

**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**

**October 25, 2013**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Boske, Christa | Glickman, Ellen | Cox, Jane | Hawley, Todd |
| McClelland, Averil | Gordon, Karen | Cichy, Kelly | Kroeger, Janice |
| Niesz, Tricia | Huston, Jeff | McGlothlin, Jason | Mitchell, Stephen |
| Ravichandran, Swathi |  | Sansosti, Frank |  |
|  |  | Tiene, Drew |  |
|  |  | Wisdom, Sonya |  |

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

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Kretovics, Mark | Burzminski, Nancy | Rumrill, Phil | Brooks, Bette |
| Mark Lyberger | Ding, Kele |  | Henderson, Jim |
|  | Rowan, Lynne |  | Morgan, Denise |
|  | Wagner, Laurie |  | O’Connor, Pat |

GUESTS: Paulette Washko, Mgr. Research Compliance; Kevin McCreary, Research Compliance Coord.

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Institutional Research Bureau  Discussion with Paulette Washko | C. Hackney welcomed the group and the speaker. She explained that there have been many questions regarding the IRB approval process.  P. Washko, Manager of Research Compliance gave an overview of the IRB process. Her office is responsible to review research proposals and ensure compliance with regulations. KSU complies with all of the subparts of the “Common Rule”.  Revised procedures:   * 2 levels of application forms to better streamline the process for investigators that are conducting research that meets the Exemption parameters.   + Appendices only need to be completed when they apply to your research   + Blue tip text provides you with definitions and help   + References to Regulations are in gray boxes on the side   + True/Not true boxes should be checked * Updated minimal Risk Classroom Project forms and Decision Tree * Did away with Action Research forms (now can use Level I form) * Annual review reminder procedures * Discipline specific reviewers can approve Level I applications right away, no need to wait for notification from the Office of Research Compliance (unless directed to do so) * Approval of Level I research means no need for an annual review   There was discussion regarding the assignment of the faculty as the PI instead of the student.  What will be seen in the future:   * Will be providing additional workshops for students * Online submission system * Continue to review policies and procedures.   P. Washko explained that there aren’t new policies, but policies currently in place are being enforced. There was much discussion regarding the impact on the faculty.  There was a suggestion of future workshops for faculty with more training on implementing this policy. |  |
| Envisioning Graduate Education in EHHS | Tabled for this meeting. This will be discussed at next month’s meeting. |  |
| Recommendations from the Doctoral Program Review Committee | 1. Enforce the 2 year limit between comprehensive exams and the proposal defense   Consequences? Extension   1. Codify revisions to policy and student handbook: The comprehensive exam committee is composed of at least 2 faculty members in the student’s program of study. In the event of a disagreement between the 2 faculty members concerning a students’ passing or failing the written or oral exam, the Associate Dean for Administrative Affairs and Graduate Education will appoint a 3rd faculty member to join the committee. The third faculty member will evaluate the student’s exam to recommend a passing or failing grade and thus an undisputed, definitive decision. | #1 Jane Cox motioned to approve. Tricia Niesz seconded the motion. Motion passed unanimously.  #2.Drew Tiene motioned to approve these changes with the one revision. Ellen Glickman seconded the motion.  Motion passed unanimously. |

The meeting was adjourned at 2:40pm

Next meeting: **Tuesday, Nov. 19th, 10:00-11:15 am, WH – Rm 217**

Respectfully submitted

Luci Wymer, Recorder