CSU | Cleveland State University

November 2024
Graduate
Directors Meeting

- November 21 @ 11:30

Agenda

1. **Updates**
   a. Graduate Strategic Enrollment Management (SEM) process
   b. GA budget build
   c. Working groups
      i. GA Handbook
      ii. Program dismissals
      iii. GA Offer Letters
      iv. Accelerated Master's applications
2. **Open discussion**

Graduate SEM process

- **Meeting with Deans & Associate Deans this week.**
- **We will present a final report to the Provost that includes**
  - Programs' recommended enrollment targets for AY25-26.
  - Final enrollment targets for AY25-26.
    - Discussions between graduate studies and colleges may lead to adjustments.
    - We will provide targets for programs that did not complete their SEM documents.
  - College level summaries that may include additional recommendations.

GA Budget Build

- **GA allocations have been based on historical amounts with few, if any, adjustments for changes in enrollment or how GAs are being used.**

- **Departments have been asked to submit requests for GA allocation**
  - Just for GAs who will be funded via GA allocation, not other funding sources.
  - Separate list into continuing and new GAs.
  - Must include anticipated assignments.

- **Deans will submit department requests and their college allocation request to graduate studies by December 16.**

GA Budget Build

- **Graduate studies aims to provide allocations by mid-to-late January.**
  - Colleges' undergraduate and graduate credit hour production will be a key factor in the grad college's allocation decisions.
  - Starting in Fall 2025, GA allocation dollars may no longer be used to support research.
  - Graduate studies will be reviewing teaching and TA assignments listed in FA24 contracts to help inform the college allocation decisions.

GA Budget Build

- **Graduate studies is enforcing the following guidelines for GAs with instructional support duties assigned to specific classes. These guidelines were emailed to the deans as well as department heads & graduate program directors in April 2024 with the subject line "GA Allocation Usage Guidelines for AY24-25".**
  - 5 hours can be assigned for 25-34 students enrolled in a section.
  - 10 hours can be assigned for 35-50 students enrolled in a section.
  - 15 hours can be assigned for 51-64 students enrolled in a section.
  - 20 hours can be assigned for 65+ students enrolled in a section.

GA Handbook

- **The working group will develop a handbook that includes all relevant policies and procedures for graduate assistants in one place.**
    - We are using GA handbooks from other institutions as a reference for our work.

- **Two main goals**
    - Put all relevant policies and procedures in one place.
    - Identify gaps in our policies and procedures.
        - Graduate studies will work to develop those policies and procedures in tandem with the handbook.

Program Dismissals

- **Certain graduate programs dismiss students for non-academic reasons.**
    - Dismissed for professional standards reasons.
    - These are typically program, not university dismissals.

- **We need a second level of review to ensure students have been afforded due process.**

GA Offer Letters

- **Two goals for this working group.**
  - Develop a GA offer letter template.
    - Good progress on this item.
  - Discuss options for running GA offers through a centralized system
    - Allows for tracking of acceptance rates.
    - Notifies graduate studies when new GAs are coming, allowing us to start the onboarding process sooner and provide students with important information regarding I-9s, TA training, etc.
    - Still early stages on this part of the project.

Questions

Email Bill @ b.kosteas@csuohio.edu

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