AGCA
Wednesday, November 4, 2009
Minutes

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This was an innovative and refreshing meeting. Thank you everyone who attended. The attendees were grouped and each group took their own notes. As you will see, everyone had their own style for note taking. Enjoy and hopefully you can extract many new "best practices" from the notes.

Group #1

Ecology & Evolutionary Biology
Humanities Administrative Group
World Arts & Culture
Near Eastern Languages & Cultures

Ecology and Evolutionary Biology department received about 80 applications per year. Their applications come through the Graduate Division, plus they have all of their applicants complete the supplemental materials on their website (which was designed in-house). They request that all other documents such as letters of recommendation, GRE, transcripts, statement of purpose and CV be sent directly to the department. Students put info into Department website (know from department website or individual contacts via email also have electronic support application). All faculty have access to see the status as they come in. Jocelyn only extracts applicable subject grades and then calculate GPA. Faculty review page with accept plus comments. "changed life" system, good communication with applicants, set schedule of when committees meet in winter quarter. Invite in January, retreat in February.

WAC department offer the MA/PhD plus MFA. Supplemental application embedded in Grad Application. Download brief bio SOI + writing sample; summary binder of all applicants plus basic Jasmine info. Sheet. New, complicated check sheet – 2 signatures + will mentor + contact adminit. Invite top candidate if can.

For the MFA – dance, audition (group + ind. + interview. 30 + applications, decisions made quickly for dance, don't fund for auditions. Instate: $250 out of state $500 us to ask still do, anything extra?

Comp Lit department SAO, new to UCLA process.

Michelle Lambarena is part of the Humanities group. Helps 6 departments, personnel, payroll for TAs lecturers etc. will also be helping linguistics.

Jay, Department of near Eastern Languages & Cultures has about 70-80 applications yields about 4-5 entering class. Has only been part of 1 admit cycle so far. Suggested a GD webpage on GRE codes for departments.

Recruitment

Jocelyn (EVV) nice pamphlet + do mass mailings to schools with strong BA/BS programs in field reprint every year with changes. Suggested that she provide the pamphlets to GD for when they go to recruitment fairs.

AAs + Arch: cut back; whole school of funding things change yearly rely on website.

WAC, would like something to send out or improved website, visual imagry.

Jay: Does not have budget for brochures. Asks faculty to recruit at national meetings and provides canned email response to faculty so they can respond directly to student inquiries.

5. How to incorporate grad students in recruitment?

Joc/EEB: housing visiting + to attend: Fu-orientation, meetings, lunch, bgq at night Saturday faculty presenting research lunch excursion BUT hard to get them involved great because all at once and presents better unified send of comm..

WAC current students help dance auditions. Helpers provided lunch

Jay: pay for housing for students coming to visit that were admitted to PhD

EVV if want to stay in hotel at own expense happy to help vs. w student weburn for ex.

6. Admit with funding package?

Joc/EEB: send with admit. Cota Robles say, been nominated. Don't guarantee to MA's, they can apply for TA's. Admit 20 get about 12-15. In-house website – life changes, everyone should have a web guy", ship scanning step by website, takes time entering grade.

Wendy/WAC: funding right on tails of admits. Do Consider incoming with priority then continuing. All admits get some funding. In addition, considering multi-year packages for 1st time (on Department)

Jay/NELC: Yes for PhD. Case by case for MA.

7. How much of block (unrestricted) grant to incoming vs. continuing?

Wendy/WAC: mostly incoming because continuing get TA-ships.

Joc/EEB: guaranteed funding for 5 years; pay NRT for first two years if they take orals before 3rd quarter.

Group #2

Musicology
Archeology

-good department website for prospective students
-application review
-internal department websites for faculty
-field schools
 - experience for students
 - generate income

Group #3

Physics & Astronomy
Math
History
Psychology
English

Random Inquiries
-special email address – generic response

-collect student questions – put answers on website FAQ sheet
-problems with students not reading FAQ's
-take time to answer questions on the phone
-gauge students knowledge
-pull from standard answers
-date entry on OASIS is very time consuming, some use it, some don't
-S.O.P. + writing sample are uploaded
-social science computing is helping the History Dept to get their admissions process online
-same faculty want paper files with applications instead of an online database
-350 applications in math – email students with receipts
-have to have at least 2 letters of recommendation in Math Dept in order to put them forward for review
-GRE scores, check OASIS for scores
-better to have applicants send everything in in one envelope
-English uses 2GD screen, puts responsibility on student
-puts pressure/responsibility on student to check and follow up

Recruitment day
-1 day
-various areas
-pay flights
-pay hotel, one night
-lunch in faculty center
-depends on how highly recruited they are
-calls CAL to match up the weekend
-mid-march dates
-contacting other grad advisors, share the flights
-History – only invite those that are funded, wants to change that
-English- only reimburses based on what GD gives – can't fund everyone, picks and chooses

Do you include department funds?
-stipend towards travel instead of reimbursement
-bunk with grad students, share hotel rooms
-unlimited budget for hotel rooms, etc. would be great
-current students sell the program to incoming students

Files:
-room with applications check out files
-vice chair divides up applications
-some rank all applicants with a number, some used group rankings
-selection of areas – students choose

-Diversity initiatives
-Cota-Robles, major push
-History tops up Cota, 5 years
-rankings 1, 2 or 3 with comments
-write on inside of file
-self reporting of GRE scores on profile sheet

Funding:
-want until close to finishing to offer them a DYF in the English Dept.

Admit students with out funding?
-History: yes not all are funded, each field gets different recruits, still can get $, just have to apply for it
-Math department – all 37 incoming students recruited

Group #4

Electrical Engineering
Mechanical & Aerospace Engineering
Computer Science
Urban Planning
Summer Sessions

<u>Pre-application process:</u>
-much of fall quarter is spent talking to applicants via phone or email.
- download information from Graduate Division, remove self reported GPA and enter actual GPA
- pre-screen with formula created at departmental level
-data is uploaded, letters of recommendation, as documents come in they get uploaded
-formulas are used in the science departments.

<u>How do you deal with inquiries, especially when you suspect someone is not qualified or would be better served by another program?</u>
Everyone agreed that they don't discourage an applicant to apply. Except for EE, they have 1300 applications and are firm about what they require of their applicants and mention how hard it can be if they apply.

<u>Funding</u>

M & A E: pull all funds together and distribute to faculty. The faculty then have to distribute to the list of qualified students that will be offered admission. This gives each faculty member the opportunity to offer funds to applicants they want in their specialty.

Urban Planning: all PhD students get funding. MA students about 15% get funding but not full awards. For MAs, there are review sheets used and there are 2 students and 2 faculty members on the committee to make decisions. For PhD it's up to the faculty member and nominated for the student working in their area/specialty.

EE allows their faculty to nominate the students and funds get distributed evenly, it always zero's out and works out for the department.

<u>How do you encourage applicants to apply for fellowships and funding?</u>

EE: email applicant pool about fellowships and other information.
CS: reminders about applying for funding and admissions get sent out at the same time.
ME: for special fellowships, the SAO is involved and pre-reviews the application to see who qualifies and they takes care of the process.

<u>Recruitment</u>

Urban Planning attends idealist fairs, grad school fairs. Also, they treat each student who has submitted an application as a potential urban planning student, hence any inquiries made from them are addressed first. They also have open houses and statistically up to 75% percent of those people accept.

EE have an open house in March. The open house is sponsored by the school then they have the afternoon to go their specific area of interest and EE will host the afternoon. The same is for M & A Eng and Computer Science.