

**COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES**

Office of the Associate Dean for Administrative Affairs and Graduate Education

**GRADUATE PROGRAM COORDINATORS MEETING**

**September 05, 2014**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Boske, Christa |  | Cox, Jane | Hawley, Todd |
| Iverson, Susan for Hilton, Tracy Lara | Glickman, Ellen | Cichy, Kelly | Henderson, Jim |
| Levinson, Natasha | Gordon, Karen | Sansosti, Frank | Kroeger, Janice |
| Lyberger, Mark | Huston, Jeff | Tiene, Drew | O’Connor, Pat |
| Niesz, Tricia | Sloan Burgess for Rowan, Lynne | Wisdom, Sonya | Turner, Steve |
| Ravichandran, Swathi | Wagner, Laurie |  |  |

Catherine E. Hackney, Admin. Affairs; Nancy Miller, OGSS; Luci Wymer, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
|  | Burzminski, Nancy | McGlothlin, Jason (sabbatical) | Mitchell, Stephen |
|  |  | Rumrill, Phil | Morgan Denise |

GUESTS: Michael Pfahl, General Counsel; Susan Augustine, Academic Prog. Coord.; Deborah Shama-Davis, Research and Evaluation Bureau; Julie Wilcox, Acad Recruitment & Retention Dir.; Rachel Foot and Tom Stafford, Distance Learning Support

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Mike Fall – University Counsel StudentBackground Checks | Agreements – Mike requested that everyone send their agreements with the schools and/or agencies/organizations to him for review with the subject line as: EHHS- program name. He shared the laws have changed substantially in the last 7 years. Dr. Hackney asked that everyone send their agreements to him just to make sure they are compliant. (contracts@kent.edu with EHHS-Program area as the subject line) He is mainly concerned with the substantive portions of the agreements and not those portions particular to a program.Here are Mike’s words:*An agreement whose main purpose is to establish a formal relationship between the University and an outside entity should be signed by the Provost. An agreement that is for the placement of a specific student in the program within the College, or is for a brief amount of time (semester or less), can be signed by the Dean.**This, however, is just what I believe to be correct right now. However, I will clarify with the Provost and then the Dean. Your College is unique in this respect as you have so many moving parts and agreements.*If a student is going to an institution as part of a formal program the program should have a formal agreement with that institution. Mike asked the group if programs assure in their agreements that students have passed a background check. He stated the background checks should be evaluated by the school or agency to make sure the student meets their requirements. When the university starts making judgments on non-academic issues it becomes difficult. Many programs would make different determinations on the same issue. He explained that for this reason they prefer the site make the determination as to whether or not the student meets their standards. If the program requires a background check they should be informing the student as to what the background check is being used for. Need to make sure that the school directors – or the dean in the case of larger, more significant agreements- are signing the agreements. If a site is asking for KSU to vouch for a student that has not yet gotten their background check Mike advised that a letter be provided stating only that they are a student in good standing with the university. He also shared legal is now putting policy, legislation and other changes in the e-inside newsletter to notify the campus.Legal is working on a blanket waiver regarding students and will be discussed in e-inside |  |
| **PART I** |  |  |
| Information: -Susan Augustine -Rachel Foot, Tom Stafford and Dr. Gornik: Online & Distance Learning -Dr. Shama-Davis – Research  -Julie Wilcox - Scholarships | **Susan** – Gave the group an overview of the CurriUNET system along with a list of training courses available. Everyone needs to attend the CurriUNET training prior to being permitted to use the system. She also pointed out to the group that graduate deadlines for curriculum are earlier this year. **Julie Wilcox:**Julie Wilcox shared that foundations has reported to her that there is a sum of $900,000 in scholarship funds available to EHHS. She will be sending a list to faculty of scholarships available to their individual program’s students. She is willing to meet with the programs individually to ensure that how the money is made available to students is fair and equitable. She is trying to develop an online application. She will be advertising these on our website and the financial aid website. There is also a Facebook page and they will be posted on the VACCA blackboard. Deadlines for application submission are November 1 for spring awards and February 1 for fall scholarships. They are reviewing the individual scholarships and the MOUs that are in place. Awards are made based on a percentage of the fund balance. The awards are made for future semesters in which the student is enrolled. There will be an exception process for a student being awarded retroactive funds. They are also putting a checks and balance system in place for scholarships awarded and not used by a student for one reason or another. There are mechanisms in place for emergency scholarships. The student should contact Julie and she will work with the student in conjunction with other university offices. Faculty should provide Julie’s contact information to the student. **Distance Learning:**This area will now be under Dr. Hackney’s oversight. The group was given an overview of current activities.Tom Stafford gave the group an explanation of the kind of support the office provides to faculty. Online course development assistance is available along with training. They work on a day to day basis with the Blackboard program. They are trying to carve out time to assist students. They are also going to be putting out a newsletter via blackboard. Dr. Gornik shared that is currently teaching a totally online superintendents course for EDAD. She has been working with Deb Huntsman to develop a course comparable to one she took this summer dealing with teaching online courses. She encouraged the other faculty to develop their knowledge of online instruction. Rachel shared that if there is enough interest among faculty a workshop could be taught here in White Hall by Deb Huntsman’s office. They are working on a standard template for the college for online courses. **Research Bureau:**Dr. Shama-Davis gave an overview of the functions of the Research Bureau. Unlimited services are available to faculty and paid for by the college. There are data lab services and consultation services. Students have 40 hours of services in each area for a total of 80 hours that are provided and paid for by the college. She explained that she will work in conjunction with the dissertation advisors if their doctoral students need assistance. A statistics lab is now available for students having difficulties. She gave a quick overview of the software programs they have available. |  |
| Changes to Graduate Handbooks:* Advisors
* Doctoral
* Graduate
 | All handbooks have now been updated. Dr. Hackney asked that all advisors review the new advisors handbook. It has been sent to a contact person for each program and is also available online through the OGSS website. She asked the coordinators to encourage their faculty to review the revised handbooks.  |  |
| Changes in Graduate Programming | Dr. Hackney shared that the changes to the doctoral program came about through the review of the program and were approved by the Program Coordinators. Jen Schneider will be heading the doctoral forum this year. Faculty may be asked to attend the meetings. Faculty should encourage their doctoral students to attend the doctoral forum meetings. Dr. Henderson shared that it came to light in his class that students have a difficult time understanding that a dissertation is a peer review activity. He suggested that this be made a part of the doctoral forum for discussion.Doctoral students may take comprehensive exams as early as the last semester of their coursework.  |  |
| Changes in Dissertation Model | Dr. Hackney reminded the faculty that there is now a new dissertation model that has been adopted as an option for the students.  |  |
| Registration for Thesis I & II and Dissertation I & II. | Faculty need to remind schedulers that these students must be continually registered. This includes both groups.  |  |
| Copies of Warning and Dismissal Letters | Faculty requested last year that the program coordinator and the advisor will receive a copy of the warning and dismissal letters. This will begin with fall.  |  |
| Student Leaves of Absence | Nancy Miller explained the Leave of Absence policy. If a student is gone more than 3 semesters and has not completed a Leave of Absence form they will have to re-apply to the program for admission and pay the admission fees again. Their old documents can be used, but they must request that Graduate Studies do so. Several circumstances were discussed The issue of students preparing for comps was brought up. These students may not be registered for courses, but yet are still involved with the university. There was a suggestion that a section for 0 credit hours be created for this particular issue. It would keep the students enrolled in the university without being charged or having to re-apply.  |  |
| Other Issues | There was a question if there has been a consequence developed for those doctoral students without a proposal two (2) years after passing comps. Dr. Hackney directed them to the revised handbook where this is addressed.  |  |
| **PART II** | **Only Coordinators Associated with NCATE** |  |
| Student Teaching |  This was not discussed. |  |
| Erica Eckert | Dr. Eckert provided a review of the NCATE standards. She shared that each program needs to have the conceptual framework piece attached to their syllabi and all information related to their program.She is looking for examples of collaborative activities between unit and P-12 schools and supported field work.The Standard 3 team is still waiting for the data from the programs. 3.4d. Instructors of records and evaluation of preceptors and evaluators. Need to know how these persons are being evaluated. There was discussion on how this is accomplished for the advanced programs. Needs any policies, practices that promote working with diverse P-12 students.Any policies the program engages in to attract and retain diverse students. Assessment data must be entered every semester. She shared that she needs for this data to be available for inclusion in her reports. She reviewed the Standards with everyone. (Dr. Hackney explained that after this year NCATE will switch to CAEP.) Data reported will be F12 – S14. Explained how the NCATE visit will proceed including the initial report review. She asked if everyone would consider all of the courses in their programs to be professional courses. She explained that she will need syllabi for all courses. She will be requesting significant changes to programs as a result of program reviews.  |  |

The meeting was adjourned at 11:20am

Next meeting: **Friday, Oct. 24, WH- Rm 200**

Respectfully submitted

Luci Wymer, Recorder