



October 2023
Graduate
Faculty Meeting

- October 24 @ 11:30



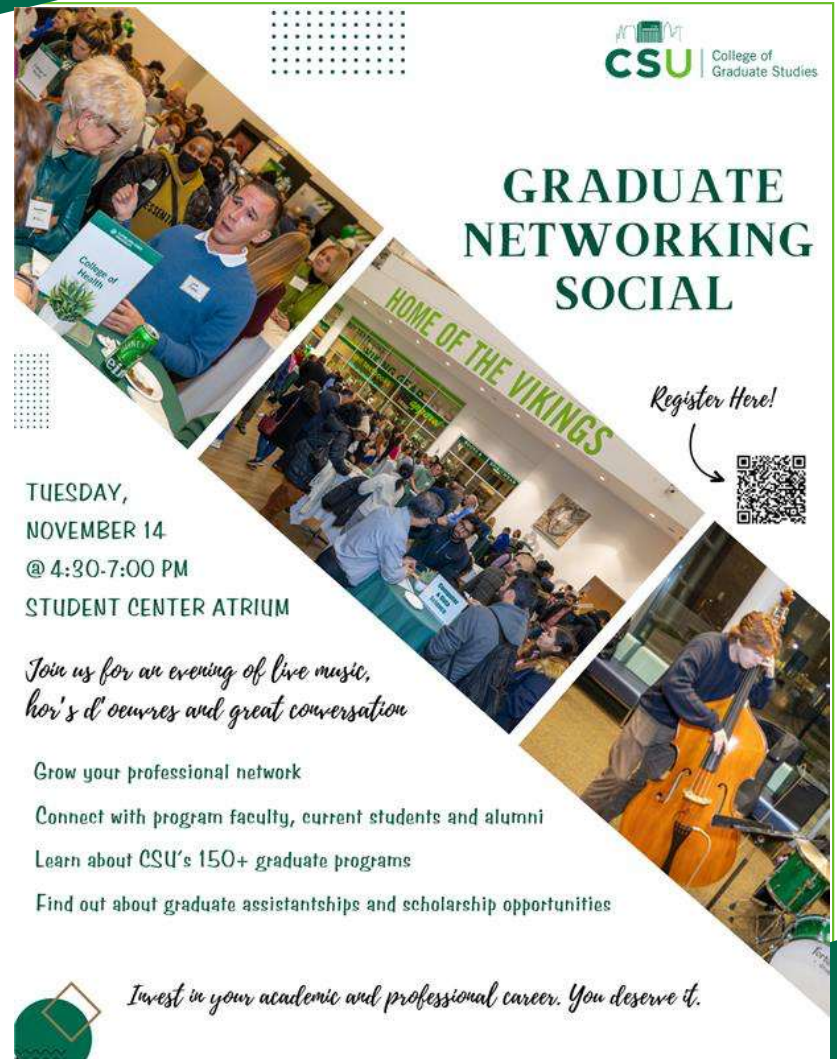
Agenda


- **Introductions**
- **College of Graduate Studies Updates**
 - Recruiting & admissions updates (Michael)
 - Graduate Networking Social
 - Enrollment Management
 - COM flows in Slate
 - Graduate policy changes (Bill)
 - GA enrollment requirements
 - 4+1 programs
 - Updating graduate faculty requirements (Bill)
 - GA contracts (Bill)
- **Q&A**

- **Academic Leadership**
 - Bill Kosteas, Dean
- **Office Coordinator- Shandra O'Dell**
- **IT Support- Chris Pokorny (shared with Office of Research)**
- **Graduate Student and Faculty Services (GSFS)**
 - Veronica Hill, Graduate Student & Faculty Services Director
 - Kyle Reynolds, Graduate Student Success Coordinator
 - Marquita Rodgers, Graduate Student & Faculty Services Specialist
- **Admissions & Recruiting**
 - Michael Hollenbaugh, Director of Graduate Admissions & Diversity Initiatives
 - Jason Raymer, Graduate Recruitment Coordinator (*starts October 31*)
- **Graduate Faculty Fellow**
 - Xiongyi Liu

Graduate Networking Social

Tuesday November 14th @ 4:30



 College of Graduate Studies

GRADUATE NETWORKING SOCIAL


Register Here!



TUESDAY,
NOVEMBER 14
@ 4:30-7:00 PM
STUDENT CENTER ATRIUM

Join us for an evening of live music, hor's d'oeuvres and great conversation

- Grow your professional network
- Connect with program faculty, current students and alumni
- Learn about CSU's 150+ graduate programs
- Find out about graduate assistantships and scholarship opportunities

 *Invest in your academic and professional career. You deserve it.*

Enrollment Management

- **Present your program clearly – Is your website up to date? Is contact information available? Are application and admission requirements listed?**
- **Build relationships – Students want to know that we care about them and their success. Follow up with students who have inquired about your program.**
- **Timely review of applications - Programs with rolling deadlines should make sure to review applications at least once per week and follow up with students via phone or email. Applicants have other choices. We actively compete for students with other colleges.**
- **Communication - Programs with fixed deadlines should make sure to reach out to their applicants and make them aware of the process and follow up after a decision is made. Selective programs are seeking the best students. Are you putting in the same work as your competitors to build your class and find the best GA's and TA's?**
- **Combat Melt - What outreach is in place between the time when an admissions decision is made and students register or arrive for courses?**

Communication Flows in Slate

- **Annual review of inquiry communication flow in Slate has begun.**
 - New program? Change of Name? Make sure to contact me to set up a new communication flow.
- **How do you communicate with students once they have started their application?**
- **How do you communicate with students after you have admitted them, but before they have enrolled?**

Review Admission Criteria

- Reminder that GRE/GMAT waived (Masters Only) - Last Graduate Council Extension though Summer 2025
- This is a good time to review your program(s)' admissions criteria
- Encourage a holistic approach to admissions

GA Enrollment Requirements

Students receiving a GA with scholarship and working 15 or 20 hours per week must remain enrolled in a minimum of 9 credit hours per semester

New - Students receiving a GA with scholarship and working 10 hours per week must remain enrolled in a minimum of 6 credit hours per semester

Applicable enrollment requirements must be maintained throughout the contract period for the academic term specified

4+1 Programs

- Students have one year to enroll in master's program after completing their undergraduate degree.
 - Previously had to enroll the ensuing semester.
- **Must adhere to limit of double counting no more than 9 credit hours.**
 - Existing programs that exceed this limit must submit a Curriculog proposal to reduce the number of credit hours.
 - Students currently in a 4+1 program have the catalog rights at the time they entered their program.

Graduate Faculty Requirements

- An ad-hoc committee is reviewing current policies and procedures
- Recommendation to Graduate Council by December
- Colleges will work on updates to membership criteria in spring
- Committee asked to look specifically at policies and procedures for PT/adjunct faculty
 - Continue to use same process as for FT faculty?
 - Continue to grant grad faculty status or specific powers (i.e. roles)?
 - Would not apply to the universities with whom we have reciprocity.

GA Contracts

- **Updating workflow and processes for spring 2024**
 - I-9 paperwork collected by grad studies rather than department staff
 - Possibly move to HR for fall 2024 and beyond
 - Originators will list students needing an i-9 or waivers in the Teams channel
- **Key dates for spring contracts (more details will be shared with departments soon)**
 - Contracts for continuing GAs and new domestic GAs submitted to COGS by Dec. 15
 - Nov. 30 for students with continuous pay
 - Contracts for new international GAs submitted to COGS by January 15
 - i-9 paperwork completed by January 5
- **New software system scheduled for fall 2024 and beyond**



Cleveland State
University

Questions

Email Bill @ b.kosteas@csuohio.edu

or Shandra @ s.l.odell@csuohio.edu