Meeting Minutes

1. April minutes - Approved

2. Fellowships – Purpose of topic: Report on MEC and Knight awards

The MEC was invited to discuss in future meetings whether $20,000 MEC fellowship is sufficiently attractive for recruiting purposes. Fellowship admission data from the past four years indicate that about 50% of the students accept the MEC fellowship.

For the next MEC meeting, RGS was asked to prepare a similar historical report for the Knight Scholarship.

3. Admissions update – Purpose of topic: report by field of # of admits/acceptances

The report from PeopleSoft contains admission data as of end of April. By field:
Aerospace – the number of matriculated students is much higher than the reported 7 now, but no specific number was reported at the meeting.
Applied Physics – 5 new + 2 continuing
Biomedical—There are 54 matriculated students now. There are also pending admission offers.
Civil—72 matriculated
Geological Sciences—2 matriculated
ORIE—expect 87 students to matriculate. These included early admits.
Systems—the distance learning program is still in flux but the numbers in the admission report (23 matriculated) is currently accurate. This exceeds their projections.

4. Embark – Purpose of topic: update

Embark was contracted in December to develop the current admission system so it can be used by the fields to review applications online and manage the admissions process. The presentation Embark did last week, however, did not give us any confidence that they would be able to deliver a complete product by the beginning of next admission cycle. Scott Coldren (ECE), Yoanna Ferrara (RGS), and representatives from the Graduate School sat at the presentation.

The College will be supporting GAPS in 2010/11. The Graduate School is making arrangements to use the old Embark system for the next year. They are also considering selecting a different company to develop the 2011/12 online application system if Embark indeed fails to complete the product before the end of June.
5. **Orientation – Purpose of topic: share what Grad School and CoE are planning**

Upon arriving to campus, new students are invited to attend several orientation events, e.g. orientations organized by the Graduate School, the College and the fields. To ensure that the various events do not overlap in terms of content and time, starting in the Fall RGS will work with the MEC and the graduate fields to coordinate the programs and their timing.

MEC members discussed:
- In the future, one day before classes be dedicated to field orientations, as they include critical academic information students need to know as soon as they arrive on campus
- Include the dates for orientation in the admission letter
- Postpone the College orientation by a week and hold it on a Saturday
- Enhance the career focus of the College orientation

Plans for the fall 2010 orientation:

**Graduate School (8/23, 8 a.m.—12 noon):**
- registration, id card pick up , one stop check in with the "core" central University student services: transportation, bursar, health care, student health insurance,
- **Resource fair:** exposure to other student services (Dean of students, peer counseling, graduate and professional student assemblies, grad and professional student orgs, wellness and athletics, Cornell dining etc. The idea is that students can do business and or learn about options while finishing up necessary paperwork.
- **Onstage program:** introduction of the new grad school dean, a humorous keynote on surviving grad school, selected Cornell group performances and a Grad School 101 program, designed to give students key milestones and essential information
- Panel discussion by area with grad student and administrative staff panelists to go over details of grad life.

**College of Engineering (tentative: 8/24, 9 a.m.—2:00 p.m.):**
- **Activity:** semi-formal EGSA welcome address: opportunities for students to get involved in engineering graduate life—EGSA leadership, social events, etc.;
- **Trivia contest:** introduction to Cornell University—history, achievements, most recent news, etc.
- **Engineering Career Services Office presentation:** career services for engineering students and Fall career fair
- **Two student Q&A panels**—for M.Eng. and M.S./Ph.D.: life in Ithaca—social, housing, transportation, health services, weather; general advice from peer engineering students on academic-related issues, such as what to consider when choosing courses, Q-exam prep (for Ph.D.), relationship with advisor and peers in research group, how to go about selecting a project (for M.Eng.), etc.
- **BBQ**—meet and talk to other new and continuing students in an informal setting.

6. **Primary discussion: How can ORGS/College support MEng in the future?**

   a. Marketing
The chair of the Marketing subcommittee reported that, based on the Fall MEC admission survey that fields vary in terms of their needs for recruitment support. A commonality among some bigger fields is their need to “get the word out” about their programs. The MEC discussed focusing efforts on increasing the applications from students in U.S schools that are considered key feeder schools by several fields. It would also be helpful to coordinate the responses to standard prospective student inquiries.

b. Professional development needs and prioritization of activities

- Support workshops on team-leadership skills
- Advice on interview strategies and negotiating job offers
- Increase the number of industrial recruiters
- Bolster the spring career fair
- Develop the job skills of international students

c. MEng exit survey

Discussion postponed for the next MEC meeting.

d. Other needs