

**Graduate Council
Minutes
October 4, 2017
KC 401**

Attending: Bill Bailey, David Baugher, Nancy Ballard, Jeff Chastine, Darren Crovitz, Loretta Daniels, Tom Doleys, Yvonne Eaves, Mark Forehand, Dana Fox, Tristan Glenn, Juanne Green, Sherrill Hayes, Heather Hermanson, Rebecca Hill, Shannon Howrey, Albert Jimenez, Linda Johnston, Brandon Lundy, Mohammed Mayeed, Gwen McAlpine, Rene McClatchey, Erin McGerald, Cherilyn McLester, Rick Mosholder, Sherry Ni, Metin Oguzmert, Steve Smalt, Paola Spoletini, Linda Stewart, Michael Van Dyke, Maureen Wilson

Called to order at 2:03pm

1. GSA Update – Sanjoosh Akkineni, GSA President, was not available. David Baugher reminded the group that the GSA holds their General Body Meetings the last Friday of each month. He also reminded that graduate students can request funding for travel to conferences. They should go to the GSA page within OwlLife to see the process. The link is owlife.kennesaw.edu and then search for graduate student association.
2. Accelerated Bachelors Masters (ABM) program – Nikki Palamiotis explained that there is a new online application for the ABM program that allows/requires the prospective ABM student to upload all supporting documents required for admission their chosen graduate program. This will greatly help streamline the application and review process for ABM applicants.
3. Graduate Housing – Nikki Palamiotis asked the group to please forward all request for graduate housing to her. We need to make the case for additional beds and need hard numbers to back it up. In any conversations with current or potential students for next Fall, if housing comes up, please send the info/contact to Nikki as soon as possible.
4. Study Abroad Opportunity – David Baugher will be leading graduate students to Germany for a study abroad experience in December (12-12-17 to 12-20-17). This will not be a “regular” study abroad but rather the student will work with their graduate program director and register for a Directed Study. Final details for payment and registration through the Education Abroad office are being worked on currently. ***Attached to these minutes is a draft with more information.*** An announcement will be sent when all details are final. Contact David if there are any questions.
5. Travel Funding – David Baugher explained that part of the increase in tuition for graduate students went to fund \$100,000 worth of travel for graduate faculty and graduate students to present their research. David presented a draft (***attached to these minutes***) of items that The Graduate College is considering for eligibility requirements

and processes/policies involved. David asked the group to review the draft document and offer other suggestions of items that we should consider in reviewing applications for travel funding. This feedback will be open through the end of this week (10/6/17). We would like to post the application and review process soon so that we can begin taking applications and disburse the funds. Feedback provided at the meeting included: will the presenter be in a poster session or a podium session; will the research presented be in conjunction with a graduate student; is there potential for graduate student recruitment; is there potential for publication; is there potential for graduate program improvement; should there be a priority of a national conference over a regional or local conference; should students be considered for funding after they graduate (maybe 9-12 months after).

6. Data Elements – David Baugher is working on a strategic initiative to find data that can be used to evaluate the effectiveness of graduate programs. The Graduate College is calling them “Key Performance Indicators (KPI’s)”. Hopefully, a friendly user interface will be found to display data so that both The Graduate College and individual graduate programs can begin to monitor, review, and analyze data about their programs for the purpose of reaching each program’s full potential. Attached to these minutes is a draft of proposed KPI’s. David asked for feedback on what data the programs are interested in and any other data related issues. Feedback will be open until the end of the week (10/6/17). Feedback received at the meeting included: student satisfaction surveys at the mid-point and end of the program (mid-point allows correction if there are problems); accuracy of data is an issue; easily accessed data of enrolled students with demographics is needed (many programs keep their own spreadsheets); knowing how far through the program students are would be helpful along with their initial matriculation term.

7. Other

- a. Yvonne Eaves raised a concern regarding faculty position postings and meeting SACS regulations in fields where it is difficult to find terminally degreed professors. It was suggested that she meet with Ron Matson and his group, along with Jeff Chastine from The Graduate College to see what options are available.
- b. David Baugher reminded the group that the Graduate School Fair will be held Tuesday, October 24, 2017 and that all confirmations for tables have been sent to the first name/email listed on the registration form.

Adjourned at 2:58pm

The Graduate College
Directed Study – Study Abroad
European Academie at Otzenhausen

- Leave Atlanta Tuesday, December 12, 2017, Arrive Frankfurt Wednesday, December 13, 2017
- Program Wednesday, December 13, 2017 through Tuesday, December 19, 2017
- Leave Frankfurt, Wednesday, December 20, 2017
- Program Title: Sustainable Business: Economy – Environment – Sustainability
- Learning Module Titles (approximately 30 hours of class time):
 - From Environment Protection to Sustainability – an introduction to development and dimensions of sustainability
 - Workshop: What does our lifestyle really cost? Measuring instruments and visualization methods – Ecological rucksack, Ecological footprint, handprint, virtual water.
 - New economy: Make our future more sustainable
 - Workshop: Corporate frameworks for sustainable business
 - Case Study: Total Cost of Ownership – Nuclear Energy – Renewables
 - Sustainability and financial markets
 - Workshop: Sustainable investment, banking and financial services
 - How the European Union promotes a more sustainable future
- Site visits to:
 - Strasbourg, France
 - Saarbrücken, Germany
 - Luxembourg, Luxembourg
 - Frankfurt, Germany
- Joint program with Southern Federal University, Rostov-on-Don, Russia
- Will also have students from a nearby German university join for two days
- Cost:
 - Lodging, meals, transportation, lecture fees, int'l insurance = \$1,800
 - Airfare (student responsibility) = \$1,089 (as of 10/3/17)
 - 3 meals on own and incidentals = \$100-\$200
 - Site visits will have Christmas Markets in session, may want spending money for gifts
 - Students may be eligible for \$1,000 Study Abroad Scholarship
 - Total - \$3,000, less \$1,000 scholarship, \$2,000.
 - Payment options being worked on currently.
- Course Registration
 - Students register for a Directed Study within their program.
 - Based on program layout, faculty listed on Directed Study will set learning objectives for student.
 - Suggest student write a paper comparing sustainability issues of Germany/EU with US, from the lens of their specific discipline/graduate program.
 - David Baugher will supervise students on trip.

Faculty

1. Eligibility
 - a. Must hold Graduate Faculty status
 - i. Additionally, review committee will consider the following:
 1. Graduate hours taught by faculty member in last 12 months
 2. If faculty member served/serves as program coordinator in last 12 months
 3. Graduate service in the last 12 months
 4. Faculty member serving on thesis or dissertation committee(s)
 - b. Must have support and approval of your Department Chair
 - c. Must be presenting research conducted at KSU
 - d. Priority for Eligibility
 - i. Presentation is related to externally funded research project
 - ii. Presentation is related to advancing KSU's reputation within the professor's professional field
2. Conference Eligibility
 - a. The following items will be considered when determining the eligibility of the conference and should be submitted on the application.
 - i. Acceptance rate of submitted research
 - ii. Number of attendees
 - iii. Any objective "impact factor" data
3. Award
 - a. Up to \$2,000 towards your overall travel cost
 - b. Travel must occur in the fiscal year 2018 (7/1/17 to 6/30/18)
4. Process
 - a. Apply no less than 30 days prior to travel
 - b. Approval notification within 10 business days
 - c. Must file travel expense within 10 business days from end of travel using the campus Concur travel system
 - d. Upon return from conference, must give a 2-3 minute presentation of your experience at the next available Graduate Council meeting
 - e. Must submit to an interview for use in Graduate College promotional materials
5. Application
 - a. Name, Contact, Department, Affiliated Graduate Program
 - b. Conference Details (location, date, approximate cost, etc.)
 - c. Presentation Extract
 - d. Department Chair statement of support and approval
 - e. Name and Contact of any additional KSU graduate faculty or KSU graduate students also participating
 - f. Source of any additional funds towards the same travel

Students

1. Eligibility
 - a. Must be a current graduate student in good standing (at least a 3.00 GPA)
 - b. Must have support and approval of your Graduate Program Director/Coordinator
 - c. Must be presenting research conducted at KSU
 - d. Must be a reputable conference
2. Conference Eligibility
 - a. The following items will be considered when determining the eligibility of the conference and should be submitted on the application.
 - i. Acceptance rate of submitted research
 - ii. Number of attendees
 - iii. Any objective "impact factor" data
3. Award
 - a. Up to \$2,000 towards your overall travel cost
 - b. Award can only be a reimbursement, no up front payments allowed
 - c. Travel must occur in the fiscal year 2018 (7/1/17 to 6/30/18)
4. Process
 - a. Apply no less than 30 days prior to travel
 - b. Approval notification within 10 business days
 - c. Must file travel expense within 10 business days from end of travel using paper student travel forms
 - d. Upon return from conference, must give a 2-3 minute presentation of your experience at the next available Graduate Council meeting (can be recorded on video for presentation if unable to attend meeting).
 - e. Must submit to an interview for use in Graduate College promotional materials
5. Application
 - a. Name, Contact, Graduate Program
 - b. Conference Details (location, date, approximate cost, etc.)
 - c. Presentation Extract
 - d. Graduate Program Coordinator/Director statement of support and approval
 - e. Name and Contact of any KSU graduate faculty or other KSU students also participating
 - f. Source of any additional funds towards the same travel

KPI – Key Performance Indicators for Graduate Programs

Phase I

1. Applicant Pool – growing or shrinking
2. Conversion % - how many accepted students enrolled
3. Retention, Progression and Graduation (RPG) – looking at each incoming cohort to see how many graduate, drop/stop out, academically dismissed.

Phase II

1. Enrollment as a % of capacity (e.g. program determines capacity is 50, enrollment is 40 therefore they are at 80%) (Can report enrollment initially, will need to work with each program individually to determine capacity)
2. Student satisfaction survey – develop a survey to send to all graduating students, report results either annually or by cohort (depending on program)
3. Student employment survey - develop a survey to send to all graduates 1 and 5 years out to see if they are employed in their discipline (will also help with 4.2 looking at whether programs are meeting the needs of the workforce)

Other possibilities

1. Demographics – based on target population for each program (age, gender, ethnicity/race, citizenship, residency, Bachelors institution, etc)
2. GPA and/or Test Scores – a measure of quality of applicants/accepted/enrolled students
3. DFWI courses
4. Undergraduate degree as a predictor of graduate success in discipline
5. KSU undergrad in KSU grad program