

**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**

**April 27, 2012**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Ding, Kele | Barton, Lyle | Collier, Connie |
| McClelland, Averil | Gordon, Karen | Richardson, Rhonda | Hutchison, Janice |
| Niesz, Tricia |  | Sansosti, Frank |  |
| Scheule, Barb |  |  |  |

Nancy Barbour, Admin Affairs; Nancy Miller, OGSS; Luci Wymer, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Kretovics, Mark | Burzminski, Nancy | Cox, Jane | Brooks, Bette |
| Lyberger, Mark | Glickman, Ellen | McGlothlin, Jason | Henderson, Jim |
| Wang, Philip | Jonas, Jay | Rumrill, Phil | Kroeger, Janice |
|  | Rowan, Lynne | Tankersley, Melody | Morgan, Denise – PIL |
|  |  | Tiene, Drew | O’Connor, Pat - PIL |

GUESTS: Kristen Summers and Christina Stanek, Office of Global Education

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Office of Global Education Visitor | Kristen Summers and Christina Stanek from the Office of Global Education came to answer questions on international admissions. Faculty shared that students have not followed the protocol but have gone straight to faculty members trying to negotiate admission. Kristen suggested putting a disclaimer on the program’s website for students to contact office of Global admission and possibly a link to their application page. Coordinators asked if their office would draft a statement to be added to the program websites regarding international students. International students often come to faculty offices to wait for them. Students about to complete ESL are also pressuring to get into programs. Kristen explained that she believes the pressure is coming from their funding source. Faculty shared that some of these students do not even have the required pre-reqs for the program. There is an international student orientation hosted by their office. She explained that if they have come to ESL there is only so much they are able to explain to them without a translator. She did say they could explain to the students that negotiation with the coordinators is not appropriate. They did explain that some programs on campus can be negotiated with for admission. There was discussion that there is no pre-screening and most are not qualified for the programs. Kristen explained that there are no requirements for ESL and she doesn’t feel that their funding source does any prescreening. It was explained that a “NO” by the TOEFL score means that the student has already attended another university in the states and has been here long enough that we cannot require a TOEFL. Ghana, and on a case by case basis Kenya and Malaysia are exempted from the TOEFL because education there is in English. Other universities have pre-admission workshops besides the TOEFL. Kristen explained Indiana admits students who meet the minimum standards but the students are required to come the year before to attend a workshop in order to be successful in the programs. N. Barbour explained that EHHS is moving forward with some ideas for international students. Linda Robertson has been working with the group to develop this infrastructure for international students. Shawn Fitzgerald will begin the program in the fall which will deal with the cultural differences in learning. N. Barbour will ask Shawn to make everyone aware of the course. Faculty was cautioned to be sure the admission letters include a proof of English proficiency on conditional admissions. There was discussion on whether this course could be made a requirement and N. Barbour suggested that it could. Some programs would like to add an additional writing sample from international students and the Global office was asked if this was possible. They suggested that programs could require at least a 20 or higher score on any portion of the TOEFL sub scores. Faculty was asked to make any change to requirements effective at the beginning of a cycle. Because EHHS has rolling admissions Kristen suggested starting in a chosen semester in the future. Kristen cautioned that requiring additional testing for international students may be seen as discriminatory. There was discussion as to whether or not the writing samples are actually being done by the student. Often students are not able to write a paper once they are admitted into the program.  The flow of an international file was explained. OGE collects all of the paperwork required for admission, ensures all transcripts are received, does GPA calculation and ensures all the appropriate testing has been done. The file is then sent to EHHS and then on to the program. | N. Barbour will communicate with S. Fitzgerald about the proposed orientation course and report back to the group. |
| Updating of School Web Pages | Important to keep program pages updated. New model is to be rolled out over the summer. Programs will have the opportunity to cleanup these sites. Several shared that GAs have been trained in CommonSpot and have been given the responsibility of maintaining the websites. N. Barbour asked faculty to look at the college website when they had an opportunity and make suggestions for changes or point out errors. |  |
| Denial Letters – Nancy Miller | Currently Graduate Studies is sending out admission and denial letters. The denial letter that does not explain why the student was denied. Faculty was asked if they would like to have the student sent a second letter from OGSS explaining exactly why they were denied. It was suggested the letter be worded that it is a follow-up letter to the previous letter with additional information. Students are also receiving an emailing from Grad Studies. N. Barbour explained that the letter could be nicely phrased stating that they have been holistically reviewed and have been denied along with the reasons for denial. | Letter template will be sent to faculty for feedback. |
| ~~PhD Database~~ |  |  |
| Doctoral Sub-Committee to Meet in Summer | N. Barbour explained what the Doctoral Review Committee has been doing for the past two years. There are still some doctoral policy issues that still need to be dealt with. She explained that she would like to convene meetings with doctoral program coordinators to make decisions regarding proposals that have been made. This would take place during the summer. | N. Barbour will provide doctoral program coordinators with dates and times of meetings. |
| Additional issues | Discussion on new spreadsheet being sent to coordinators. Many were unable to open document, some did not find the new one useful. N. Miller will send an email to all coordinators regarding issues related to the new document being sent from Grad Studies. |  |
| NCATE | NB shared that for those that have NCATE reviews in the fall she will be setting up times to meet with them. |  |

The meeting was adjourned at: 10:57 am

Next meeting: **Fall 2012**

Respectfully submitted

Luci Wymer, Recorder