

**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 27, 2011**

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| **FLA** | **HS** | **LDES** | **TLC** |
| Kretovics, Mark | Glickman, Ellen | Cowan, Richard | Collier, Connie |
| Scheule, Barb | Ding, Kele | McGlothlin, Jason | Hutchison, Janice |
|  |  | Richardson, Rhonda | Morgan, Denise |

Nancy Barbour, Admin. Affairs; Nancy Miller, OGSS; Mike Hollenbaugh, OGSS; Luci Wymer, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Burzminski, Nancy | Barton, Lyle | Brooks, Bette |
| Lyberger, Mark | Gordon, Karen | Cox, Jane | Henderson, Jim |
| McClelland, Averil | Hawks, John | Rumrill, Phil | Kroeger, Janice |
| Niesz, Tricia | Jonas, Jay | Tiene, Drew | O’Connor, Pat |

GUESTS: Mary Ann Stephens, Dean of Graduate Studies, J.P. Cooney, Director, Graduate Admissions

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Mary Ann Stephens, Dean of Graduate Studies and J.P. Cooney, Dir., Graduate Admissions will answer questions regarding the new procedures | Nancy Barbour explained that Dr. Stephens and JP Cooney had been invited back to discuss any questions that have arisen since the changeover. Certificate issues were discussed. J.P. explained that they are trying to be more aware of a student who is registered for both a program and a certificate and make sure their Banner code is correct to alleviate problems. R. Cowan shared concerns regarding the SPSY program and the fact that their paper application contained additional information that the on-line application does not contain. He shared that because of the problems he is more comfortable with the paper applications. J.P. stated that the Banner application does have the ability to be adjusted and customized to different programs. He has done some research into the issues, especially ethnicity and how it could be handled within university policy. He stated that he can work with Brian Pekarek, Director of Admissions Operations & Transfer Systems, who would be the person who implements coding changes. Mary Ann explained that the ethnicity piece is a sensitive one and they are working through these issues. There are other departments that are having the same issues. Because ethnicity is not a “required” field on the application the data is lacking. J.P. shared that he could work with Richard to provide a report once a week on persons who have applied to his program. They also offered for faculty to share this ability with others.  There was discussion on processing time for applications. They were asked to describe their process. J.P. shared that with final transcripts outside of the university there is a wide variance in time lines. He will look into the specific student that was discussed by Mark Kretovics. M. Kretovics shared that it was 14 days from the time a transcript was sent from Wright state until the time that Grad Studies acknowledged that it had arrived. J.P. shared that the Grad Studies staff is increasing and this should help the issues. He went on to describe a typical day in Grad Studies. He explained that very frequently the issue is that the pieces of the application come in one by one. Mark will provide a student name in this particular instance and J.P. will see what the issue was. Mary Ann explained that many of the departments have appointed one member to attend webextender training so that they can go in and check on their students and what items are missing in their applications. J.P. explained that when a student applies they will receive 3 emails. Currently applicants receive an email every time a piece of their application documentation is received telling them that it has been received.  N. Miller asked about the fact that they receive applications with the checklist dated for an item, but the item has not been scanned. J.P. explained that they are working on a process whereby everything has been scanned prior to the workflow going out.  J. McGlothlin explained that because of accreditation their department needs to play close attention to their ratios. He shared the issues that have arisen. He explained that there have been times when items have arrived by the deadline, but because of scanning and indexing, the program was not aware that the applicant had met the deadline. He asked if maybe their 2 week window for admission decisions was maybe too small of a window. J.P. felt the 2 weeks was fine stating that if the two weeks is not being met he wants to know about it. He shared that there are many programs throughout the university that have these same issues and timelines. He explained that they do their best to meet these timelines. He explained that they will send the application to the program, even though they have not met the deadline. J.P. asked Jason to send him a couple of the student names where there have been issues. J.P. explained that they are trying to eliminate the human intervention in the process as much as possible. Mail is always date stamped with the actual date it was received even if it isn’t opened until the next day.  There was discussion on what changes are made in Grad Studies in anticipation of upcoming deadlines. The timely processing of documents was discussed. Mary Ann stated that ours are not the only programs that have deadlines that there are many, many others.  Denise Morgan explained that the Reading endorsement now requires that the applicant already have 12 credit hours of coursework. N. Miller explained that this problem has been solved through our Graduate Student Services office. Nancy will work with Denise on this issue.  N. Barbour shared that the process of changing the student’s term for admission is still causing problems. She asked if there is any way to solve this issue. N. Miller stated that she has spoken with Brian Pekarek and Erica Eckert and has been told there is a different way to handle this process without creating new workflows. There was discussion on various issues of changing a student’s term of admission. Mary Ann shared that they are working on developing a sort of waiting list for applicants rather than deny them. J.P. stated that his goal is that every student that applies has a decision. J.P. also discussed the option of withdrawing an applicant because they have gone elsewhere instead of marking the application as denied.  J.P. shared that he is trying to get the information on students who have started applications, but never submitted them to pursue for marketing opportunities.  J. McGlothlin shared that he has called students regarding missing items and been told the item had been sent. J.P. shared that if a program is going to make calls to students he can provide an upgraded report of what items are needed for their application.  There was additional discussion on what could be done for several of the individual programs to alleviate issues they have had. Mary Ann explained that it doesn’t hurt to try some of the reports being offered and other suggestions for at least the first year. J.P. told them that they could contact him directly.  Mary Ann shared that there are different lists from scholarships etc that can be accessed to market their programs. She also extended an invitation to the group to feel free to call them to talk about problem resolution and or information that could be provided to them. |  |
| Reviewing of international files w/o TOEFL Scores | N. Barbour again asked the coordinators to let her know if their programs would be willing to accepted international students without TOEFL scores. She explained the staff in the OGSS is being pressured by international students as to why their applications can’t be reviewed without the TOEFL scores. | Nancy will send out the request one more time and ask that everyone please respond. |
| Research Awards | N. Barbour shared that coordinators will soon be receiving information on two new awards that will be given by the Research Council. The information has been shared with the school directors and they are in favor of these. She shared that currently they will receive a plaque. She hopes that in the future a donor could be obtained to fund this. She explained the qualifications for these awards. |  |
| Completion of corrections to dissertations recommended at defense   1. Sign-off by committee advisor on a “corrections completed” form | Moved to November meeting |  |
| Revision of “Guidelines for Preparation of Theses and Dissertations”   1. Finalization of Dissertation/Thesis/Steps | Moved to November meeting |  |
| Possible creation of Plan of Study Template to be used by all programs | Moved to November meeting |  |
| New GRE Scoring | Moved to November meeting |  |

The meeting was adjourned at 11:15 am

Next meeting: **Thurs., Nov. 10th, 10:00-11:15, WH Rm 217**

Respectfully submitted

Luci Wymer, Recorder