

**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**

**January 25, 2013**

MEMBERS ATTENDING:

|  |  |  |  |
| --- | --- | --- | --- |
| **FLA** | **HS** | **LDES** | **TLC** |
| Kretovics, Mark | Ding, Kele | McGlothlin, Jason | Hutchison, Janice |
| Lyberger, Mark | Glickman, Ellen | Richardson, Rhonda | Kroeger, Janice |
| McClelland, Averil | Gordon, Karen | Sansosti, Frank | Mitchell, Stephen |
| Niesz, Tricia |  | Tiene, Drew | Morgan, Denise |
| Scheule, Barb |  | Wisdom, Sonya |  |

Cathy Hackney, Admin Affairs; Nancy Miller, OGSS; Luci Wymer, Recorder

MEMBERS ABSENT:

|  |  |  |  |
| --- | --- | --- | --- |
| **FLA** | **HS** | **LDES** | **TLC** |
|  | Burzminski, Nancy | Barton, Lyle | Brooks, Bette |
|  | Peer, Kim | Cox, Jane | Henderson, Jim |
|  | Rowan, Lynne | Rumrill, Phil | O’Connor, Pat |

GUESTS: Rachel Foot, Doc Forum; Erica Eckert, Assessment Coord.

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| News from Rachel Foot and the Doctoral Forum | R. Foot explained she is the lead coordinator for the doctoral forum. The forum holds events designed to assist the doctoral students including mini conferences, workshops, and study sessions. The faculty was asked to encourage their students to attend the doc forum events and get involved. Anything the faculty would like distributed to the doctoral students can be sent to her be put out on the doctoral listserv. She explained she will be doing video interviews with several faculty members asking questions that students would like answers to. She also gave them an update on the research database. She explained that they have a peer mentorship program. They also need volunteers for the mentorship program.  |  |
| Introduction of N.J. Akbar, Director of Minority Recruitment | Unable to attend - ill |  |
| Erica Eckert and the Magical World of Assessment | E. Eckert explained that we are ramping up for the NCATE visit in 2015. She not only works with NCATE information, but all assessment areas. She has a great deal of technical background and can assist faculty obtaining the information they need. An overview of everything that she does was given to members. There were several discussions of various areas where Erica may be of assistance.  |  |
| GSAAC Report of EHHS application comparisons | C. Hackney explained the document from JP Cooney is on applications only and not enrollment. There was much discussion on the validity of the information. There were many questions on the time frame the info was pulled. Many programs explained that they have multiple entry points into their programs. One faculty member suggested that this information be provided for one complete sequence. It was decided that the numbers are irrelevant and not beneficial to the programs. One member commented that his program has a new concentration and the applicants for the program have not even been included. Faculty felt it was not their job to provide correct number to Grad Studies. It was unclear the time frame of the report and what information was included. One faculty member shared that the frustration felt by faculty was mostly due to the inaccuracy of the information and quality of the information provided by Graduate Studies. There was discussion regarding the fact that Graduate Studies is truly trying to help everyone. There was a suggestion that programs are often misapplied for and wondered if there could be a place where the faculty could contact the applicant to make sure they are applying for the proper program.  |  |
| Graduate Assistant Guidelines Draft | C. Hackney provided the faculty with a draft document on how GAs are to be used. She asked the faculty to provide her any feedback they have on the document. |  |
| Updating our Vitae – GA Allocation | Faculty was reminded to keep their vitas updated as this is a portion of the formula for GA allocation. This should be done asap. It was also shared that B. DeHoff has the GA evaluation document available for access on the portal.  |  |
| **All the lucky non-education program coordinators are excused** |
| Conceptual Framework Approval | C. Hackney explained the committee has spent time tweaking the framework. Faculty approval is needed before the committee finalizes this document. Faculty were asked to respond to her by Tuesday. The TEC committee has already approved the framework. |  |
| Charts completed by Feb. 15 | C. Hackney shared if assistance with the charts was needed they can schedule time and she will sit down with them. The reports will be used as a composite for NCATE. There was discussion on what information was required for various sections of the framework. The information on the individual documents will be used in creating the composite for the college. There was discussion on completing these charts. Data is being collected now through Summer 2013, but the real meat of the report will begin with data collected during fall 2013, spring 2014, and summer 2014. The data collected during this time should have been tweaked completely.  |  |

The meeting was adjourned at 11:40 am

Next meeting: **Friday, Feb. 22nd, 10:30 – 11:45**

Respectfully submitted

Luci Wymer, Recorder