

Graduate Council Minutes

November 27, 2017

12:00 – 1:00 p.m.

Lincoln Room/Union

Members Present: Bob Boncella (SOBu), Bassima Schbley (SW), Vickie Kelly (AH), Kayla Waters (HS), Bruce Mactavish (MLS), Mary Pilgram (CN/LE), David Pownell (ED), Delaine Smith (SON), Brenda Patzel (SON), Joe Mastrosimone (SOL), Amanda Luke (Mabee), Jim Schnoebelen (Faculty Senate), JuliAnn Mazachek (ex-officio), Blake Cauble-Johnson and Richard Liedtke (Guests)

1. Meeting was called to order at 12:04pm.
2. **Minutes:** Motion to approve the meeting minutes from October 23, 2017 was made. The minutes were approved and will be forwarded to Faculty Senate.
3. **Enrollment:** Guests Blake Cauble-Johnson and Richard Liedtke provided a handout addressing concerns regarding the current process of transferring CollegeNet applications into Banner. In order to provide timely turn-around of accepted applicants, all applications from CollegeNet have been preloaded into Banner; during high volume times, preloading is staff intensive. Discussion occurred on how to balance the workload of Enrollment Management with the needs of individual programs. Programs will use the Excel spreadsheet on the shared drive to indicate accepted applicants. Enrollment Management will then transfer those applications into Banner and log entry dates in the spreadsheet to keep programs apprised of applicant processing. Blake will follow up with next steps after consultation with other Enrollment Management staff.
4. **Graduate SLO Agenda Item:** Council members suggested minor revisions to the agenda item before approving. Vickie Kelly will submit it to Faculty Senate.
5. **Marketing and SmartHub (formerly Keystone):** Due to time, discussion was postponed to January's meeting.
6. **Election of New Chair:** Members elected Kayla Waters as the new Council chair.
7. Meeting was adjourned at 1:04pm.