Spring Coordinators’ Meeting
Small Group Summary

Work Shops and Trainings:

1. Specific guidance on Web site Marketing and design. What works? What new technology is available and how is it being used? What is the value of print publications vs. print on demand?
2. Financial Aid packages – help on how to do the complicated ones
3. How to work with faculty.
4. Admissions 201 (not for new coordinators), mini-refresher and update.
5. Online tutorials of existing workshops.
7. Overall GS timeline.

Meeting Topics:

1. An occasional forum for grad coordinators to discuss common problems and concerns. The concerns from the forum brought to appropriate university or Graduate School staff and committees to get the concerns resolved.
2. Short discussion on GS Web site—wants a quick search of topics on just Graduate School site.

Questions/Comments:

1. Funding page – can it be turned off?
2. Supplemental application – how will this work? Transferring applicants to extra information to fill out and make it obvious?
3. How to correct incorrect race identified on application.
4. Grad Apply – How to acquire? IDEAL would be for GWIS to adapt to this.
5. Notification on G-WIS about International Student funding.
6. Memo sent to grad student guaranteeing funding (but not specifying funding).
7. Flag in GWIS highlighting who is AOF eligible.
8. Loved the small group. Coordinators should get together outside of grad coordinators’ meeting.
9. Not enough dollars for funding.
10. Would like to download GWIS data to excel spread sheet and append new info, add fields of own department information. Faculty want specialized table and coordinator wants to be able to update table as new information comes in.
11. Some coordinators can’t go to training.
12. Mentoring program for new grad coordinators.
13. Multiple responsibilities at admissions time.
14. Give faculty access to GWIS (once everything is in).
15. Transcripts are an issue. What about a central source for scanning, say the Graduate School?
16. Sharing best practices through blogs or IM. Grad School staff could be involved too. WISC Chat, facilitated by Graduate School.
17. Informal brownbags every third month.
18. Can Grad School send coordinators an email that they can forward to applicants explaining how to check their admission status?
19. I2O page information
   a. Timing (checking status)
   b. What’s needed (don’t send forms until asked).
   c. UW policy about not couriering and (please do not suggest they contact the program).
20. Place to explain to students that they need to check My UW for status update.
21. Level of program—international students must show support if you change your mind from MS to PhD once you get here.
22. Needs to say in GWIS TWO OFFICIAL TRANSCRIPTS REQUIRED.
23. Post deadlines for applications (both domestic and international) posted early.
24. GWIS or SARA working group to help advise and plan the current and future state of these two information databases.
25. Get a group of student service coordinators together to talk about all the different student service responsibilities they have: Advising, organizing, inquiries, etc. Discuss how to manage all the demands from students for student services.