

### Graduate Council Meeting NOTES

March 5, 2018

3:00 – 4:30 PM

LIB 209 (Fishbowl)

#### I. Welcome!

- A. Introductions
- B. Approval of February 5, 2018 meeting notes

#### II. Announcements

- A. Update: HSU/Scholarly Communications & Digital Scholar Team
  - i. Kyle Morgan, Scholarly Communications Team
    - 1. *This week they will be announcing thesis formatting workshops.*
- B. Update: Graduate Studies Updates and Deadlines
  - i. Terri Fisher, Graduate Studies Coordinator
    - 1. Graduate Studies sent out a spreadsheet to graduate coordinators indicating what our records show about progress so far of each student in each graduate program, asking that programs follow up with some specific categories of students. The purpose for distributing the program data is for coordinators and advisors to work with students to facilitate decreased time to degree.
    - 2. McConkey student award date extended –March 9<sup>th</sup> 2018
    - 3. Woolford Hegy Scholarship deadline: March 15, 2018  
To apply please visit the Humboldt Area Foundation website
    - 4. Commencement Program List – Please submit requested changes on the spreadsheet to Graduate Studies no later than March 19<sup>th</sup>. due to Grad Studies, March 19<sup>th</sup>
    - 5. Programs are expected to submit the names of their Nonresident and Graduate Assistants and Teaching Associate Fee Waiver names to Graduate Studies by April 1.

#### III. Discussion: Graduate Application Process

- A. Stephanie Lane, Interim Director of Admissions and Cynthia Werner, Admissions Administrative Support Coordinator
  - i. *Please see **Appendix C**, below, for the “Graduate Application Process” document Stephanie Lane passed out at the meeting*

#### IV. Discussion: Graduate Research Federal Work Study

- A. Peggy Metzger/Financial Aid Director

B. See Appendix B

*i. New Process for Graduate Federal Work Study Awards.*

*Please see **Appendix B**, below, for more information.*

**V. Discussion: Graduate Program Assessment**

A. Rock Braithwaite, Interim Vice Provost and Mark Wicklund, Academic Assessment Coordinator

*i. Please see Assessment Notes, for more information.*

## Appendix B: Graduate Research Federal Work Study Grants

Proposed new process for applying for these grants:

- 1) Beginning in November, prospective graduate students fill out FAFSA and by March their financial aid status is known to the Financial Aid Office.
- 2) **April 1<sup>st</sup>** – (this date is influenced by the date new students are given an HSU ID#) Deadline for grad program coordinator to submit names of graduate students to the Financial Aid Office to see which ones would be eligible for Graduate Research Federal Work Study Grants. Financial Aid will return this information as soon as possible (before **May 4<sup>th</sup>** when the research proposals are due to Graduate Studies).
  - a. Faculty members give the names of students they would like to work with to their program coordinator who submits them to Financial Aid (Dealing with one program coordinator rather than several individual faculty members makes it easier for the Financial Aid Office).
- 3) **May 4<sup>th</sup>** – Deadline for faculty to submit their proposals to Graduate Studies – either with specific students attached or with a pool of eligible students from a cohort.
- 4) By early June, faculty learn whether or not their proposal has been funded.
- 5) In June/July, programs using the pool approach identify specific students for each funded research proposal (e.g. by contacting all eligible students and asking them to apply for open positions if they are interested).
- 6) By **July 1<sup>st</sup>**, faculty strongly encourage the students they will be working with to contact Financial Aid immediately and before disbursement of aid to work out a package that best uses this grant money along with the student's other aid. **VERY IMPORTANT STEP**
- 7) By the beginning of the Fall semester the student's financial aid package has been confirmed by the Financial Aid Office. The faculty member notifies the Graduate Studies Office to initiate the flow of funds and research begins.

## Appendix C: Graduate Application Process

Prospective graduate student becomes interested in Humboldt State.

- Creates a Cal State Apply account and starts an application (this is who Web Admit shows us as “**in-progress**”. Please note that a student that has started an application (in-progress) does not mean they will complete and submit the application they’ve started)

Once the student **submits** their application, they will be labeled “complete” in Web Admit. This means they’ve uploaded their personal statement, put the contact information in for their letters of recommendation and finished the department requirements for the program they are applying for, paid the application fee, and submitted their application.

Students will receive an email with information on how to log into their student center to track the status of their application 5-7 business days after submitting their Cal State application.

Admissions downloads all submitted applications Monday through Friday from Web Admit to the HSU **PeopleSoft** system. There is a computer process that has to happen so an applicant can become available for view by graduate departments in PeopleSoft. This can take approximately 1-2 business days.

It can then take 2-3 business days for the application to become visible in **Nolij** where the academic department can see it the submitted information.

If an application is complete and in the RER workflow, it will sometimes need an additional document. Generally this is a transcript that was not reported at time of application submission and was discovered by a received transcript indicating transfer credits from another institution that we do not have a transcript for. This makes the application incomplete again and returns them back to the “applied” status (incomplete application). In this case, the applicant will be removed from the Nolij workflow, returned to applied status, and will remain until the new document is received. When that happens it will be indicated on their checklist.

Occasionally, a student changes their academic program and will be removed from one department Nolij workflow to the new department Nolij workflow.

All **submitted applications (not completed)** are found in Rec/Staff Nolij Workflow (“off rail”)

- As items come in for the application, Cynthia manually completes the checklist and the file will move out of Rec/Staff Nolij Workflow in to RER Workflow (“on rail”)

All **completed** applications are found in Coordinator Nolij RER Workflow (“on rail”)

Graduate Coordinators can then evaluate and make decisions in the Admit Decision Recommendation Form (ADR). Next, coordinators need to click the green checkmark to send the decision to Graduate RER Workflow. Coordinators will see a message stating the work is complete.

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Once returned to Graduate RER Workflow, Cynthia codes the applicants based on the recommendation in the ADR.

**Conditional Admits** are monitored by the department and the conditions for the admit need to be communicated in writing directly to the student from the department.

**Provisional Admits** are cleared by Cynthia as soon as their final transcript/grad date are received. The Student Center indicates to the student that a transcript is needed. A student won't be able to register or receive financial aid until their provisional admit has been cleared.

### **Nolij Roles**

OFF RAIL - REC-Dept Staff & GR-"Department Name" – This role allows you to look up a student to what materials they have submitted. It is useful if you want to preview a file or go back and review a student after it has gone through committee. This form does not allow you to view the ADF (Admit Department Recommendation) Form.

ON RAIL – GR-Department Name "Committee" – This role is used for students who are in the review process or "workflow". You will see a student in an Inbox when the file is complete and ready for a decision (review). The student will no longer be in the RER Workflow after a decision has been made and department coordinator has "sent the file back to graduate admissions for processing".