***Present Practices***

What is the present practice of your unit with regards to admissions? Who is represented on your unit’s admissions committee? What training have they received?

***Ideal Process***

For each of your units, what would your ideal incoming graduate cohort look like? How does this ideal cohort reflect the mission and/or vision of your department/program/institution?

***Ideal Graduate Student***

Describe your ideal graduate student. How does your unit’s current admissions process identify and/or select for these characteristics? In what explicit ways does your admission process ask the applicant to provide information regarding these characteristics?

***Admissions Process Changes***

What changes to your departments’ admissions process have been made in the last few years? What was your department’s/program’s goal in making these changes? Were you successful in achieving your desired outcome?

***Admissions Process Possibilities***

What types of admissions practices have you heard of? What do you think are the pros and cons of these different types of admission practices?

***Rubrics***

Are rubrics currently used in your departments’ admissions process to evaluate application materials such as personal statements and letters of recommendation? If so, how has using rubrics improved your admissions process? If not, what do you think are the benefits to using rubrics in your own department?

***Recruitment***

What recruitment practices do your departments/programs use? Are these recruitment practices targeted to a specific group (e.g., students from local schools, underrepresented minorities, non-traditional students).

***Student Perspective***

What qualities do you think students are looking for in prospective graduate schools? How do your departments/programs showcase those qualities to prospective students?

***Evaluation***

What criteria do you use to evaluate that holistic admissions practices used by your unit are effective? Are outcomes achieving their intended goals?