**MINUTES**

**UNCP Graduate Council Meeting**

Monday, January 22, 2018, 3:00 p.m.

UC Annex 203

Present: **Irene Aiken (chair), Nick Arena, Michael Baker (GSO President), Kirill Bumin (secretary), Ki Chae, Serina Cinnamon, Leah Fiorentino, Roger Guy, Rita Hagevik, Julie Harrison-Swartz, Ann Horton-Lopez, Shenika Jones, Mary Klinikowski, Roger Ladd, Lisa Mitchell, Kim Sellers, Jeff Warren, Velinda Woriax, Summer Woodside**

Absent: **Karen Granger, Karen Helgeson, Joe West**

**Call to order**

1. Dr. Irene Aiken called the meeting to order at 3:00 pm. The agenda was approved as presented at the meeting by consent.
2. The minutes from November 20, 2017 were approved by consent.
3. **Graduate School Items/Report**
4. Dr. Aiken discussed the Graduate School Assessment Plan and provided an overview of various performance indicators. She noted that the Plan provides a conservative estimate of enrollment goals. Dr. Aiken noted that enrollment broke 800 (she expects the census tally to be around 825).
5. Dr. Aiken briefly reviewed the Graduate School Recruitment Plan.
6. Michael Baker (GSO President) talked about revising meal plan structure, specifically with an eye for the needs of the graduate students. He is collaborating with Dajer Fernandez, SGA President. It is unclear how many graduate students utilize the cafeteria. Michael mentioned that GSO will sponsor another professional development event and that GSO wants to hold a meeting for GSO to inform undergraduate students about opportunities at UNCP Grad School. There was also a discussion about housing options for the graduate students.
7. Spring 18 Open House Review – Dr. Aiken noted that the originally advertised Jan.4 Open House had to be cancelled due to winter weather, but new students were invited to two casual Open Houses at the Graduate School on Friday, January 5 and another January 8. Approximately 5-8 new students attend each sessions.
8. Orientation for fall 2018 discussion – Dr. Aiken discussed a few different options (weekend, week day evening) and asked for input from the Grad Council members. The Council agreed to try to hold Orientation on weekday evening. Dr. Aiken will try to arrange offices (bookstore, ID office, parking) to remain open after normal hours.
9. Criminal Background Checks on review portal – Dr. Bumin noted that CBC’s, when requested by The Graduate School, will be available on the departmental review portal
10. Recruitment
	1. Update from Jodi – Dr. Aiken briefly presented an update from Jodi Phelps on her recruitment efforts
	2. Update from Graduate School – Dr. Aiken talked about tentative enrollment numbers with and without AOP MBA program--about 155 new graduate students and 825 total graduate students this semester. Graduate School will be at 14% of the overall UNCP student population, if that number holds. She noted that several programs shrunk over the last 4-5 years, even though our overall numbers have increased.
	3. Discussion of funding – Dr. Aiken noted that funds are available for recruitment/advertising for each program.
11. Research Symposium – Dr. Aiken reminded the group that the Symposium is **Wednesday, April 4** and that we really want a large number of students presenting their research.
12. **Unfinished/New Business** - none
13. **Announcements/Reminders**
14. Announcements-- none
15. Grad Council Meetings remaining for 17-18 academic year (UC Annex room 203 at 3:00 pm): **Feb. 19; March 19; and Apr. 16**.
16. Application Deadlines:

March 1 for fall 18 graduation

October 1 for spring 19 graduation

1. Graduate School Spring Commencement: May 4, 2018

Next Meeting: Monday, February 19, 2018, 3:00, UC Annex Room 203

Meeting was adjourned at 3:45 pm.