

GRADUATE TASK FORCE RECOMMENDATIONS

REVISED AND UPDATED 2020

Original Report submitted Summer 2016

http://solomon.longwood.edu/media/college-of-graduate-and-professional-studies/solomon/2_Section-One_revised.pdf

Revised Report Spring 2020

**TF codes following each recommendation are from the previous task force report. Recommendations have been renumbered for ease of use.*

A. Student Issues

- A1: Provide more opportunities for focused, quality assistantships that enhance the graduate educational experience at Longwood. (TF1)
- A2: Increase university funding for graduate assistantship budget to a minimum of \$ 200,000 independent of summer revenue. University funding of graduate assistantship budget in 2020 remains at \$21,500. (TF2revised)
- A3: Each graduate program concentration in good standing, as measured by productivity over five years, should have the equivalent of one Graduate Assistantship. The proportion of assistantships should increase when graduate enrollment increases. (TF3new)
- A4: Explore ways to package assistantships to be attractive to and beneficial for students as well as fiscally sustainable. (TF4new)
- A5: To the extent practicable, advocate for increased funding for graduate student financial aid with the State Council of Higher Education and the Virginia General Assembly. (TF7)
- A6: Determine the proportion of the financial aid that is generated by graduate tuition and allocate financial aid to graduate students proportional to the amount generated by graduate tuition. (TF9)
- A7: Offer workshops to graduate students on financial aid costs planning, financial literacy, specifically focusing on managing student debt. (TF10)
- A8: Create career support services targeting graduate students establishing an appropriate location for these services. Include a variety of options including online services for distance students. (TF12)
- A9: Pursue request to have counseling graduate students serve as Resident Assistants and/or Resident Assistant Counselors. (TF13new)
- A10: Survey graduate students regarding interest in/need for on-campus and Longwood managed off-campus housing; discuss results with Student Affairs; request space; and set aside space that

would be available to graduate students in after Year 2. (TF14)

- A11: Develop plans for off-campus housing options for graduate students including family-friendly housing. (TF15)
- A12: Conduct a formal survey of off-campus and online graduate students to determine their needs and share results with Graduate Council and GSA. (TF16)
- A13: Determine effective ways to offer mental health services to off campus and online graduate students. (TF17NEW)
- A14: Conduct a review for the feasibility of offering health insurance options including mental health services for all graduate students including off-campus and online. (TF18)
- A15: Establish a liaison for student affairs to represent and support graduate students' concerns, issues, or needs and support the GSA. (TF20)

B. Structure and Governance

- B1: Develop and fund a committee to assess and develop guidelines for graduate level faculty student-ratio, to study the faculty-student ratio at peer institutions that offer similar programs, to examine the fiscal impact of faculty-student ratio, and to review accreditation requirements to determine optimal, graduate faculty-student ratio. (TF29)
- B2: Review the FPPM policy regarding release time and faculty load for faculty teaching graduate courses and corresponding procedures. Propose revisions if necessary. (TF41)
- B3: Review current FPPM policy regarding thesis compensation; consider all forms of culminating experiences (e.g. thesis, portfolios); determine process to compensate readers. (TF43REV)
- B4: Develop a clear and consistent policy regarding graduate faculty travel and research support. (TF44)
- B5: Graduate Council subcommittee on graduate policy will review and revise policy on the appointment and reporting structure for graduate directors to develop a team process that includes the Department Chair, the College Dean, and the Dean of CGPS. (TF49)
- B6: Develop a proposal that outlines the roles of the graduate college in graduate education at Longwood. (TF58REV)
- B7: Graduate Council should engage in an annual assessment of graduate faculty representation and inclusion of graduate issues on university level committees, determine which committees could benefit from a graduate representative in their membership, and increase graduate faculty representation and inclusion of graduate issues. (TF64)

C. Fiscal and Program Sustainability

- C1: Use the Graduate Program Analysis Model (GPAM) created to monitor viability of current graduate programs (enrollment, resources, costs, market potential, comparative analysis with other universities, etc).(TF25REV)
- C2: Review comparable institutions and current funding structure to develop a fiscal plan that will enable the College of Graduate and Professional Studies to provide resources to established programs, assist departments in implementing these programs, and develop new programs. (TF57)
- C3: Evaluate the effectiveness of the GPAM and revise as necessary.
- C4: Use the GPAM annually to review faculty lines and use of adjuncts. (TF34NEW)
- C5: Examine course fees to determine current program needs, fees generated, and adjust as necessary. (TF52NEW)
- C6: Consistently analyze market for differentiate tuition and/or discounted tuition to remain competitive and maintain or increase enrollment. (TF36NEW)

D. College of Graduate & Professional Studies

- D1: Conduct a needs analysis as well as fiscal- and market- based assessments to determine the types, feasibility and viability of new graduate programs that would best fit with the mission of Longwood and the needs of the population and would be fiscally sustainable. Apply Graduate Program Analysis Model GPAM to new program ideas. (TF21)
- D2: With college deans and Enrollment Management group (created 19-20) explore interest among departments, university-wide, for developing graduate programs in their disciplines. (TF22REV)
- D3: Maintain and support marketing plan for existing graduate programs. (TF26REV)
- D4: Designate and host regular graduate program director meetings to focus on training and keep everyone informed across programs. (TF56REV)
- D5: Solicit funding for graduate student and graduate faculty scholarly activity. (TF67REV)
- D6: Develop and market a plan to focus on graduate alumni for mentoring and fundraising. (TF70)
 - Create graduate-specific reunion activities
 - Create engagement opportunities with graduate alumni (e.g., social events in cities where they are participating in graduate fairs, conferences)
- D7: Using fiscal and market based assessments, analyze the feasibility of creating doctoral programming including determining necessary funding/infrastructure for possible development of

a doctoral program in one major area. (TF24)

- D8: Design and implement plans to increase graduate student study abroad, study away, and international graduate student enrollment. (TF28REV)