

**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 24, 2014**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Christa Boske | Karen Gordon | Jane Cox | Alicia Crowe for Jim Henderson |
| Mark Lyberger | Laurie Wagner | Kelly Cichy | Janice Kroeger |
| Averil McClelland |  | Drew Tiene | Stephen Mitchell |
| Tricia Niesz |  | Lyle Barton for Sonya Wisdom | Denise Morgan |
| Swathi Ravichandran |  |  |  |

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

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Mark Kretovics | Nancy Burzminski | Jason McGlothlin | Todd Hawley |
|  | Kele Ding | Frank Sansosti | Pat O’Connor |
|  | Ellen Glickman | Phil Rumrill |  |
|  | Jeff Huston |  |  |
|  | Lynne Rowan |  |  |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Introduction of New Graduate Academic Advisory – Erin Harwood | Dr. Hackney welcomed the group to the new semester and introduced the new Graduate Academic Advisory, Erin Harwood. Everyone introduced themselves. C. Hackney gave a brief synopsis of Ms. Harwood’s role explaining that she will be working with the initial licensure programs doing the audits for the students.  C. Hackney also explained that a new application developer has been hired to assist Brian DeHoff. She will be introduced at the next meeting. |  |
| Curricular Updates – Susan Augustine | S. Augustine explained there is still time for catalog updates for 2014. She asked everyone to look at their catalog pages for any changes necessary. Deadline is March 7th for the college committee to approve changes. She reminded them to allow the necessary time for these to go before the school committees.  The good moral character form is still being used by some programs for admission. This needs to be removed from websites. She explained that this information can only be permitted for use when the student officially applies for licensure. The form on the grad application only communicates to the student that they need to be concerned about licensure if any of their answers to the questions concerning moral character will be an issue with their obtaining licensure. The students are to review the form and sign that they are aware of the requirements for licensure. N. Miller in Graduate Student Services office has this form. This is done at admission so students do not go all the way through the program and then find out they cannot be licensed.  Background checks: The catalog currently reads that background checks are necessary for teacher education only. Any other programs that require the background check should let Susan know so that she can make sure this is in the catalog properly.  Special Topics: These courses are to only be offered a maximum of 3 times as a special topics course per University Policy. If these courses are to be continuously offered they should be converted to regular courses. Anyone wishing to make these changes should schedule an appointment to meet with her to discuss the procedure. |  |
| From the Doctoral Program Committee - C. Hackney | 1. Change in comprehensive exam eligibility:   With approval of the advising committee and the program coordinator, doctoral students may elect to sit for comprehensive exams as early as the final semester of their coursework.  C. Hackney explained the Dean has asked why this isn’t currently being done. The Doctoral Program Review Committee is recommending the above statement be doctoral policy. Several members of the Review Committee shared the rationale of the committee for making this change. The group discussed various situations and how this change might or might not be of value. C. Hackney explained that the programs may opt not to participate in this change but would need to include a statement to this effect in their program policy.  There was a suggestion that the approval of the program coordinator be removed. They did not feel that this was necessary.  Insert:  “Student must have passed comps and completed all coursework prior to entering Dissertation I”  **Janice Kroeger made a motion:**  The Doctoral Review Committee proposal statement, including the proposed insertion and removal of program coordinator’s approval be accepted. Also should include that student should check program policy to ensure that this is permitted.  **Proposal was seconded by Averil McClelland.**  **Motion passed with one abstention.**   1. Special Topics Course: Scholarly Writing – Averil, Jane, C. Hackney   J. Cox explained they have several versions of writing courses that are being reviewed. They have decided on a 2 hr. course. The Graduate Orientation course currently being offered by FLA was discussed. C. Hackney explained that this would be a little different. The committee will continue to work on this development. | Denise Morgan and Lyle Barton asked to join the committee reviewing this course possibility. |
| Changes in the Doctoral Forum – C. Hackney | Rachel Foot will not be running the Forum any further as she heads into her dissertation and is working full time. C. Hackney asked the group to let her know if they know of a doctoral student who might fill this role. This would be a great leadership experience to add to the student’s vita.  It was suggested attending the doctoral forums could be made a requirement as part of a candidate’s doctoral program. There was a suggestion that the dates be set far enough in advance so the students can plan well in advance. Making it a requirement helps to create a community, enhance socialization to higher ed, share ideas, and get assistance with writing. These changes will all be considered while this transition is being made. | The Doctoral Program Review Committee will consider the Doctoral Forum as a requirement for doctoral students. |
| Faculty Directory | The faculty research directory has been revamped to make it searchable by name, topic etc. It is still being refined and will go up on the college website soon. |  |
| Professional development needs/diverse environments – C. Hackney | NJ Akbar has asked that faculty members think about any ideas regarding diversity and/or any issues needing attention. Faculty members should contact C. Hackney with these. |  |
| Anything else for the good of the group? | C. Hackney explained that Dean Stephens is **not approving Leave of Absences retroactively**. If it is mid semester it will be approved for the next semester. |  |
| **Important Reminder** | Please make sure that all of your faculty have updated their information in the FIS system. This information is an integral part of the formula for GA funds calculations. |  |

The meeting was adjourned at 11:00 am

Next meeting: **Feb. 28, 2014, 10 – 11:30 am, WH, Rm 200**

Respectfully submitted

Luci Wymer, Recorder