

Eastern New Mexico University  
Graduate Council

September 23, 2021

3:30-4:30pm

Online conference call via TEAMS

Council Members: Matthew Barlow (Biology), Patricia Dobson (Communication), Jayson Evaniuck (Educational Studies), Richard Guerra (Kinesiology), Kayhan Koleyni (Business), Kristin Kuhlmann (Nursing), Susan Kuzminsky (Anthropology), Bryan Moffitt (Counseling), John Montgomery (Graduate Dean), David Sweeten (English), Suzanne Swift (Communicative Disorders), Mark Viner (Curriculum and Instruction), and Juchao Yan (Chemistry)

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Call to order: Dr. Susan Kuzminsky called the meeting to order at 3:30pm.

Present: Dr. Evaniuck, Dr. Guerra, Dr. Koleyni, Dr. Kuhlmann, Dr. Kuzminsky, Dr. Moffitt, Dr. Montgomery, Dr. Sweeten, Dr. Swift, Dr. Viner, and Dr. Yan

Absent: Dr. Barlow and Dr. Dobson

Guests: Dr. Suzanne Balch-Lindsay

Approval of Meeting Agenda for September 23, 2021—Moved to approve by Dr. Viner, seconded by Dr. Moffitt. Motion to approve carried unanimously.

Approval of Minutes from September 9, 2021—Moved by Dr. Yan, seconded by Dr. Koleyni. Motion to approve carried unanimously.

Announcements/Information:

- Fall Semester academic calendar: <https://www.enmu.edu/academics/academic-resources-services/catalogs-schedules-calendars/academic-calendar>
  - Midterms, October 4-8, 2021
  - Thesis reading copy due November 5, 2021
  - Report of comprehensive exams due November 19, 2021
  - Thanksgiving Break, November 24-26, 2021
  - Thesis Final Copy due November 29, 2021
  - Final Exams, December 6-10, 2021
  - Commencement, December 11, 2021
- Annual Security and Fire Safety Report for ENMU (<https://www.enmu.edu/greyhound-life/campus-safety/annual-security-report>)
- UNM Mentoring Conference (<https://mentor.unm.edu/conference/speakers>; October 18-22, 2021)

- New Mexico Higher Education Assessment and Retention Conference (<https://nmhear.nmsu.edu/>) February 24 and 25, 2022; proposals by November 19, 2021

#### International Student Updates (Dr. Suzanne Balch-Lindsay, guest)

\*The Covid pandemic has caused many restrictions/delays for new international students.

\*By temporary order the State Department is conducting F1 Visa interviews electronically, in person interviews are not currently required. I-20's may also be sent electronically as PDF's, physical copies of the documents are not currently required to be mailed to students from the university. These are temporary measures, hopeful these may become permanent regulations.

\*Recommend applications be for terms beginning at least six months in advance (Fall 2022 at this time). All application items must be received in the Graduate School before the file is sent to the grad coordinators for review; if admitted, the admit letter is forwarded to the International Programs Office for the I-20 to be generated. After the student receives the I-20 they may set up their Visa interview—which can still take several months. (If a Visa is granted, then travel arrangements & housing accommodations can be made.)

\*Please keep the timeframes in mind when communicating with potential students and encourage them to allow for the time needed for the university's processes and in country appointments/arrangements.

\*Reminder, international students are not eligible for federal financial aid and many of the scholarship programs at ENMU. The student must provide evidence to the consulate (during their Visa interview) that they can cover all costs for the entirety of the program (tuition, fees, books, housing/cost of living, health insurance, etc). Please do not offer scholarships, housing assistance, or other programs without verifying with Dr. Montgomery if the student will be eligible.

\*Please forward any information about arrival dates to the International Programs Office. If you or a faculty member are unable to pick up the student at the airport, the IPO will arrange for transportation to campus.

#### Old (Unfinished) Business:

##### Recruitment, Retention, Completion

Recruitment—Strategic planning for recruiting (First-time Freshman, Transfers, Graduate, International) by the academic deans. How can we attract students to your program? Dr. Montgomery will be reaching out to the coordinators for discussion. Accelerated programs also a focus; recruit earlier. How can we improve on completion rate of applications? If attending conferences, need promotional items; regional conferences tend to be better for recruiting. Dr. Montgomery can provide some funding for promotional items, check with your departments as well. Social media campaigns or purchasing ads on professional organization's websites—contact John Houser or Dr. Montgomery for assistance.

Retention—100 students from Spring semester did not register for Fall classes. No responses have been received back from these students.

Completion—50 graduation applications received so far for Fall 2021.

#### New Business:

Graduate program admission requirements—Examine if application requirements are causing applications to not be completed or causing delays in completion. Programs with the least amount of application items have higher completion of application rates.

As May Arise:

Slate Implementation Process—Cody has been traveling and no new information has been given on timeframes.

Difficulty in locating contact information for students—a cheat sheet for SPAIDEN will be distributed to the grad coordinators. (Completed and sent as a separate email on 9/24/2021.)

Next Council Meeting will be on Thursday, October 14, 2021 at 330pm via TEAMS.  
The meeting was adjourned at 4:30pm.