GCIS SUS Committee Meeting Minutes

Date: 7/19/2021   **Location**: Zoom   **Time:** 1:00 PM

Attendees:

University	First Name	Last Name	Department
Florida A&M University	Angela	Peterson	University Registrar
Florida Atlantic University	Jan	Macko	Director of Admissions
Florida Gulf Coast University	Shannon	Acosta	Graduate Admissions
Florida International University	Albert	Hoyt III	Graduate Admissions
Florida Polytechnic University	Tom	Dvorske	Academic Affairs
Florida State University	Kim	Barber	University Registrar
Florida State University (CIMES)	Amy	Finley	CIMES
Florida State University (CIMES)	Blair	Monroe	CIMES
New College of Florida	Burcin	Bozkaya	Data Science
University of Central Florida	Brian	Boyd	University Registrar
University of Florida	Mike	Nazareth	Chair, GCIS SUS Committee, Director or Graduate Recruiting, Engineering
University of Florida	Judith	Traveis	Graduate School
University of North Florida	Megan	Kuehner	Graduate School
University of West Florida	Melissa	Webb	Graduate School
University of West Florida	Sabrina	Capps	Graduate School

Agenda

- Welcome
- Review of SUS Participation
- Review of GCIS Needs Assessment Survey Results
- Data Fields
- User Requirements
- Timeline (Registrars, Users)

- Implementation Options
- Next Steps
- Potential Budget Requests

I.   SUS Participation

All universities with the exception of USF are participating. USF may decide to opt in at a later date. Mike indicated he would keep them informed of how things are changing so they would have the opportunity to revisit that decision at a future point

II.   Data Fields

The fields that will be collected will be finalized in the executive meeting Wednesday but look like they will be:

- University
- Student First and Last Name
- Email
- Major / Degree (possibly via CIP)
- GPA/GPA Range
- Ethnicity
- Gender
- Citizenship
- Local Phone/Cell
- Graduate degree type interest (PhD, MS, MA, etc)
- Graduate program interest
- Expected graduation date/year

It was also mentioned that if the data is collected directly from the students we would have greater flexibility for modifying the collected data fields over time.

III.   Timeline/Implementation

Timeline - Everyone seemed inclined to agree with the idea of having a fairly explicit timeline specifying when the universities have to have done their marketing (and uploaded anything they may be responsible for uploading), followed by a deadline for students to enter their data followed by a deadline for universities to have downloaded what they were going to download. The system will be purged completely starting clean each cycle.

Audience – Juniors and up without trying to be more precise.

User Requirements, Data Use & Access - There was some mention of user requirements, data use & access rules or guidelines:

1. Annual sign-off form for users agreeing to terms & conditions
2. Rules for how data is used
3. Rules for who can access data
4. Data should be downloaded and then stored on a server for centralized access, not emailed to anyone
5. Users should be employees of institution
6. Purge data annually (may retain students not yet graduated)
7. Filtering- The survey indicated that the universities preferred to do some filtering prior to each download rather than just pulling the full collected dataset.

Data Collection Survey Results - Voting for Mike's proposed three options for how data would be collected:

- FAMU, NCF, FIU and FPU were not available to indicate option preference – Mike will be following up with them
- FAU, FGCU, FSU, UCF, UF, UNF all chose option 3
- UWF chose option 2 but were fine with option 3

IV.   Next Steps
- Finalize vote on GCIS database option per list provided by Mike.
- Solicit support from the CAVP to provide funding.
- Get agreement in place with CIMES to begin new development.
- Meet with GCIS executive committee to finalize committee recommendations.

V.   Potential Budget Requests
Mike noted that the cost question would still need to be considered and remarked that the previously quoted numbers may have to change based on switching the site's mode of operation based on option 3.