Chairs’ Meeting 9/12/13

Decision points

Recruitment

Re-do college brochure
- OSS team will come up with questions to ask each department, department provides information for all programs.
- OSS team with Dean’s office support will develop draft of document for chairs to approve.
- Amy Harmon should be involved – tie in with scholarship information.

Develop mini-videos to display in OSS and put on website
- Is your department interested in having a video?
- What might be included in the video?
- Dean’s office will figure out how to utilize technology staff to make the videos.

Chairs will go back to departments to develop a plan to ensure strong recruitment. Joe will ask each chair to briefly share highlights of that plan at next meeting.

Reducing requested exceptions from Graduate Division

Joe and Jose Luis will get clarification from Grad Division on RDR deadline and Intent to Enroll Deadline. (RDR processing deadline should be at least a week after Intent to Enroll.)

Each department should identify best practices around each of the three phases of applications/admissions
- Getting full application into the system
- Evaluation to determine viability of candidate
- Shepherding student through final process

Are there some similar programs where there can be shared, coordinated work across departments? Possibly come up with a system that can serve each of the participating programs well.