1. Current Applicants by Program
   a. Completed Applicants
      i. All materials have been submitted to SOPHAS/verified
      ii. This number is low compared to last year
   b. Incomplete Applicants
      i. Missing one or two items from their application
   c. December 1 Deadline
      i. The committee feels that getting the application in by this date is sufficient
      ii. Allowing a 2 week grace period is okay but applicants will be informed that chances of admission are greater if they submit sooner
      iii. Committee agrees that if only 1 recommendation letter is missing, the applicant can start being considered for admission

2. Review of Funding Sources
   a. PhD stipend for 12 month graduate fellowships: $35,010.00
   b. Goal moving forward
      i. Fill all slots, make sure continuing students are covered, and then look at the remaining openings
   c. Lisa will send a list and the committee will work on target number of admits given the number of slots that are then available
      i. Move students who have graduated off the list
   d. Lisa will ask GC if any faculty have slots and they will get in touch with program directors directly

3. Admissions Communication and Timeline
   a. Committee would like to receive assignment timeframe every Friday
   b. Mid-January: program directors will send the first wave of rejections (applicants that are 100% no)
      i. This will be communicated to Angela and she will inform applicants
   c. February 15: program directors send the second wave of rejections
   d. March 1: program directors send the third wave of rejections

4. PhD Fulbright
   a. They have 2 applicants they want to send
   b. Graduate Research Assistant grants that are written for the PhD students can be used for international students
   c. It might be possible if Fulbright covers everything but there’s no guarantee that the students will necessarily choose us

5. Deferring Students
   a. Hesitations: not knowing what the next year’s funding pool/applicant pool will be
b. Committee agrees that deferrals can happen on a case-by-case basis
   i. In the event of a deferral, the student will be asked to make a firm decision by an earlier deadline in order to either save the spot or give it to another applicant

6. PhD Project
   a. Non-profit that helps steward people of color/underrepresented students who want to get their PhD
   b. Big gathering to meet these potential students to get the word out
   c. Committee agrees this could be a good place to look for DrPh candidates

7. Acceptance Letters
   a. Basic acceptance/rejection letters sent by Admissions
      i. Admissions is the first to communicate with accepted students and responsibility ends after basic letter is sent out
      ii. Departments write out letters with specifics on funding/stipends to be sent out as page 2 of the basic acceptance letter
      iii. If applicants respond to Angela, she will forward to relevant department
   b. January 15: Angela will send hard rejections
   c. Final letters/offerings will be uploaded into SOPHAS (student accepts/rejects offer, final finding offer, etc.)
   d. April 15: final deadline for applicant decisions
      i. DrPh students may be given a few additional weeks

8. Referring Rejected PhDs to MS Programs
   a. January 15: send rejection list to Mari-Lynn and she decide on definite acceptances
      i. Key is that we don’t want to reject a student twice so only definite acceptances will be contacted
      ii. This list will also be sent to Angela so admissions can communicate with the applicant after that
   b. If those students are interested, their applications will be pushed along faster

9. Yield Strategy
   a. Once we’ve accepted students, departments communicate with those applicants directly and admissions is out of it

10. Spring/Summer Meetings
    a. Meera will send out a Doodle poll for meetings in the near future
    b. First meeting will be held before January 15

11. Doctoral Day
    a. Do we end the day with the departments or a big overall reception? Committee will think about this
    b. Amanda will look at funding available for transportation (Education Office) and lunch (Individual Departments)