

*Association of Graduate Schools  
In Catholic Colleges and Universities*

Minutes of the Annual Meeting

8 December 2004  
Coolidge Room, Marriott Wardman Park  
Washington, DC

**Attendance:** Peter Cimboric, Bellarmine University; Michael Smyer and Candace Hetzner, Boston College; Chake Kouyoumijian, Loyola Marymount University; Gerald Long, Villanova University; Michael O'Neill, Gannon University; Nancy Busch, Fordham University; Don Pope-Davis, Peter Diffley, and James Powell, University of Notre Dame; Nicole Lassahn, Loyola University of Chicago; Francesco Cesareo, Duquesne University; Robin Bowen, Rockhurst University\*; Mary Beadle, John Carroll University, Daniel Griffiths, Marquette University; Gary Boelhower, College of St. Scholastica\*

\* *guests*

A wine and cheese reception began at 6 pm for all graduate staffs from Catholic Graduate Schools.

Peter Cimboric, chair of the executive committee called the meeting to order at 6:30 pm.

1. The chair invited representatives to introduce themselves and mention a topic at the top of their agendas. Most members discussed their capital campaigns, strategic plans, and accreditation matters. In addition, Loyola of Chicago is searching for a new graduate dean and associate dean; Duquesne is trying to coordinate graduate matters among the colleges; John Carroll is concerned about enrollment management in its master's programs; and St. Scholastica is interested in professional PhD programs.

2. Peter Diffley, the current secretary-treasurer, gave the annual treasurer's report for 1 July 2003 to 30 June 2004 (attached). This was the last year that

Robert Nikolai served in that post. Since then, all money and records have been transferred to the current secretary-treasurer.

3. Next on the agenda (attached) was a roundtable discussion concerning strategies for recruiting students into masters' programs. Villanova used a graduate and professional school enrollment management firm to assist in its plan. Another moved its offerings to all day Saturday sessions. Discounting tuition with lower rates or partial tuition remissions were common tactics when schools were in competition with public schools for the same programs. Partial tuition scholarships are not as useful in this head-to-head competition because potential customers are inhibited from applying after they discover the full tuition price (and before they learn that they might have earned a scholarship). Niche marketing in context of our Catholic character was discussed as well. For instance, Fordham has developed certificate programs for Catholic hospitals. The values-based education that Catholic institutions provide in the classroom also extends to co-curricular activities; e.g., exploring (secular) vocations

4. Finally, Peter Diffley mentioned the AGSCCU web site (<http://nd.edu/~agscu/>) and its academic careers data base. The jobs database is not being used by advanced master's and PhD students. The database needs to be more aggressively promoted on campus.

The meeting was adjourned at 7:45 pm and the members went to dinner at the Lebanese Taverna.

# ATTACHMENT 1: Treasurer's Report

## Association of Graduate Schools in Catholic Colleges and Universities

Treasurer's Annual Report for the 2004 Fiscal Year

(7/1/03-6/30/04)

Account location: US Bank, PO Box 1800, St. Paul, MN 55101-0800

		Credit	Debit	Total
<b>Checking account</b>				
<b>Opening Balance</b>	<b>1 July 03</b>			<b>\$ 4,143.95</b>
Dues deposit	2 Oct	545.00		\$ 4,688.95
Dues deposit	14 Nov	345.00		\$ 5,033.95
Meeting refreshments	4 Dec		432.26	\$ 4,601.69
Dinner cost	29 Jan		524.75	\$ 4,076.94
Dinner reimbursement	4 Feb	521.00		\$ 4,597.94
<b>End of year balance</b>	<b>30 Jun 04</b>			<b>\$ 4,597.94</b>

### Member Institutions that have paid their 2004-05 dues as of 15 Jan 05

Assumption	Marquette
Bellarmino	Regis
Boston College	Sacred Heart
Catholic U	
College of Saint Rose	St. Joseph, Philadelphia
Creighton U	St Louis U
DePaul U	Santa Clara U
Duquesne U	Seton Hall U
Fordham U	U Dayton
Gannon U	U Notre Dame
Georgetown	U San Diego
John Carroll	U of Scranton
Loyola Marymount	Villanova U
Loyola Chicago	Xavier U

## ATTACHMENT 2: Proposed Amendment

Amendment to the AGSCCU Constitution

Proposed by Peter Diffley on 9 December 2004

To be voted on by the general membership at the next annual meeting

**Purpose:** The purpose for this amendment is to simplify the election and membership of the executive committee and better define responsibilities and succession.

### **Current wording: Section 5. Officers and Executive Committee**

The officers of the Association shall be a Chairperson and a Secretary-Treasurer.

The Chairperson shall be elected for a term of two years, followed by another term of two years as Past Chairperson. After this four-year period, the Past Chairperson shall not be eligible for another office in the Association for two years.

The Executive Committee shall consist of five members: the Chairperson and the Past Chairperson shall be members *ex-officio*. Three other "at large" members of the Executive Committee shall serve for three-year overlapping terms. The Chairperson shall preside at the meetings of the Executive Committee. The Secretary-Treasurer shall attend meetings of the Executive Committee, but not as a voting member. An elected "at large" member of the Executive Committee may not be re-elected until one year following expiration of the three-year term.

The officers and one "at large" member of the Executive Committee shall be chosen at the annual meeting of the Association. A nominating committee shall propose one nominee for each position to be filled. Other nominees may be proposed by full members at the annual meeting. The nominee receiving the largest number of votes in each instance shall be declared elected. The nominating committee shall consist of the Past Chairperson and the two continuing member so the Executive Committee.

Each vacancy occurring between annual Association meetings shall be filled by appointment by the Executive Committee until the next annual meeting, at which a replacement shall be elected for the balance of the term in the manner provided above.

### **Proposed amendment: Section 5. Officers and Executive Committee**

The Executive Committee will consist of four voting members: the Chair-Elect, the Chair, the past-Chair, and the Secretary-Treasurer. The primary responsibility of the committee is to plan and hold an annual meeting.

The secretary-treasurer has a three-year term. Responsibilities include, taking and publishing the minutes of the annual meeting, managing the financial affairs of the organization and presenting a treasury report at the annual meeting, and maintaining an the AGSCCU archive and web-site.

A new Chair-elect will be chosen at each annual meeting to serve a one year term that begins upon adjournment. Responsibilities include increasing membership and assisting the Chair in developing a program for the meeting. After the one-year term, the Chair-elect becomes the Chair.

The Chair's primary responsibility is to plan and implement the program and preside over the annual meeting. The Chair's secondary responsibility is to nominate a person to be Chair Elect and, if necessary, a person to be secretary-treasurer. The nominations will be made at the annual meeting that the Chair presides over. The Chair will also assume the duties of any executive committee member who resigns during his/her term until a special election can be held at the next annual meeting.

The Past Chair audits the treasurer's report and assists the chair in developing the program. If the Chair resigns during his/her term, the Past Chair will assume the duties of Chair and Past-Chair until a special election is held at the next annual meeting.

Elections for the Chair-Elect and Secretary-Treasurer will be held at the annual meeting. The Chair, with advice from the rest of the Executive Committee will nominate one person. The membership may nominate others from the floor. The nominee receiving the largest number of votes in each instance shall be declared elected, with the term beginning upon adjournment of the current meeting.