



MINUTES

January 26, 2012

Discussion Items

1. ApplyYourself

Su'Ann Johansen and Whitney LeMone, Admissions

The admissions and Student Recruitment departments will be merging. Part of what the Admissions office wanted to accomplish with the ApplyYourself implementation was to make it easier for students to apply and get information about their application. The Graduate School would like to increase the number of applicants to your program so you can be selective in your admissions. The regular number of submitted applications for last year was 8000 and this year we have over 7000 applications and have 3000 in progress. Most departments have received an increase of 10-20% more applications than last year. Please note that the deadline time on applications is based upon eastern standard time, so if you have a hard deadline then please communicate that with your students. If your department would like to have a soft deadline, then please set those at the beginning of the year since it can be a bit time consuming for the admissions office to have to manually change the deadlines. The testing center is backed up and slowly loading GRE scores, some departments have had to manually enter in the scores. Some admission committees within departments are complaining that the review of applications is unfriendly. Some departments have not received letters of recommendation, this can be fixed by switching the form that departments have selected for their application. Departments seeing blank forms uploaded by students have been fixed. We ask that departments do an initial screening of applications and request evaluations from admissions for those students you wish to admit. Whitney is setting up a web center so departments can ask questions and other university staff can answer questions or share their experience on how to solve problems.

2. GRE Search Service

Sweeney Windchief, Graduate School

The Graduate School's Assist Dean for Diversity, Sweeney Windchief, is able to view and purchase names of students who have taken the GRE exam. Departments who would like to search for students to increase diversity within their programs can receive a free list of names from the Graduate School. Departments who want a general list of names can share the cost of the list with the Graduate School.

3. Graduate Records Track System and DARS
Chuck Wight, Graduate School

Graduate tracking is made available so that both students and departments can track students' progress towards graduation. If the system says that a student has completed all the requirements for graduation, then the student will be approved for graduation. If a student should not be a graduated, then it is the departments' responsibility to not check all the requirements and write a comment. Graduate tracking can be tailored to departments, as in specific requirements that departments require, for example prospectuses portfolio. Student reports can be downloaded via PDF or CSV. Social Work is not able to use the Graduate Tracking system. There is an option in DARS called the G-List that will allow you to examine what classes a student has taken against the requirements for the degree. The graduate tracking system has the ability to provide an audit report so staff can see which students are eligible for graduation and if there is a mistake, departments can act quickly.