GRADUATE ADMINISTRATION ADVISORY COMMITTEE Minutes of the June 16, 2010 Meeting

In Attendance: S. Sekel, L. Duhaime, B. Alexander, B. Minor, J. Sackfie, J. Gottli, C. Sheridan, G. Pepper.

1. Welcome, Introductions and goals of pilot advisory committee meetings

- G. Pepper welcomed everyone to the first meeting of the Graduate Administration Advisory Committee, a pilot project.
- The committee reviewed the goals of the committee meetings: communication of information from programs to the FGS and vice versa, sharing of best practices, identification of problems/concerns.
- Communication to/from other graduate programs was discussed sharing of minutes those representing a number of different graduate programs within their academic faculty were encouraged to solicit input form the other program administrators

2. News from the Faculty of Graduate Studies

- G. Pepper and C. Sheridan reported on current FGS activities:
- Admission target monitoring, working with programs to meet targets
- Review and changes to OUAC web application (occurs each Spring for a June 1 deadline), actual application roll-over is in early October
- The FGS is working with ITS to explore the timelines/process involved in expanding the electronic features of the application process e.g. electronic submission of documents by applicant, electronic references, circulating the applicant file electronically to the program, decisions/offers/rejections completed electronically
- Planning for 10/11 Orientation and Recruitment cycle
- Expansion of the FGS Faculty and Staff web page re: information/resources
- Evaluation/Focus Groups of current and future student sections of the FGS website
- Electronic Thesis Submission Committee and Pilot Project with the Faculty of Applied Health Sciences
- Maximum University Time to Completion calculations some student records were incorrect re: maximum university TTC, these have now been corrected, a generic email will go to students and GPDs to inform students

3. News from the Graduate Programs

- B. Alexander reported that she would like to see more of the FGS forms available as web forms that can be form fillable
- J. Gottli explained how the current forms can be filled using the Typewriter function of Adobe

4. Gradebook

- The committee discussed the use of gradebook by faculty members and program administrators
- All agreed that it is a very useful tool

5. Part-time course loads

- S. Sekel asked the FGS to investigate if the maximum number of courses per term for a part-time student could be increased for the professional programs

6. EXBU

- G. Pepper explained how the FGS is using EXBU and how it plans to use it moving forward
- The FGS will be using EXBU to communicate with future students per applications, graduate studies inquiries that originate via EXBU, setting up predefined queries with particular groups of applicants
- Graduate programs are welcome to communicate with prospective students via EXBU and Tammy Woodhouse-Gilby of the FGS is happy to assist any grad admin people with EXBU
- FGS has found however that most programs continue to use email to communicate with prospective students and or their own communication portal (FOB)
- The FGS will be creating stickers to use with recruitment materials to provide prospective students with the GPDs contact information

7. Next meeting

- The committee agreed to meet again in mid-September.