Executive Summary

Members: Mark Cronin-Golomb (BME), Behrouz Abedian (ME), Kyongbum Lee (ChBE), Andrew Ramsburg (CEE), Rob Hannemann (TGI), Eric Miller (ECE), Lew Edgers (Chair) 
Margela Shirley (student), Fredy Aff (student)

Other Attendees: Alida Poirier

1. Marketing SoE graduate programs – The committee discussed the marketing of our graduate programs at a number of meetings. EGSC discussion points: the value of print vs. web communication; faculty and school rank in applicants’ decision-making; more funding for travel to conferences/seminars; conferences specifically geared toward underrepresented groups; use of external advisory boards for marketing; and, search engine optimization.

a. A SoE Graduate Viewbook and a recruitment postcard for the BioEngineering MS program were produced and distributed. The Viewbook received the highly competitive first prize for design awarded by the American Design Awards organization.

b. The Office of Graduate Studies (OGS) purchased mailing addresses from the GRE locator service and mailed the Graduate Engineering Viewbook to prospective applicants in the New England and Mid Atlantic areas and to all inquiries dating back to April of 2009.

c. The committee discussed the importance of developing 3 year marketing plan for graduate engineering.

2. SoE Financial Models – The EGSC discussed financial models for the School of Engineering including: the effects of grants and gifts, the need for a greater endowment, the use of income from MS/ME and certificate students to create a balanced financial model, and guidelines for Research Assistant Support.
3. Application and Recruitment Process

a. The EGSC agreed not to change the application deadlines. It requested the OGS to clarify the policy that we will review master’s applicants on a rolling basis. The group would like to consider a minimum TOEFL requirement for international students but came to no conclusion. The EGSC strongly recommends that the admission process be fully electronic.

b. Departments continued the same decentralized process as last year for spring recruitment of accepted applicants. Each was allocated $3000 for recruitment activities. Most departments hosted open houses for accepted students, with some detailed variations.

c. Applications show an increase for 2010 compared to the previous three years. The 2010 increase in doctoral applications (total, women, and minorities) appear to be part of a growth trend in doctoral programs at least since 2007. The increase in matriculated doctoral students, from 34 in 2009 to 48 in 2010, is a one-year increment of over 40%.

4. Dean’s and Provost’s Fellows – The committee developed a process for awarding Dean’s and Provost’s fellows as follows.

   a. EGSC discussed and rank ordered the top candidates from each department.
   b. The top ranking nominees were forwarded for Provost Fellowships.
   c. Each department made three offers for Dean’s Fellowships with the goal of yielding one per department.
   d. The offer letters were revised to send a coordinated and positive message to the candidates.

The process succeeded in attracting 1 Provost Fellow (Jeff Walker) and 6 Dean’s Fellows (Anjulee Mittleman, Bradford Larsen, Ariel Horowitz, Megan Strait, Tiening Wang, and Enjin Fu)

5. Graduate Awards

   - Graduate Teaching award - James Kaklamanos (CEE)
   - Graduate Research award - Mashhood Ishaque (CS)
   - TGI MSEM award - Paul Herman (TGI)
   - Graduate Alumni service award - Jonathan Curtis (CEE ’69,’72)
   - Graduate Alumni Career Achievement Award - Y.A Liu (ChBE ’80)
   - Graduate Teaching and Mentoring award - Kyongbum Lee (ChBE)

6. TA/RA Assessment Process – The EGSC began its discussion on how to evaluate the performance of teaching and research assistants and providing them feedback.