

Eastern New Mexico University  
Graduate Council

November 11, 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 3:33pm.

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

Absent: Dr. Yan

Approval of Meeting Agenda for November 11, 2021—Moved to approve by Dr. Viner, seconded by Dr. Dobson. Motion to approve carried unanimously.

Approval of Minutes from October 14, 2021—Moved by Dr. Sweeten, seconded by Dr. Swift. Motion to approve carried unanimously.

Announcements/Information:

- Fall Semester academic calendar: <https://www.enmu.edu/academics/academic-resources-services/catalogs-schedules-calendars/academic-calendar>
  - 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
- New Mexico Higher Education Assessment and Retention Conference (<https://nmhear.nmsu.edu/>) February 24 and 25, 2022; proposals by November 19, 2021

Old (Unfinished) Business):

Recruitment, Retention, Completion

Recruitment—Philosophical discussion and the RNL Recruitment Plan is available. Graduate program recruitment will be tied to an analysis of enrollment data (data-based decisions) and the construction of enrollment funnel for graduate programs. Priority will be the graduate programs with many current students. Completion rate of all graduate program applications can be affected by a variety of

variables, including application requirements set by programs. Dr. Montgomery will be refining the Slate CRM communication plan and will communicate with each graduate program coordinator to refine data and recruiting details (demographics and so forth).

Retention—no report

Completion—no report

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:

Accelerated Program Process—The graduate school asks that the current process and communication continue until the catalog and the process are set in details.

Issues with Student Review of Instructor—Dr. Sweeten identified issues with the current Student Evaluation of Faculty Instruction. Issues of a changing scale rubric and issues where the assessment tool was open after grades were assigned and available to the student.

Next Council Meeting will be on Thursday, December 9, 2021 at 330pm via TEAMS. This meeting was adjourned at 4:20 pm.

Minutes prepared by John Montgomery, Dean of the Graduate