

**Ad Hoc Top Tier Committee**  
**GEM/R2PC Subgroup Minutes: November 1, 2016**

Committee Members: Janet Dufek (Chair), Rebecca Benfield, Jennifer Buck (Exc, GPSA rep), Valarie Burke, Donovan Conley, Nader Ghafoori, Kendall Hartley, Elisabeth (Libby) Hausrath, Travis Olson, Kara Wada

Called to order: 1:05pm

1. Dean Kate gave an overview of GEM/R2PC
  - a. Anticipated timeline for release of 2017-18 GA allocations to Deans
    - i. End of November 2016
  - b. Deans will be asked to review their 10 year GEM/R2PC goals based up previously submitted reports
    - i. Can modify as appropriate
    - ii. Due back to Grad College January 2017
  - c. TTDGRA awards likely to be announced in early December 2016
2. Overview of today's charge: Report out on small-group charges (as identified October 4, 2016) Identify short- and longer-term goals for Graduate Student Recruitment and Retention, Progression, Completion

**3. Recruitment**

- a. *Recruitment Package Development*; Donovan, Libby (with input from Matt Martinez, Grad College GA)
  - i. Selectively choose positive aspects from Sperling's report as well as LV gems
    1. Housing costs reasonable
    2. Climate good; outdoor and recreational activities nearby
    3. Unique urban environment
    4. MSI; culturally diverse
  - ii. Department to add info unique to their successes and visibility
  - iii. How to disseminate?
    1. Dept templates
    2. DRIP communication in GRG
- b. *Why are we losing out-of-state students? What can be done to increase yield?*
  - i. Committee of the whole discussion
  - ii. Tabled until December 2016 meeting
- c. *Application Deadlines*; Jennifer, Travis
  - i. Reviewed data from peer-aspirational institutions
    1. ASU, UC-Boulder, Central Florida, Houston, Oregon

- ii. While variable, most reported 12/1 – 12/15 deadlines for fall of subsequent year
  - iii. PhD applications due earlier than MS applications
  - iv. Some invoked “priority deadlines”
    - 1. Following much committee discussion, this approach was not supported for UNLV *at this time*
- d. *Graduate Student-Specific Campus Tours*; Kara, Janet
- i. Presently, tours are offered Tues and Friday, plus as requested
    - 1. New GRG drip system has resulted in > 25 requests per week (not manageable by Grad College)
  - ii. Tours are too long
    - 1. Consider moving some aspects of current tour to a “virtual environment”
  - iii. Use Graduate College Ambassadors to assist with tours
  - iv. Seek additional assistance from GPSA reps
  - v. Request each School/College to designate a point-person for the Grad College to communicate with for Dept-specific parts of the tour
    - 1. PhD students are likely most interested in their home dept/lab environments
    - 2. Emphasize this part of tour
  - vi. Use College/School Communications personnel as appropriate to coordinate area-specific parts of tours
- e. *Graduate Student Open House*: Rebecca, Valarie
- i. Tabled until December 2016

#### 4. **Retention, Progression, Completion**

- a. *Milestones*; Kara, Nader, Rebecca
  - i. Advisory Committee formed
  - ii. Qualifying / Comprehensive Examination
  - iii. Dissertation Prospectus
  - iv. Completion of Core Courses
- b. *Progression Bottlenecks*; Kendall, Travis
  - i. Encourage Core courses to be offered with other groups (*e.g.*, statistics)
  - ii. Identify specific bottlenecks at Dept level
  - iii. Increase faculty communication with students
    - 1. Pro-seminars
    - 2. Annual or bi-annual appointments
  - iv. Encourage information posted online with ease-of-access for students
- c. *Dissertation Committee Chairs (Mentoring)*; Donovan, Janet, Libby
  - i. Are junior faculty “ready”?
  - ii. Consider re-visiting criteria for obtaining Full Graduate Faculty Status
  - iii. Encourage chairs to enroll new faculty in the University-wide mentoring program
    - 1. Also, assign mentors within the department or college/school

2. Previous studies have shown that formally assigning mentors increases the success of mentees
  - iv. Encourage new faculty, including DRI faculty, to serve as a member of a thesis or dissertation committee before serving as chair of any committee
    1. This would provide helpful exposure of the graduate college processes to the faculty before taking on the responsibility of chair
  - v. Encourage the University-wide mentoring program to address faculty mentoring of students among program offerings
    1. Junior faculty could be introduced to some of the resources available on these topics
    2. Example from Geoscience, the On the Cutting Edge Program <http://serc.carleton.edu/highered/index.html>
  - vi. Develop a “refresher video” which identifies key milestones in the matriculation of graduate student (eg., dissertation committee formed)
    1. Faculty who do not remember
    2. Note, some faculty do not pay attention to deadlines or follow procedures
    3. This can be detrimental to student progression
    4. This instructional video could make advisors more aware of issues
5. Topics tabled for discussion today to be discussed at December 2016 meeting
    - a. Why are we losing out of state students? (Committee of the Whole)
    - b. Graduate student open house (Rebecca and Valarie)
    - c. Milestones for MS students (Committee of the Whole)
  6. Additional topic for discussion: Senior Faculty Mentor (Committee of the Whole)
  7. Next Meeting
    - a. December 6, 2016; 1:00 pm, SU 211

Adjourned: 2:25pm