DGS Meeting Minutes

March 1, 2012

1. Online Graduate Applications Demo

Brian Jackson, Tom Hanna and Pat Bond from the Graduate School joined us to demonstrate the new “Apply Yourself” application.

Key Items discussed

* Goal was to develop one online application that will capture current elements required by the graduate school; the elements the department would like to capture and coordinate reference letters.
* Once the program of interest has been selected, the department’s specific requirements will automatically be ‘triggered’ and a field must be populated before submission.
* The new system will give departments’ immediate access to applications once they have been submitted.
* Unofficial transcripts and self-reported scores allowed
* Reference letters will be uploaded directly to the website
* There will be no more paper applications
* Apply Yourself and the undergraduate application “Connect” are compatible systems
* The graduate school and the apply yourself vendor will be giving training opportunities
* Admissions officers will confirm compliance once accept and are still available to help with any problems or accept phone calls
* DGS’s requested
	+ To be cc’ed on emails
	+ Links to the Dept websites
	+ Ability to set deadlines according to Dept
	+ Add the percentile ranking under GRE scores
	+ Admission semester have a little bit of flexibility for the student – DGS just needs to work with Grad School on this and inform them of modifications
* Hope to give the departments access within the next month to the application
* Hope to go live this summer
* Overall, the new application looks good and everyone was looking forward to the final application.
1. Announcements
	1. REDCap

REDCap is a secure, web-based application designed to support data capture for research. It is free to the university. I will be sending a short video to the DGSs to review. If you are interested, you may attend a training and information session.

* 1. SACS IAPs and Learning Outcomes

You should have received an email from Anna Bosch regarding the review your departments Learning outcomes and Improvement action plans. Please take the comments into consideration for the next round of IAPs due on May 15th. If you have questions about this review or the upcoming IAPs, please let us know.

* 1. Course Proposals

Anna Bosch wanted us to remind everyone to see her or Roxie if you need help or have any questions regarding course proposals

* 1. Multi-year Fellowships

Mike Bardo and I followed up with Tom Hanna regarding the group’s request to push the multi-year fellowship due date back a couple of weeks in February.

Dear Tom,

In our last DGS meeting there was some discussion surrounding the deadline for the multi-year fellowships. Our DGSs are wondering if the graduate school would consider making the due date for this fellowship a couple weeks later in February in the future. Several of our departments do not make offers prior to the deadline for the multi-year award.

Have other colleges and departments found this to be true as well?

Thanks,

Mike B.

Tom’s Response:

Thank you comments. I will keep these handy when we review the results of our impending survey (including questions on fellowships) with the deans and Grad Council. I do know that for several years Pat Whitlow constantly tweaked the fellowships calendar in order to accommodate as many requests as possible. Unfortunately, there is no perfect sweet spot because of the variation in program schedules, but we will certainly keep trying.

Thanks again,

Tom