric Liebgold, BIO  
Scott Mazzetti, HHPF  
Stephen Oby, MSW  
Nicholas Plummer, GSC President  
Andrea Presotto, GIS  
Jessica Scott, OGS

## **MEMBERS ABSENT:**

Memo Diriker, Faculty Senate Liaison  
Ruth Malone, REED  
Heather Porter, Seidel Rep  
Erin Stutelberg, MAT

I. Call to Order – 3:33pm.

II. Provost's Remarks

- The Board of Regents will meet tomorrow and is expected to approve the creation of the Graduate School at Salisbury University as well as the Masters of Communication. Once Provost Couch hears the results, she will let Dean Griffin know. If the Masters of Communication is passed, it will then move on to MHEC for final approval.
- Very focused on budgeting and enrollment management.
  - Recruitment is a high priority.
  - Met with GSC to talk about how they can help grow enrollment.
  - Concentrate on marketing and program capacity. Where is there room for growth. Clifton has provided goals to each program.
- M. Finch – We can't easily market Ed.D. program to undergrads because they must have certain experience. Can you speak to strategies on recruiting current SU students?
  - We are working on strategies to get more information out to our undergraduate population. Are there athletes with extra years of eligibility? Can we be clearer on what a graduate assistantship includes?

III. Enrollment Management

- Tell us populations that need to be reached in your program. Can you make suggestions on how best to reach them? Flyer, ad in journal, event?
- Evaluate your communication plan. If you don't have one, contact Liz Geiger so one can be developed. Letters are a good start but programs must be committed to keeping in contact with prospects. If you have a prospect list, consider having one of your students do outreach.

- J. Scott regularly communicates with non-degree students in terms of transcripts and credit hours. She also provides Program Directors with a list of non-degree students each semester. We should be reaching out to them to see if we can entice them to join a program.
- J. Scott tracks active students and sends out lists of those who have not registered. There were over 200 active students not enrolled in spring. Please make sure you review that list and contact those students.
- We're making a concerted effort to target our own students. J. Scott will be exploring ways to communicate through Navigate.
- We're following up with a list of senior athletes. We need to get current GPA information and speak with coaches.
- OGS has done presentations to Honors and TRIO.
- A. Barnes – What is the marketing plan? We don't have a marketing budget.
  - C. Griffin – At one point each program had a separate marketing budget. Some programs were better at spending the money than others. So GSR took a more deliberate role in marketing and has invested a good deal of money in various recruiting and advertising forms.
- E. Liebgold – Can we use fee waivers:?
  - C. Griffin – Yes, we have a method for granting fee waivers. J. Scott will send out the link.
- J. Fox – I've started using video responses to students. It provides a personal touch.
  - C. Griffin – Please send your example to Clifton, Jessica and Liz.
- T. Boudreau – Potential population is Peace Corps and AmeriCorps students.
- M. Finch – It would be helpful to know what's happening. If there is a list of things that could be provided to Graduate Program Directors.
- A. Hill – Have heard about VIP events. Can we make sure potential grad students are included?
- A. Barnes – Any help with recruiting international students?
  - C. Griffin – OGS is working with Brian Stiegler and SUCIE to establish streamlined processes in the application process. Liz has set up reminders within the application process. We can provide waivers if they're a viable candidate. If there is an open house and there are international students, please make sure Brian's department is included in communication.
- Y. Downie – Have we considered virtual open houses?
  - C. Griffin – OGS has participated in several external virtual houses but not an internal, program-wide event. Will look into it.

#### IV. Grad School Update

- As Provost Couch stated earlier, the Board of Regents is expected to vote on this tomorrow.

#### V. Graduate Curriculum

- GCC presented a list of graduate curriculum that was approved at the 3/14/24 meeting. The following were approved:
  - SOWK 602, SOWK 604, SOWK 607, SOWK 610, SOWK 616, SOWK 617, SOWK 620, SOWK 622, SOWK 623, SOWK 630, SOWK 640, SOWK 645, SOWK 652, SOWK 653, SOWK 654, SOWK 655, SOWK 656, SOWK 658, SOWK 663, SOWK 668, SOWK 669, SOWK 671, SOWK 672, SOWK 673, SOWK 674, SOWK 676, SOWK 677, SOWK 678, SOWK 679, SOWK 691, NURS 742, NURS 749, NURS 753, NURS 516, NURS 549, NURS 550, NURS 551, NURS 553, NURS 555, NURS 771

## VI. Graduate Program Director Stipends

- J. Scott sent out questions to Grad Program Directors. There are a variety of loads.
- There seems to be confusion over who authorizes stipend rates and raises.
- D. DeWitt will reach out to the Faculty Welfare Committee and see what information they need.
- S. Bernhard - Would like to see stipends reviewed frequently once the Graduate School is created.
- M. Finch – Is there a minimum amount for stipends?
  - C. Griffin – There is a minimum stipend for GA's. Grad Council has never established Grad Program Director stipends. There used to be a convoluted formula. There was eventually a line drawn in the sand and minimums were established. This function was pushed out to the Departments from the Provost's Office.
  - Provost Couch – A Graduate School will help highlight minimums and strategize on how to get those increased.
- GA Stipends
  - M. Bugdal – English did a cost analysis for English TA's and got Dean Pereboom to approve higher stipends.
  - N. Plummer – GA's are very concerned about pay and cost of living. There is also a lot of talk about opportunities for housing and dining on campus.

## VII. Graduate Resource Survey

- A subgroup of GSC has been designing a survey to go out to grad students in order to gauge what help and/or resources they need. Survey will be distributed on Monday. Please encourage your students to complete it. Results will be available at the March meeting.

## VIII. International Hiring Process

- We are seeing delayed stipend payments for international GA's until they've received a social security number.
- We know this goes against federal law and OGS has been actively trying to get a solution. We know other USM institutions are using temporary numbers.
- Clifton has been in contact with Michelle Stokes who was getting more information about using temporary numbers (do we create our own or are they distributed by USM?). Clifton will ask for an update.
- S. Bernhard – It is hard for the English Dept. to make admission and GA decisions until this issue is figured out.

## IX. GSC Remarks

- Students want to hear from students. GSC can be involved in the recruiting process.
- Will be reaching out to see about visiting classrooms.

## X. Dean's Remarks

- Nick will be reaching out to Grad Program Directors to get in classrooms.
- Thank you for your continuing efforts.

Meeting was adjourned at 4:48 p.m.

Submitted by Jessica Scott