Graduate Council Meeting

March 3, 2021

Attendees: Mr. Glen McNeil, Dr. Suzanne Becking, Dr. Janelle Harding, Ms. Misty Koonse, Dr. Phillip Olt, Dr. David Fitzhugh, Ms. Rhonda Weimer, Dr. Dharma Jairam, Dr. Eric Gillock, Dr. Kim Perez, Dr. Valerie Yu, Dr. Kimberly Chappell, Dr. Candace Mehaffey-Kultgen, Dr. Brooke Moore, Ms. Linda Ganstrom

Absent: Dr. Tom Schafer, Dr. Elliot Isom, Dr. Brent Goertzen, Dr. Pauline Scott, Dr. Brett Bieberle, Dr. Paul Faber, Dr. Gary Anderson, Dr. Scott Robson, Dr. Karmen Porter

Guests: Ms. Katelyn Strack, Ms. Falynn Rogers representing Dr. Karmen Porter

**Meeting Start**: 4:02pm

Topic of Discussion: The change due to advising in Workday has necessitated a change in how advisors are assigned by the Graduate School.

*Background Information: Before the switch to Workday, the Graduate School was able to assign advisors based on the decision rendered by the department. Currently, this is no longer available. Students are assigned to a cohort, and there is minimal input from the Graduate School. To address this, we will assign all students admitted into your program/department into one cohort, and then the person in charge of that cohort will move them to the appropriate advisor. Best practice is the person administering the first cohort should not have advisees. This way the administer of that cohort knows to move any student that is present in the cohort.*

The process for application has not changed. Once a student submits an application the 1st engagement is sent to students. The Graduate School reviews information submitted and emails students at 7, 14, 30, 60, 90, 180 days.

Once the application is sent to the department the form will have a field for a temporary advisor, but it cannot replace the cohort advisor. The application is sent back to Graduate School for approval/deny. Before, the letter for acceptance would include the advisors name. Now it will state that your advisor has been assigned, please check Workday and your advisor will be located in Workday.

For non-degree endorsements, this should be set up so once a student applies and is accepted they will be assigned to the non-degree advisor for that program.

The Graduate School will review that the person advising is graduate faculty or professional advisors with the training to work with graduate students. .

**Question and Answer**

**Question Dr. Phillip Olt**-Will the advisor receive notification of being set as an advisor?

**Answer**: The Graduate School will not be giving notifications of a student being assigned to you. From the training, an advisor is able to pull up a list of students. Please contact Patti Griffin’s office for assistance or documentation on pulling your advisee list.

**Question Dr. Phillip Olt**: For the degree plan, do we no longer have to submit Lotus Notes Program of Studies?

**Answer**: The old program of study should be uploaded as a document so we can review that there is not a difference. If you have a question regarding Program of Studies/Degree Plan, please contact Christy Mergen or Staci Kinderknecht.

**Dr. Kim Perez**: Workday suggested to create a PDF of all programs of studies, and we will have until August 1st to access them. A PDF should be coming out for job aids/training guides in how to upload the programs of studies into Workday.

**Ms. Rhonda Weimer Question**: Lotus Notes/Workday for recently admitted students. Are we creating Program of Studies in Lotus Notes, Workday, or both?

**Answer**: We will provide more information on that in the future on current and future programs of studies.

*Additional Information: After speaking with the Graduate School Degree Analysts, it is the departments decision if you want to submit a program of study through Lotus Notes for students enrolled in summer 2021. The exception is if the student is intending to graduate during the summer 2021 semester. They will require an updated program of study through Lotus Notes if one is not currently on record.*

**Katelyn Strack**: Students are being directed to <https://www.fhsu.edu/workday/>. This is where student guides and student login is. Students are currently receiving emails regarding onboarding and to do their onboarding through Workday.

**Dr. David Fitzhugh Question**: As the program director, Workday is designed to be send him applications for review since he is the program director. Does this require all the students to be assigned to him for advising?

**Answer**: This is two different processes. The reviewing system is different from the advising system. So, the reviewer does not have to be cohort advisor. Dr. Crowley is the person to address for cohort questions.

**Dr. Kim Perez Question**: The degree plans, how important are they?

**Answer**: The program of study and the degree plan is essentially the same. The difference will be that this automatic at admission, and has all the courses in a database. This should make it easier to create a program of study/degree plan for each student. Please contact Dr. Crowley for questions regarding how degree plans will work with your department.

**Dr. Phillip Olt Question**: The wrong plan is showing in Workday, currently it is showing the 2019-2020 plan, not the 2020-2021 plan.

**Answer**: Ryan Haxton for assistance in updating the plan

**Dr. Chappell Question**: Programs for the E.Ds. program are wrong.

**Answer**: Please contact Ryan Haxton to fix issues in Workday for degree plans.

**Dr. Chappell Question**: Do we have to use the template? Can it be created from scratch?

**Answer**: We believe they are not able to be made from scratch, but each program can be customized. We will assist as much as possible.

**Dr. Kim Perez**-Administrative Assistants are not able to assist in the new system. It is a security issue.

**Meeting End** 4:31pm