



Missouri State
UNIVERSITY

***GPAC/MSED Joint Committee Meeting
Meeting Minutes***

October 1, 2018 | 1:00 p.m. | Karl 232

I. Call to order

Dr. Engler is chairing the committee on behalf of Dr. Sarah Nixon today.

Dr. Karen Engler called to order the meeting of the GPAC/MSED Joint Committee at 1:00 p.m. on October 1, 2018.

Present:

MSED: Melanie Carden-Jessen, Karen Engler, Cathie English, Evan Froderman, Adam Harbaugh, Andrew Homburg, Gay Ragan, Steve Willis

GPAC: Ching-Wen Chang, Kayla Lewis, Kathleen Wroblewski

GUESTS: Kim Dubree, Judy Gregg, Stephanie Praschan, Emmett Sawyer, Ximena Uribe-Zarain

II. Approval of minutes

September 10, 2018 minutes stand approved with amendments:

- a. Corrected spelling of last name from Froderman to Frodermann

III. GradCAS Presentation: Stephanie Praschan-Director, Graduate Enrollment Management

A. Stephanie Praschan gave an overview of the GradCAS application and how-to basics.

- a. Navigation can always be done through the Grad Admissions Toolkit.
- b. Stephanie is available in Cheek 100 every Friday from 9 to 11 to assist with any issues or answer any questions about the new GradCAS application.
- c. Program Coordinators should have received an email from Stephanie earlier today with instructions on how to login and create a password.
- d. Once logged in:
 - i. Clicking on GradCAS will take you to the home screen. There is also a link on the dashboard.
 - ii. There will be a list of recently updated applicants. This will give you an idea of what you're students are doing.
 - iii. On the application, students will be asked what term and track they want. Tracks will be listed on the left side menu. Once Vicki Kramer has reviewed the students' application for completeness, the applicant will be routed to the program. It is then the Program Coordinator's responsibility from that point. Vicki will send an email reminder to Program Coordinators when a student has completed an application for their program. Please note that the applicant list is inclusive of all programs but the program link in the left side menu is program specific applicants.
 - iv. Applicants are designated MSED, for domestic students, or IS MSED for international MSED students.

- v. The “Documents” tab has several tabs including transcripts that come directly from Liaison and any program level documents the program specifically requests.
 - vi. Students may select the accelerated option. If the student selects this option, a dialog box pops up to ask questions specific to that option.
 - vii. Custom fields are available. Do not change any field that has the word, “Banner.” Fields can be added, modified, etc.
 - viii. When accepting a student; the student can be assigned to an advisor. The start term can also be modified if the students decides to change their starting semester.
 - ix. Local statuses are used for admitting students. Once submitted it goes to the Graduate College for a final evaluation and review. Once processed, the student is routed back to final status. The student will be notified that their application has been forwarded to Graduate College.
 - x. Free type emails and email templates can be created in GradCAS.
 - xi. Access can be given with restricted permissions if requested.
- e. GRADS Dashboard is still in use for one more year and possibly beyond. Applicants that applied prior to August 29, 2018 will remain in that system to prevent them from having to pay another fee. This also applies to students that originally used Dashboard and are reapplying.

IV. CAEP Writing Team Update: Judy Gregg & Kim Dubree

- A. The CAEP Writing Team attended CAEPCon Fall 2018.
 - a. There was a constant emphasis on evidence.
 - b. AFIs were reviewed and the Writing Team has compared the AFIs used to compare to the self-study report to ensure the same mistakes are not made.
 - c. The MSED review process has not changed.
 - d. The main areas of need for our CAEP visit are:
 - i. Consistency in the advanced programs information. This is the first time advanced programs are being reviewed.
 - ii. We are weak in the area of stakeholders and their involvement.
 - iii. More information is needed regarding recruitment. Please email to Judy Gregg before October 22.
 - e. Judy Gregg will send an updated self-study once all comments and information are received and incorporated.
 - f. The final report will have narrative only with all evidence in the appendices.

Old Business

- A. There is no MSED representation on Graduate Council. Dr. Engler will notify Dr. Nixon.

V. Adjournment

Karen Engler adjourned the meeting at 2:12 p.m.

Respectfully submitted by: Vicki Kramer