



experience: **LIAISON** 

SEATTLE | FEBRUARY 15-16, 2023



Providing Structure Without Sacrificing Autonomy: Graduate Application and Processing Made Simple

Kara Cleveland, Director of Operations, The Graduate School, UNR
Wednesday, February 15, 2023 2:45-3:30

experience: LIAISON 

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Agenda



- Application Forms
 - Standard Questions vs Program Questions
 - Letters of Recommendation
 - Application Requirements
 - Application Deadlines
- Security
 - Public Groups
 - College
 - Programs
 - Faculty
- Process Builder
 - Program Director Notifications



Who am I?



Kara Cleveland

Director of Operations
The Graduate School



University of Nevada, Reno



- The University of Nevada, Reno
- 17,000 undergraduates, 3,700 graduates, and 350 medical students
- 12 colleges
- 180 degree programs





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- 309 active application forms in Target X
- 10 program-specific recommendation forms
- 2 graduate school initiative forms
- 1 housing application



Applications for Admission



- Application Forms
 - Standard Questions vs Program Questions
 - Letters of Recommendation
 - Application Requirements
 - Application Deadlines

<input type="checkbox"/>	Application Form Name ↑
<input type="checkbox"/>	Address Information
<input type="checkbox"/>	Address Verification
<input type="checkbox"/>	Anthropology Recommendations
<input type="checkbox"/>	Application Certification and Payment
<input type="checkbox"/>	Application Fee Waiver
<input type="checkbox"/>	Assistantship Information
<input type="checkbox"/>	Attachments
<input type="checkbox"/>	Attachments - Public Health MPH (In Person)
<input type="checkbox"/>	Biology Writing Sample
<input type="checkbox"/>	Clinical Psychology Recommendation Request
<input type="checkbox"/>	Demographic Data
<input type="checkbox"/>	Diversity Statement Engineering Education
<input type="checkbox"/>	Diversity Statement Speech Pathology

Standard Cards/Questions



- Biographical Data
- ER Contact Data
- Demographic Data
- Assistantship Data
- Education History
- Test Data
- Resume/CV
- Statement of Purpose
- Attachments



Program Cards/Questions

Cards:

Writing Sample/Essay
Diversity Statement

Questions:

- Application object to create question and use plan code
- Plan codes used for program-specific questions
- Visibility by card or by plan codes

Statement of Purpose Education PhD

Statement of Purpose Education PhD

Your statement should include explanations for why you want a doctoral degree, why you want to peruse this particular area of emphasis, and why you want to study at the University of Nevada, Reno as well as your personal views about the purpose of education and the roles of students and teachers.

Judicial Studies PhD (1844) Question 1



List year and state of each Bar admission.



Judicial Studies PhD (1844) Question 2



List in reverse chronological order all of your significant work experiences including dates, position held, name of office, firm or agency, and location. (Attach addition sheet if necessary)



Judicial Studies PhD (1844) Question 3



As a judge or attorney, have you ever been disciplined? If yes, please fully explain.



Admission Recommendation Details

- Recommendation details and layouts can be customized for each program
- Additional categories and scores for rankings can be created

▼ MPH Online Ranking

Intellectual Ability	Work Independently
Motivation_grad_studies	Work with others
Writing_skills	Leadership_skills
Critical Thinking	

▼ Clinical Psychology Doctoral Ranking

Comparison Group	Academic Preparedness
Intellectual Independence	Written Communication
Critical Thinking Ability	Oral Communication
Intellectual Curiosity	Interpersonal Skills
Quantitative Ability	Maturity
Research Ability	Motivation for Graduate Study
Teaching Ability	Overall Evaluation
	Signature
	Signature Date

▼ Ratings

Academic Achievement	Creative, Original Thought
Intellectual Promise	Productive Class Discussion
Quality of Writing	Disciplined Work Habits
Respect Accorded by Faculty	Self-Confidence
Concern For Others	Maturity
Reaction to Setbacks	Motivation
Initiative, Independence	Leadership
Status Deleted	Integrity
Overall	

Motivation for pursuing MPH degree:

• Please select an option

This field is required.

Writing skills:

• Please select an option

Critical thinking skills:

• Please select an option

Applicant Information

Name: **Ana Yasmin Abbott**
Program: **Public Health MPH Online**
Concentration: **General**

Recommender Information

Name: **kara test**
Title: **Director**
Institution: **UNLV**
Phone Number: **90777578469**
Email Address: kara.cleveland@gmail.com

Years you have known the applicant: **4**

Capacity in which you have known the applicant: **Instructor**

Please rank the applicant on the following qualities:

- Intellectual Ability: **Outstanding (Top 5%)**
- Motivation Grad Studies: **Very Good (Top 25%)**
- Writing Skills: **Below Average (Lower 50%)**
- Critical Thinking: **Excellent (Top 10%)**
- Work Independently: **Above Average (Top 50%)**
- Work With Others: **Outstanding (Top 5%)**
- Leadership Skills: **Excellent (Top 10%)**

Written Assessment

shes great

Recommender Signature and Date

- Signature: **kara cleveland**
- Date: **2/2/2022**

Application Requirement



<input type="checkbox"/> Action	Values
<input type="checkbox"/> Edit Del Deactivate	Requirement 3 - Domestic No GRE or LORs
<input type="checkbox"/> Edit Del Deactivate	Requirement 4 - International No GRE or LORs
<input type="checkbox"/> Edit Del Deactivate	Requirement 5 - Domestic No GRE 3 LOR
<input type="checkbox"/> Edit Del Deactivate	Requirement 6 - International No GRE 3 LOR
<input type="checkbox"/> Edit Del Deactivate	Requirement 7 - Domestic Transcript Only
<input type="checkbox"/> Edit Del Deactivate	Requirement 8 - International Transcript Only
<input type="checkbox"/> Edit Del Deactivate	Requirement 9 - Domestic No GRE 2 LOR
<input type="checkbox"/> Edit Del Deactivate	Requirement 10- International No GRE 2 LOR
<input type="checkbox"/> Edit Del Deactivate	Requirement 11 - Domestic GRE 2 LOR
<input type="checkbox"/> Edit Del Deactivate	Requirement 12 - International GRE 2 LOR
<input type="checkbox"/> Edit Del Deactivate	Requirement 13 - Domestic No GRE 1 LOR
<input type="checkbox"/> Edit Del Deactivate	Requirement 14 - International No GRE 1 LOR
<input type="checkbox"/> Edit Del Deactivate	Requirement 15 - Domestic No GRE 4 LOR
<input type="checkbox"/> Edit Del Deactivate	Requirement 16 - International No GRE 4 LOR
<input type="checkbox"/> Edit Del Deactivate	General Requirement Group
<input type="checkbox"/> Edit Del Deactivate	Requirement 17 Non Degree

Different application requirement rules control the application checklist. These are added to the application process requirement group.

Checklist Items (v2)					New Checklist Item (v2)	Checklist Item
Action	Checklist Item	Requirement Met By	Status	Related To		
Edit Del	Official GRE or GMAT Scores	GMAT; GRE General	Waived	Not Required		
Edit Del	Resume/Curriculum Vitae	Resume; Resume/CV	Completed	Resume/CV		
Edit Del	Recommendation	Recommender	Completed	Seth Cosimini		
Edit Del	Recommendation	Recommender	Completed	James McSpadden		
Edit Del	Recommendation	Recommender	Completed	Michael Branch		
Edit Del	Statement of Purpose	Personal Statement	Completed	Statement of Purpose		
Edit Del	Official transcript	College	Completed	Truckee Meadows Community College		
Edit Del	College Transcript	College	Completed	University of Nevada Reno		
Edit Del	College Transcript	College	Completed	Truckee Meadows Community College		
Edit Del	College Transcript	College	Completed	University of Nevada Reno		

Application Deadlines

Description ↑	Start Date: ...	End Date: N...	End Date: Applica...
Accountancy	2/4/2022	11/15/2022	11/15/2022
Animal RangeLand	2/4/2022	10/1/2022	11/1/2022
ATMS	2/4/2022	11/1/2022	11/1/2022
Basque Studies	2/4/2022	10/15/2022	11/1/2022

- Domestic and international applications have different deadlines
- Doctoral and master's applications have different deadlines
- Graduate certificates and NDS have different deadlines
- Different opening and closing deadlines on the same application form

Start Date: Application	1/28/2023
End Date: New Application	6/15/2023
End Date: Application	8/15/2023
Last Modified By	<u>Kara Cleveland</u> , 1/28/2023 4:37 PM

Application Permissions



Security – Who gets to see what?


- Public Groups
 - College
 - Programs
 - Faculty



College Level

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- Created each college as a public group
- Create each program as a public group
- Add each program to a college



SETUP

Public Groups

Group

GRD CoENG

		Edit Delete
Label	GRD CoENG	
Group Name	GRD_CoENG	
Grant Access Using Hierarchies	<input checked="" type="checkbox"/>	
Created By	Kara Cleveland , 6/14/2017 3:27 PM	


[View All Users](#)

Name
GRD Biomedical Engineering
GRD Chemical Engineering
GRD Civil and Enviro Engineering
GRD Computer Science and Engin
GRD Electrical Engineering
GRD Mechanical Engineering
GRD Material Science and Engineering
GRD Cybersecurity
GRD Engineering Education

Program Level

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Each faculty member who is on the admission committee is added to the program level



SETUP
Public Groups

Group
GRD Civil and Enviro Engineering

Edit

Delete

Label	GRD Civil and Enviro Engineering
Group Name	GRD_Civil_and_Enviro_Engineering
Grant Access Using Hierarchies	<input checked="" type="checkbox"/>
Created By	Kara Cleveland , 6/21/2017 12:56 PM

View All Users

Name
Krishna Pagilla
Pamela Bernaldez
Ramin Motamed
Samantha Altergott

Application Reviews

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- Create a query for each program
- In the visibility section, use the public groups to add the program group for sharing

Step 4. Restrict Visibility

- ☐ Visible only to me
☐ Visible to **all users** (Includes partner and customer portal users)
☒ Visible to certain **groups of users**

Search: for:

Your search returned more than 100 rows. Only

Available for Sharing

All Customer Portal Users
 All Internal Users
 Group: Event Team
 Group: Events
 Group: GRD Accountancy
 Group: GRD Addiction TX Svcs GCert
 Group: GRD Animal Rangeland Science
 Group: GRD Anthropology
 Group: GRD Atmospheric Science
 Group: GRD Basque Studies
 Group: GRD Biochemistry
 Group: GRD Biology
 Group: GRD Biomedical Engineering
 Group: GRD Biostatistics

Add



Remove

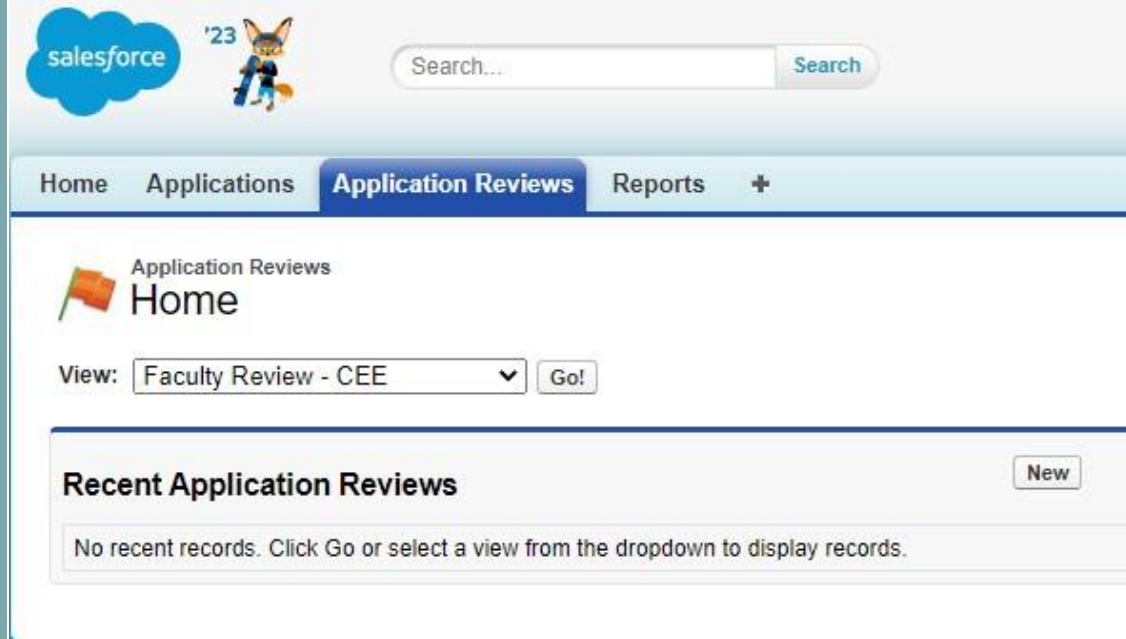
Shared To

Group: GRD Civil and Enviro Engineering
 Group: GRD Grad Manager

Faculty Side

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Faculty are only able to run queries in which they have permission



The screenshot displays the Salesforce Faculty Side interface. At the top, there is a header bar with the Salesforce logo, a user profile icon labeled '23', and a search bar with the text "Search...". Below the header is a navigation bar with tabs for "Home", "Applications", "Application Reviews" (which is currently selected), and "Reports". The main content area shows the "Application Reviews" section with a "Home" link and a flag icon. Below this, there is a "View:" dropdown menu set to "Faculty Review - CEE" and a "Go!" button. A section titled "Recent Application Reviews" is visible, featuring a "New" button and a message stating "No recent records. Click Go or select a view from the dropdown to display records."

Process Builder

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Program Directors are assigned as record owner to Faculty Review from through Process Builder

Criteria for Updating Records*

- ☐ Updated records meet all conditions
- ☒ No criteria—just update the records!

Set new field values for the records you update

Field*	Type*	Value*
Owner ID	Formula	/* Accountancy MA a...

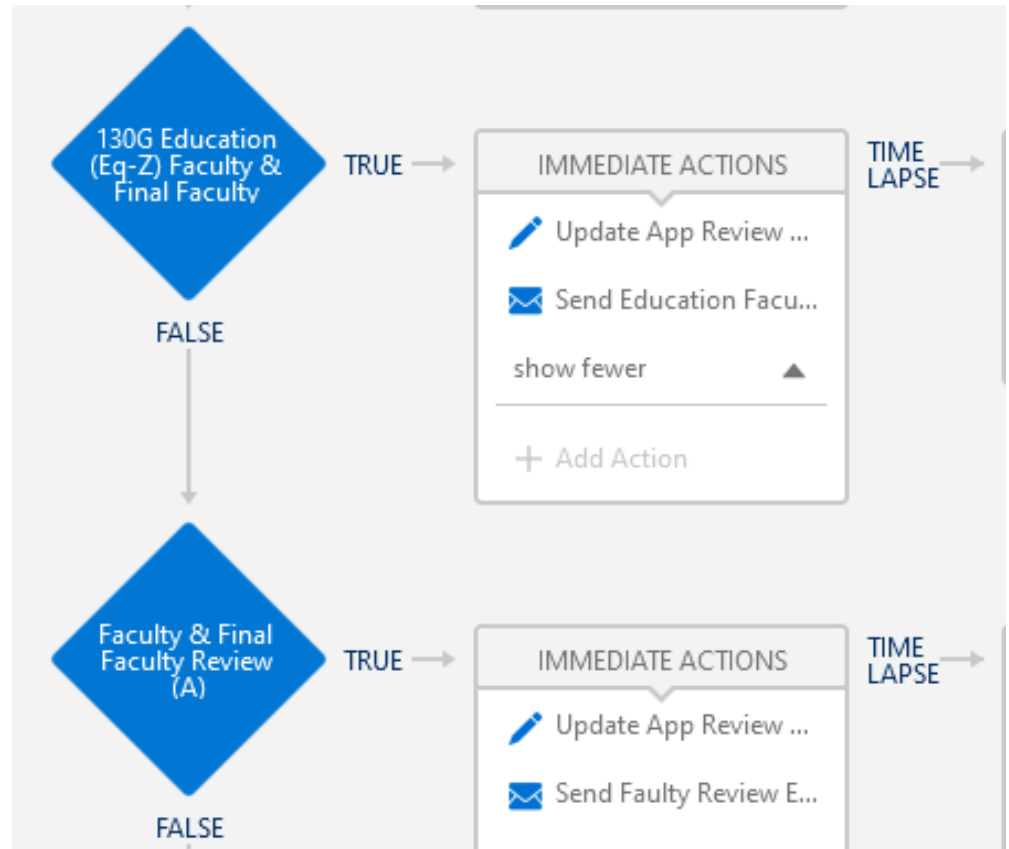
Insert:

```
/* Accountancy MA and Accountancy Online MA*/  
IF(ISPICKVAL([TargetX_Reader_Application_Review__c].TargetX_Reader_Application__c.TargetX_SRMB_Program__c, "2526")  
||  
ISPICKVAL([TargetX_Reader_Application_Review__c].TargetX_Reader_Application__c.TargetX_SRMB_Program__c, "2527"),  
"0050V000006KHsu",
```

Process Builder

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As soon as Program Directors are assigned, specific emails are sent to notifying them that applications are ready for review



Questions?



experience: LIAISON 

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Thank You



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