



## Graduate Directors Meeting

September 25, 2025

3:00 – 5:00 p.m.

The Graduate Directors Meeting was held on Thursday, September 25, at 3:00 p.m. on Teams.

Present on Teams: Dean Ann Vail, Lingyu Yu, Angelina Sylvain, Dale Moore, Barbara Foster, Heidi Conte, Hong Wang, Lyda McCartin, Lingyu (Lucy) Yu, Shana Harrington, Charles Partlow, John Gerdes, Park Joohyung, Toni Torres-McGehee, Donna Watson, Jennifer O’Neill, Kevin LeBlanc, David Mott, Michael Bizimis, Sarah Gassman, Kenneth Campbell, Danny Jenkins, Garrick Queen, Kathleen Robbins, David Hitchcock, Beth Barnes, Trena Houp, Robert Moran, Matt Klopfenstein, Tessa Hastings, Sam Beals, Fabienne Poulain, Hunter Boehme, Andreas Heyden, Fang Meng, Brea Hudson, Edena Guimaraes, Agnieszka, Bolinska, Gretchen Woertendyke, Bill Hauk, Andrea Henderson, Kate Flory, Stephen Shapiro, Nikki Wooten, Caroline Nagel, Sheryl Wiskur, Susan Steck, Marco Valtorta, Steffen Strauch, Nabil Natafqi, Dimitris Rizos, Brandon Applegate, Kesha Clavon, Daniel Kilpatrick, Mark Yancey, Lauren Sklaroff, Kristen Seay, Kathryn Luchok.

### Welcome and Agenda

- Dean Vail welcomed attendees and reviewed agenda

### Project Update: Element1801 - Heidi Conte

[Element1801 Status Report September 2025 .pdf](#)

- Project remains on schedule and in good health.
- Discovery phase underway.
- **Operations:** 50 representatives from 26 departments across 13 colleges engaged with Kennedy & Company.
- **Data/Systems:** IT confirmed future state; Student Systems Council approved Q4 2025 work to be implemented in Q1 2026.
- **Configuration:** Vendor Element 451 launched Captain’s Track Training for baseline knowledge.

- Security assessment completed.
  - Data sharing agreement with Banner approved (low risk).
  - Guiding Coalition confirmed; orientation this week.
  - Element1801 website launched.
  - Discovery sessions to conclude Oct. 12 with product backlog and finalized statement of work.
  - Six three-week sprints planned, with monthly previews of deliverables.
  - Conclude discovery sessions by Oct. 12.
  - Prepare product backlog and finalized SOW.
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## **Embedded Master's Programs - Angelina Sylvain & Trena Houp**

### [Graduate Bulletin Program Checklist w Examples 1.pdf](#)

- CHE exempts “stop-out master’s” programs, but this term refers to embedded master’s.
- Embedded master’s may be:
  - Earned en route to the PhD
  - Awarded in lieu of PhD if a student exits
- Programs must restrict master’s enrollment to PhD students if claiming embedded status.
- Applications to standalone master’s cannot remain open.
- Doctoral bulletin should specify embedded master’s requirements.
- Productivity standards:
- Master’s: 5-year average enrollment  $\geq 6$ ; completions  $\geq 3$ .
- Doctoral: 5-year average enrollment  $\geq 4.5$ ; completions  $\geq 2$ .
- Programs must document:
  - Which credits count toward master’s when earned en route vs. in lieu of PhD.
  - Post-master’s pathways if required.
- Concurrent enrollment is recommended to boost enrollment/completion reporting.
- CHE review cycles are behind; three reviews planned in the coming year.
- Noncompliant programs risk CHE recommending termination, which could block new program approvals.
- A draft document with definitions, examples, and checklist for bulletin consistency shared for feedback.

- Review bulletin language and submit updates by October 17, 2025.
  - Consult with Angelina/Trena for program-specific adjustments.
  - Continue bulletin consistency work.
  - Gather feedback on draft definitions.
  - Schedule future discussion on comprehensive assessments.
  - Update website on transcript certification requirement.
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### **Provost Announcements - Dean Vail**

- Updated timeline on Graduate application fee being reinstated
- We will begin collecting the fee in August 2026.
  - Programs may purchase fee vouchers for targeted recruits.
- International transcript certification required for all applicants with international transcripts.
  - Students cannot enroll until certification received.
  - Transcript agencies equipped to handle delays due to war or natural disasters.

Meeting adjourned, with option for extended “stop-out master’s” discussion for interested participants.

Minutes by Barbara Foster