

GRADUATE ADMINISTRATORS' COUNCIL (GAC) Minutes  
**September 12, 2019**  
**Monarch Hall Room 2100**  
**8:30 a.m. – 10:30 a.m.**

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Attendees: Dr. Wojtowicz, Chair; Richardean Benjamin, David Chapman, Tisha Paredes, Wie Yusuf, Holly Gaff, Bill Heffelfinger, David Swain, Karen Vaughan, David Cook, Jane Dane, Gail Dickinson, Khan Iftekharuddin, Chunsheng Xin, Regina Karp, Randy Gainey, Robert Bruno, Karen Eck, Craig Bayse, Missy Barber, and Genny Conwell

**Welcome**

Dr. Wojtowicz welcomed the Council.

**Approval of Minutes from May 5, 2019**

Minutes approved as submitted.

**Announcements/Updates**

**SREB Nomination Deadline for Institutional Scholars:** Dr. Wojtowicz informed Council that the SREB nomination deadline for the Institutional Scholars is Friday, September 13, 2019 at 5:00 pm. Council was also informed that the SREB Institute will be held in Atlanta, GA and that we are looking to support two Institutional Scholars and a

of February or March. A system generated cut-off date was suggested instead. Missy Barber will check to see if CourseLeaf has the ability to set parameters to lock users out of the system after a certain timeframe. Dr. Wojtowicz suggested that Council continue this discussion.

**Graduate Admissions Update:**

- A Graduate Admissions' update and overview was provided by Jane Dane & Dr. Wojtowicz.
- Jane Dane provided Council with a T50 snapshot/handout for review. She informed Council that there are concerns about graduate enrollment, which is down 333 students and we need to figure out why. Also, we did not reach our graduate goal and FTEs are down by 74. She also informed Council that programs have access to their course enrollments through their dashboards which allows them to monitor what is happening with their program. Contact Jane Dane if access is needed. Council was informed that weekly snapshots of enrollment data is provided on Thursdays and there was a request to explain FTE metrics, head counts, and real time data. Council was also informed that there is a need to bring back a committee that will review enrollments. Jane Dane will work with Dr. Wojtowicz to achieve this and Council can contact either of them if they would like to assist.
- Dr. Wojtowicz informed Council that new admits are slightly up at the master's level and Cybersecurity is growing. He also informed Council that there was a Data Science discussion and that many of the graduate certificates look great. There thec 0 Tw c



classes scheduled from 7:00 pm – 10:00 pm conflicts with graduate students' work schedules. Dr. Wojtowicz suggested that we convert one of the large buildings to a 5:45 pm class start time as an experiment to capture more working professionals.

**Graduate Student Recruitment:** Dr. Wojtowicz asked Council to inform the Graduate School of any events that their departmentsGrat