**Graduate Studies Meeting Minutes for March 7, 2019**

3:00-4:30 Sprague-Carleton Student Center

Attachments sent by email

Sent Feb 5: Agenda for 2/7, GSC Minutes for 1/31/19, Policy Proposals from 2/7/19

Meeting called to order 3:04.

Attending: C Rodriguez; B Nicholson, M Davis, M North, S Wu, N Zlatareva, R Cohen, W Wang, S Basim, T Garceau, L Glaser, S Clapp, A Chae, N Castaneda, R Bilisoly, M Passaro, L Konieczny, J Bishop, L Jacobson, P Gardner, G Bierwirth, E Leonidas

Eric Leonidas-Chair

* Minutes from January 31; review and vote by membership. *Minutes were approved as written*
* Final round of meetings: *last for year so if want anything passed for policy this year must be on the agenda for 3/21*

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| Graduate Studies Committee  April 11, Sprague Carleton, 3:00 | Curriculum Subcommittee  April 4, Clock Tower Room, 3:00 | Policy Subcommittee  March 21, Clock Tower Room, 3:00  April 18, Clock Tower Room, 3:00 |

Upcoming Dates and Deadlines

* March 23, Graduate Open House, 11:00 – 1:00, Alumni Hall
* April 12, URCAD student proposals due (deadline April 12) *-any student can propose a panel or presentation – panel is new, can include up to 3 students from a program – If anyone is interested in being in charge of undergraduate level looking for a head for next year – Generally students who participate are suggested by a faculty member, so good to promote idea with your students. Also try to be there to support your students for their presentations.*
* May 7: URCAD

Continuing Enrollment: At the end of first registration period, GSC Chair will obtain and circulate a list of unregistered graduate students. Advisors are encouraged to contact students to help them overcome any impediments to registration and/or hear student concerns with fall registration.

Many professional conferences will take place in spring. Provides opportunity to promote graduate programs. Graduate Recruitment and Admissions can assist.

Dean’s Announcements

*Per concerns about registration: End of registration period Eric will get a list of every graduate student who is not registered for fall semester and will send out to program directors and department chairs to reach out to students who haven’t registered and find out why – want to encourage students to register, help the problem solve, and gather information about why students are not registering.*

*Conference season: now is the local and regional conference season. Suggests that we attend and reach out. Pat Gardner can provide some support for attending those as vendors for recruitment. (There was a question about the need to use personal AAUP professional development funds according to the college deans’ office. There is a lack of clarity as to how budget and reimburse. Could potentially come from OE budgets but seems to be a barrier to working to increase enrollment.)*

*Graduate office:Glynis official leave date is June 6. Some of her job responsibilities being examined as to where those belong, some have already been moved. No ask out for interim or search committee.*

*Retention & enrollment: Situation dire. Full 100 students down in new student applications from last year this time. Need to work on personal reach-out for undergraduates. Waiving of the $50 application fee at the graduate open house available. Reach out to increase numbers. Down full-time and enrollment. Acceptances also down, though not as significantly. Connecting to Fall 2019 event that includes graduate students is April 3, 11-6. Entire university included to try to “get excited for registration”, before pre-registration. Holds, bursar etc should be able to get taken care of. Working on and thinking about retention of students.*

*Dates: March 15 is the extended deadline to apply for graduation. Need to reach out to students to let them know that application is needed. Commencement is May 18. Having 2 graduations again this spring.*

GSA: President, Andres Cintron (Gabriella Bierwirth)

* Scholarships: 34 Graduate Students awarded scholarships for conferences/ research. *More than $27,000 no more than $930. Appeals are pending. They’re working to put some guidelines into place for the scholarships*
* Events: Potential event in collaboration with Alumni Association (Career Connections) *March 27th*
* *Important to get representation from all programs in the GSA – need to push membership*
* *Based on enrollment*

Graduate Recruitment and Admissions: Assoc. Director Pat Gardner

* Graduate Open House: Faculty Rep. Sign-ups
* Inquiry Submissions – *new procedure but apparently there are some glitches in the procedure if you don’t have outlook. For the moment they may remove the delayed step.*
* *Appeals question: graduate admissions appeals – still go to graduate office then will go through the webnow process with an email. All documents including cover sheet will be in 1 folder that will then go to Pat Garner’s office. Suggests that you put “reviewed by appeals committee (or whatever your department has) rather than your name in the comments section. Everything else is the same.*

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson

* No Report (meeting 2/28 canceled)

**POLICY**- Chair: Mike Davis

3 Proposals

*Item A:. Passed*

**Admission Requirements:**

* Applicants must hold a bachelor’s degree from a regionally accredited institution of higher education. A minimum cumulative undergraduate GPA of 3.0 on a 4.00 point scale (where A is 4.00), or its equivalent, and overall good standing (3.00 GPA) in all post-baccalaureate course work is required.
* Graduate Record Examination (GRE) General (No minimum will be required)
* Narrative statement describing formative experiences that lead to your interest in wildlife conservation or conservation biology.
* Letters of recommendation by two college instructors, advisors, or supervisors (where applicable) familiar with your ability and record in biology and the related sciences.
* Sufficient preparation in the biological sciences (See Prerequisites below). Note that any deficiencies will have to be made up at the beginning of the graduate program.

**Prerequisite Courses**

Candidates admitted without the **required** prerequisite courses will be considered Conditionally Accepted and are required to make these up at the beginning of the program. Note that only one course at the 400 level may be used in the planned program.

***Required***

**Subject Area Preparation Satisfied by or \*Equivalent Course**

* General Ecology BIO 405 Ecology
* Genetics BIO 402 Population Genetics OR

BIO 584 Conservation Genetics

* Introduction to Statistics STAT 104 Elementary Statistics

***\*****Students that are attempting to meet the pre-requisite requirements by taking equivalent courses that are not listed above are strongly encouraged to discuss their choices ~~with their primary advisor prior to taking any course.~~****the program coordinator before and during the application process.***

***Additional Recommended***

* \*\*Animal Physiology or plant physiology BIO 410 Ecological Physiology OR

BIO 449 Plant Physiology

**\***\*If you plan to apply to the federal government for a position in a wildlife-related career, see the basic requirements [here](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0400/wildlife-biology-series-0486/) for examples of required coursework.

Item B: Simultaneous Matriculation in Two Graduate Programs - *passed*

**Adding a Certificate to a Master’s Program**

Students pursuing a master’s degree may apply to enroll simultaneously in an Official Certificate Program. Applicants will need to meet the Certificate Program’s initial admission requirements, and may need to supply new additional materials beyond those required for admission to the master’s program. Application can be made through the [program transfer/addition *this form will be created and its name inserted here*] form, available on the School of Graduate Studies website. Program directors or admissions committees will decide if applicants are qualified and if the certificate program sought is appropriate. Note that to avoid excessive course duplication, some Master’s program tracks and specializations may not be allowed to pair with certain OCPs.

Item C: Policy to allow those completing requirements of 6yr Cert to attend commencement - *passed*

**Commencement for Sixth-Year Certificate Candidates**

All students who have completed the course requirements for the Sixth-Year Certificate in Educational Leadership may participate in commencement exercises and wear the regalia associated with the degree. However, only students matriculated into the Sixth-Year Certificate program will receive the official certificate and have the degree entered on the transcript.

**SCHOLARSHIP**- Chair: To be named

* Brian Graca from Ed Leadership is the 2018-19 URCAD Research Prize Winner
* Over $5K foundation scholarships awarded (ed leadership, nursing, accounting, history, and counseling)