



## MEETING REPORT – GRADUATE STUDIES

REPORT DATE 20 February 2019  
REPORT BY Sarah Mojzer  
PROJECT SUNY Oswego  
Facilities Master Plan Update  
PROJECT NUMBER 1827  
MEETING DATE 7 February 2019, 9:00 to 10:00 AM  
MEETING LOCATION Park Hall 314  
DISTRIBUTION Attendees

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ATTENDING	OF
Kristen Eichhorn	Dean, Graduate Studies
Kristi Eck	Chief of Staff
Mitch Fields	Associate Vice President for Facilities Services
Brittany Wallace	Junior Project Coordinator
John Inman	State University Construction Fund
Jean Stark	JMZ Architects and Planners
Sarah Mojzer	JMZ Architects and Planners

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### SUMMARY

#### Summary of Discussion

- The Graduate Studies office is located on sixth floor of Culkin Hall.
- Current enrollment: 400 graduate students on-campus
- Graduate Studies is working toward two percent growth per year, with half of the growth coming from Oswego undergraduate students.
- Office space is at capacity. New staff cannot be accommodated in the existing suite.
- Staff said the following space is needed in the Graduate Studies office suite:
  - Four private offices: Dean, Assistant Dean, Graduate Admissions Counselor, and Data Analyst
  - Two staff workstations for two secretaries
  - Two shared workstations for two work study students and one graduate student
  - If the number of graduate students increases as anticipated, an additional office will be required for a second Graduate Admissions Counselor.
  - The new Graduate Ambassadors program will require a room with a conference table that seats up to ten and storage space for the ambassador’s promotional materials. Graduate Ambassadors will work primarily outside the office suite and will rent Oswego space for their meetings.
- The Shineman Center is crowded; it could be challenging to accommodate growth in graduate programs in that building.
- Graduate Studies is expanding their role beyond admissions and marketing. They are actively working to develop a graduate student culture on campus.

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- There are multiple initiatives in-place and others being planned to attract graduate students and integrate them into Oswego campus life, such as:
  - Graduate student orientation
  - Connecting graduate students to other departments
  - Providing funding opportunities: Research funding, Scholarships and fellowships, Bridge funding
  - Consideration is being given to expanding the *Stay and Complete* initiative to graduate students. This would involve offering \$300 for Oswego undergraduates who complete their graduate work at Oswego.
  - Allowing undergraduate students with sufficient credits to begin taking graduate courses early at undergraduate prices
  - Creating graduate certificate courses and stackable credentials
- New program initiatives include:
  - Five-year MBA (accounting, broadcasting, and psychology). Students can choose this option as freshmen.
  - In the planning stages for the Syracuse Campus: Accelerated MBA
- There are 120 graduate assistants on-campus. (Not all are fully funded. 40 are funded through Graduate Studies.) The College is developing learning targets for them.
  - Thirteen chemistry graduate teaching assistants (GTA) (fully funded)
  - Graduate research assistants (GRA) work with faculty and receive stipends
  - Graduate student pre-professionals, e.g. – students who work in the counseling center
  - Graduate assistants for academic support (work study students)
- The number of graduate students living on campus has doubled in the last three years. Most Education students are commuters. The College expects the number of five-year programs to increase. “Boutique” residential experiences may attract more students to campus housing.
- “Boutique” graduate programs include:
  - Human Computer Interaction (HCI): graduate students come to Oswego to work with faculty. Number of students went from 20 to 40 in the last year.
  - Biomedical Health Informatics (BHI): currently building labs at Syracuse location – ties to UMU.
- Developing interdisciplinary programs will need offices for directors and staff. Some programs will need to add staff to correct current low-staffing levels. (Additional staff requirements will be recorded with those programs’ interviews.)
  - Higher Education Leadership program will require office space for a Director and new faculty.
  - Medical Health Counseling is reportedly understaffed.
- Space needs, in addition to the required office space:
  - Graduate student lounges at several locations around the campus; size for 20 occupants - provide collaboration and study space
  - Conference room for thesis defense (18 seats at table with room for an additional 7 to 8 seats around perimeter of room), meetings with employers, practicums. Should have teleconferencing technology.
  - Small meeting rooms with teleconferencing equipment
- Discussion: Create a special section in the Library reserved for graduate students.
  - Reservable study carrels
  - Quiet study space and group study rooms
  - Gas fireplace
  - **Post Meeting Note:** During a subsequent meeting, Library staff said they do not like the idea of a separate graduate student area. They want the Library to be open to all, without restricted spaces.



### Action Items

Tasks to be Completed	Responsible	Status
Provide names and positions of current staff. Provide estimated number of hires through 2028.	Kristen Eichhorn	Pending
Verify number of graduate students on Oswego Campus.	Kristen Eichhorn	Pending

JMZ WILL PROCEED ASSUMING THIS REPORT TO BE ACCURATE. DISCREPANCIES SHOULD BE REPORTED TO OUR OFFICE WITHIN SEVEN (7) DAYS.