

**Executive Summary of the Graduate Assembly Meeting
March 27, 2008**

Manchester Center – Hazard Board Room

12:15-1:45 pm

Members Present: Stephanie Bernasconi, Thomas Every, Steven Gelb, Michael Gonzales, Tom Herrinton, Steffanie Hoie (guest speaker), Sean Horrigan, Susan Instone (for Anita Hunter), Cel Johnson (guest speaker), Ronald Kaufmann, Kerry Kilber-Rebman, Judith Lewis-Logue, John Mosby, Diane Pattison, Patricia Roth (for Cathleen Mumper), Linda Scales, Ruey Shivers, Michelle Tillman, Carmen Vazquez (guest speaker)

Absent: Susan Bugbee, Lisa Chambers, Branda Cook, Denise Dimon, Robert Donmoyer, Emily Edmonds-Poli, Carl Eging, Iris Engstrand, Cheryl Getz, Greg Grassi, Anita Hunter, Cathleen Mumper, Bill O'Neill, Teresa O'Rourke, Lee Ann Otto, Steve Pultz, Bob Schoultz, Richard Seer, Ed Starley, Melinda Vega, Carrie Wilson

Dr. Thomas Herrinton called the meeting to order at 12:20 p.m.

I. Approval of February 21, 2008 Meeting Minutes and Announcements

Dr. Herrinton welcomed everyone to the Graduate Assembly meeting. The Feb. 21 meeting minutes were approved. The original agenda sent to the group incorrectly listed IT and the Banner system as a discussion topic; it will be a discussion topic at the May 8 meeting.

II. Using the Xtender Imaging System via MySanDiego Portal

Steffanie Hoie, Associate Director for Office Operations in Admissions, presented the Xtender Imaging System, which is incorporated into the Banner system. Currently Banner exists in two forms: SSB (Self-Service Banner) and INB (Internet Native Banner). SSB should be used to access Xtender. Login to MySanDiego Portal to access Xtender; passwords from Banner should be synched to Xtender when Xtender is opened (there is an Xtender tab on the MySD Portal). Download capabilities and speed will determine whether an ISP upgrade is needed to view documents from home. Pop-ups should be enabled. Xtender only allows users to view documents. Reporting software, such as Cognos, will be made available for those who need it. Xtender exports one page at a time for viewing or printing. The imaging system doesn't convert pages to .pdf files. The Xtender system quickens the process of sending notices of graduate school acceptance in admissions, notifies students when program deposits are received (with a cc: to program directors), and increases overall customer service due to its time-saving ability for multiple users to access it at any given time.

PINs are no longer used in the Banner system. They have been replaced by "Advisor Holds." A red flag denotes an Advisor Hold if the student is not a PhD candidate or in the Law School. Dr. Herrinton noted he would talk with IT to see if newly admitted graduate students may be input with Advisor Holds the same way that is currently done with continuing students. There are several types of Holds and students will be able to view their holds.

If errors are found within Banner regarding courses, please contact your area's scheduler. If you notice you have no advisees listed, please send an email to IT.

III. USD Trends Survey on Graduate and Law Students

Carmen Vazquez, Cel Johnson, and Sean Horrigan presented their findings in a USD Trends report, "Listening to Graduate and Law Students." The Graduate and Law School Task Force was formed last fall to meet with graduate students and gauge their needs, of which wellness, community, and pastoral care were most prominent. The college and all schools were represented on the task force, which included grad students, law students, and administrators. The report compares graduate and law school student population demographics with survey respondents', discusses the results from the survey, focus groups, and feedback from constituents, and lists the task force's recommendations based on those results. The survey went out to all law and graduate students and represents those who responded.

Graduate students requested extended hours of dining service on both ends of campus and having a specially trained Graduate Financial Aid person, as well as extended hours for One-Stop one or more nights per week. In addition to the portal, a Graduate Student handbook was requested. Extended Health Center hours were also requested, as was a community orientation for all graduate and law students instead of orientations only through the schools or programs. Networking across universities was also mentioned, in addition to common areas (for studying and socializing) devoted to grad students only. Intramurals were also requested by graduate students; the School of Law already has intramurals in place for their students. Community service and volunteer opportunities (which falls under the category "Pastoral Care") for graduate students, to be posted on the graduate school tab, also was requested.

It was noted that there are different groups of graduate students; some have families and others are single and some are working full-time and attending school, whereas others are going to school full-time. Some graduate students wanted more activities and interaction with their peers and others did not (for example, grad students who are also parents wanting to interact with other grad student parents). Some events have been coordinated for grad students with families but turnout could have been higher. Areas concerning graduate students with families are resources for parenting and pregnant students, such as dedicated spaces for nursing mothers, changing tables in restrooms, and the like, which have already been instituted.

It was noted that many services do exist for graduate students though many graduate students are not aware of them (for example, there is a Veteran's Affairs representative on campus in the Registrar's office). Faculty too, are not aware of services for their grad students. Graduate students also requested their own student groups (i.e., multicultural) separate from the undergraduate student groups. It was suggested that graduate student advisors help to engage their advisees to represent and participate in GSA and GSC.

The timeline for the recommendations involve sharing the survey and the work completed or in process with the university and to start implementing recommendations in Spring 2008 and on through the AY08-09. All activities will be reported back to constituents. The Grad handbook would be hardcopy initially and then placed on the grad tab on the portal, where it would include all information from the handbook with the most recent updates. Though communicating with grad students via email is officially recognized, the same has not yet been done for using the portal as the primary resource for graduate information; it is in process. Many grad students still use their

private email account instead of their USD account even though they know the USD account is the primary vehicle by which to receive graduate information.

It was asked why there is not a singular list of all graduate students' names. The list is in development. The website was distinguished from the portal in that it provides information viewed by everyone, whereas the portal is more tailored to handle transactions. Having part of the USD website devoted to grad students was deemed a good idea even though concern was expressed regarding information overload and the consistency of information from site to site. This could be remedied with a simple "include statement" in the website code which would automatically update information between different sites within the USD website. "Cut-n-paste" was not recommended as an optimal way to update sites.

IV. Other Business

None.

The meeting adjourned at 1:40 p.m.

The next Graduate Assembly meeting is **Thursday, May 8, 2008** from 12:15-1:45 p.m. in the Manchester Conference Center, Hazard Board Room.

Respectfully submitted,
Julia Bemiss
Executive Assistant