



May 11, 2017

3:30-5pm

Theme: Celebrating and Cleaning Up

Welcome & AGPA Conference and Elections update (5 min)

Jackie Stotlar, AGPA President Elect

- Executive Committee nominations due May 12; contacting nominees May 16-17 to confirm nominations; voting begins May 18

Courtney Sanders & Alisa Tate, AGPA Professional Development Co-Chairs

- AGPA is hosting a summer conference entitled “Creating Pathways: Building Community and Engagement in Graduate and Professional Higher Education Affairs” on July 11, 2017
- Call for proposals email has gone out to AGPA listserv – If you’re interested in presenting, see the [AGPA website](#) for details on how to submit a proposal (due June 5)
- AGPA members should have received an email invitation to attend; see the [AGPA website](#) for details on registration deadlines, cost, and other details

Records Retention (30 min)

Pari Swift.102, University Records Manager, OSU Archives

- Website resources: go.osu.edu/archives; go.osu.edu/records
- Media doesn’t matter (paper, email, etc.); what matters is the content, which determines the retention schedule
- Examples of records: drafts, databases, correspondence, student and course documentation, local student records, personnel documentation, incident reports, web sites, voicemail (albeit transient), financial transactions, systems logs
- Things that aren’t records: blank forms, material from other institutions, letter from the President’s office that was sent to everyone at OSU (only the creator of the record must retain the record), email that says “pick up the milk” (doesn’t document what we do at the organization)
- Why do we maintain records?
 - Legal – need for legal purposes (ex: document a right, ownership, statute of limitations)
 - Fiscal – documenting movement of funds (ex: keep for audit, compliance)
 - Administrative – to do our jobs
 - Research
 - Historical – documents milestones, retains history of the university
 - University Policies & Standards – Records Management (why we’re doing this), Institutional Data (protect data), Information Security Standard (records must be managed according to retention and disposition schedules)
- Public Records – legal obligation to manage records; public records requests; Public Records Office & Office of Legal Affairs; <http://compliance.osu.edu/public-records>
- Retention Schedules
 - based on laws and best practices
 - most units follow the general records retention schedule for the university, but some units have unit-specific schedules
 - More Information: <http://go.osu.edu/retention-schedules>



- Records Disposition – at end of retention period:
 - transfer to University Archives if designated on schedule, or dispose (sensitive info – secure destruction; non-sensitive – trash/recycling)
 - Certificate of Records Destruction – complete CRD and send via email to lib-records@osu.edu
 - More Information: <http://go.osu.edu/crd>
- Email advice
 - Delete – received and it required no response; cc'd or bcc'd; can't link to job duties; attachment was record which is maintained elsewhere
 - Keep – formally documents a decision; it's the end product of a documented process; it is evidence of work completed; you have the only copy of an email with value; you are the author of the email and manage it and its responses
 - Manage in folders w/ category tabs, whatever makes sense

End of Year Celebration panel (25 min)

Jacquelyn Monnin.69, Knowlton School of Architecture

- commencement breakfast
- current students throw party for graduating students
- wrap up socials for groups

Kynthia Drosch.4, College of Public Health

- pre-commencement event (Fawcett Center) - this year gave gift, event brochure
- things to consider: the day, cost, speaker, development opportunity (involve alumni society);
- challenges: what about autumn/summer graduates? Students not graduating

Alisa Tate.205, Educational Studies

- 12 specializations that celebrate differently
- Dept. does awards lunch recognizing students (funded through donations)
- utilize social media (retweet, highlight students)
- snacks in student services
- challenges: part-time students, students who graduate in autumn/summer

Derek Peterson.636, Slavic & East European Languages and Cultures

- partner with Slavic Center for event – announce awards, informal gathering

Monica Lewandowski.52, Plant Pathology

- ask people to send in photos for end of year slide show/video
- potlucks and themed parties centered around a subject matter
- spring symposium where first year grad students present research proposals

Examples from other units:

- awards/achievements, socializing, teaming up with closely-related units, alumni networking reception, pre-commencement day awards/speeches/certificates/group pictures, short interviews compiled into video; unveil new promo materials; whole school reception;

Question from the audience:

- how do you get people to show up? (students are burnt out) – student awards (students feel invested, read names, get certificate, individualize, intimate for just unit/program); consider timing and conflicting with other celebrations on campus (special groups, etc.)



Annual Review panel (20 min)

Monica Lewandowski.51, Plant Pathology

- Jan/Feb –faculty advisor and student fill out form and have conversation/evaluation on productivity, communication, tech skills, intellect skills, professionalism, goals for next year

Kathy Froilan.2, College of Veterinary Medicine

- Students fill out electronic progress report (including manuscripts, grants, etc.); all committee members sign off on form; advisor completes formal evaluation online, aligned with TracDat goals; grad studies committee looks at reports and flags students and follows up with issues
- Challenges: students are being evaluated by residency programs also - challenges with overlap; interdisciplinary programs involve faculty across campus

Keri Knowles.35, Neuroscience Graduate Program

- Students complete progress report form with advisor and then advisor completes separate form that student doesn't see; student meets with faculty (not advisor so the student can feel comfortable to express issues); a letter is sent to the student outlining accomplishments, shortcomings, goals

Jackie Stotlar.1, Women's, Gender, and Sexuality Studies

- Jan/Feb send student link (through qualtrics) for students to evaluate themselves, then send results to faculty so they can read student evaluations; advisor also submits something (student doesn't see advisor portion); faculty meet to discuss every student; GSC writes up summary to send to individual student

Tiffany Halsell, Art

- reviews at end of every semester, critiqued on artwork, all committee members meet with the student (90 mins), issues are flagged (use for TracDat)

Commonalities: collect coursework taken, progress to degree, professional development

Wrapping Up (5 min)

- June meeting will be two days Tues/Thurs (see below) – trainings on DocuSign and Qualtrics
- Thank you to those who have participated this year!
- Lauren Madden is leaving the Graduate School May 19 to become a Graduate Program Coordinator; Graduate School will be posting two positions

2016-2017 AGPA CALENDAR

June 10:30 a.m.-12:00p.m

Tech Week Tools in Derby 029

~ June 6th Using DocuSign!

~ June 8th Using Qualtrics!

All Day (9am-4:30pm) in Ohio Union

Tuesday, July 11 ~ AGPA Conference

"Creating Pathways: Building Community and Engagement in Graduate and Professional Higher Education Affairs"

TBD – August 10

For more information and resources from the Association of Graduate & Professional Administrators, visit <http://u.osu.edu/agpa/>

To join the email listserv, visit www.go.osu.edu/joinagpa