

**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 26, 2012**

MEMBERS ATTENDING:

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

Cathy Hackney, Admin Affairs; Luci Wymer, Recorder

MEMBERS ABSENT:

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| --- | --- | --- | --- |
| **FLA** | **HS** | **LDES** | **TLC** |
| Lyberger, Mark – Conf. | Burzminski, Nancy | Rumrill, Phil | Brooks, Bette |
|  | Peer, Kim - UTC |  | Henderson, Jim |
|  | Rowan, Lynne |  | Mitchell, Stephen |
|  |  |  | O’Connor, Pat |

GUESTS: None

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Meeting Frequency & Formatting | Dr. Hackney welcomed the group and asked their feeling on the necessity of regular monthly meetings. It was agreed by the majority that sharing the majority of the information via a memo or email would be preferable. The dates and times will be kept as currently scheduled. Dr. Hackney will determine each month if there is a need to meet face to face. If not, the meeting for that month will be canceled and any necessary information will be disseminated electronically. Luci will look at alternative rooms for the meeting. The decision regarding the meeting will be made the Friday prior to the set meeting. | Luci will look at alternative rooms for the meetings when they are held.  |
| New Plagiarism Policy Discussion | This has passed through all channels and is now policy. There was much discussion among the group.  |  |
| E. Glickman’s Dissertation Format Change Proposal – Suggestions & Discussion | Dr. Glickman presented the group with the current HDFS format used for thesis and suggested that it be an option for other programs for dissertations. There was discussion on how using this format would affect the depth of dissertations. Dr. Glickman explained that this would be an option for each program and not the only choice. There was discussion on how this format would be differentiated between thesis and dissertation. It was suggested that only one article would be mandatory for the thesis. There was discussion whether this should be a decision to be made at the college level or at the school level. If the college goes to an EDD it would also be more toward this type of format. It was suggested the following statement be placed in the College Handbook: **Each program must develop a policy to be followed by their students.** There was much discussion of the pros and cons of this type of dissertation and policy. Dr. Glickman shared that this would be advantageous for both the student and the advisor or mentor. Dr. Hackney shared that it would still be important for the advisors to make sure that the rigor is maintained at a high level. It was requested that the dissertation format be changed to allow page numbers to remain at the bottom center throughout the entire document.Jason McGlothlin proposed the following statement also be added to Graduate Handbook:**Students are directed to follow the policies developed by their specific program area with regard to formatting.** Dr. Glickman – made a motion to be allowed to change the structure of dissertations to reflect a format desired by the program. Motion passed unanimouslyThere was much discussion regarding the Guidelines for the Preparation of Theses and Dissertations. This document will be reviewed to see what is absolutely necessary.  | Luci will determine if UMI has and standard formatting requirements. |
| **EDUCATION FACULTY ONLY** |
| Data Dialogue Day Agenda | Dr. Hackney explained what Data Dialogue Day will involve and shared documents that will need to be completed. She asked that the coordinators discuss the three (3) areas on the data sheets with their faculty and the information be brought back to her. The three data sheets were discussed and explained. These are used to assess the Graduate Programs in the various areas. Coordinators are to complete the Standard 3 target areas and the Assessment for Effect. There was much discussion on type of data being requested and the various areas of the charts.Dr. Hackney requested the data sheets be completed and returned to her by February 15, 2013. This information needs to be discussed with the program faculty and the information developed. The discussion allowed the various coordinators to understand more clearly what information is being expected and how the information required relates to their individual program. |  |
| Disposition Assessments |  |  |
| Student Learning |  |  |
| Internship |  |  |

The meeting was adjourned at 11:30 am

Next meeting: **Friday, Nov. 30th, 10-11:15, WH Rm 217**

Respectfully submitted

Luci Wymer, Recorder