

**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**

**December 8, 2011**

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Glickman, Ellen | Barton, Lyle | Kroeger, Janice |
| Kretovics, Mark | Ding, Kele | Cowan, Richard | Morgan, Denise |
| Lyberger, Mark |  | Cox, Jane |  |
| McClelland, Averil |  | Richardson, Rhonda |  |
| Shawn Fitzgerald for Tricia Niesz |  |  |  |
| Scheule, Barb |  |  |  |

Nancy Barbour, Admin. Affairs; Luci Wymer, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
|  | Burzminski, Nancy | McGlothlin, Jason | Brooks, Bette |
|  | Gordon, Karen | Rumrill, Phil | Collier, Connie |
|  | Hawks, John | Tiene, Drew | Henderson, Jim |
|  | Jonas, Jay |  | Hutchison, Janice |
|  |  |  | O’Connor, Pat |
|  |  |  |  |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Nov. Minutes | No corrections or additions were heard. Cathy Hackney made a motion to approve the minutes as they stand. Approved unanimously |  |
| Graduate Dean’s Research Award | Nancy shared a new research award that will be offered by Graduate Studies. The goal of the award is to attract underrepresented groups into the University. Requirements for the award are:1. Newly admitted student
2. Student has been given a GAship
3. Student must be full time

If a newly admitted student meets the requirements faculty can nominate them this award. The Award will be for an additional $5,000 in stipend awarded over 2 years. Ten will be awarded for the university. Nominations will be taken in the spring semester for fall admissions.  |  |
| Additional Graduate Assistant Employment | There has been a huge increase in additional employment requests. The process for these was explained. Graduate Studies is not approving these unless they are truly special cases and are only temporary. The rationale is that a 20 hr GAship is based on 20 hours of academic work and is considered 40 hrs and fulltime. Graduate Studies feels that additional time would impede progress toward completion. Requests being approved are temporary perhaps 2 weeks and for special projects.  |  |
| EHHS Graduate Student Research Award | The Student Research Award will be given by the Research Council and will take the place of the Dissertation Awards. Nancy explained she would like these to begin Spring semester. The Award will be given to students who go above and beyond in the area of research. One will be given at the doctoral level and one at either the Masters, AUD or EdS. Members were asked to pass the information on to the faculty in their department so they can be thinking of students they may want to nominate. Nominating a student assisting in someone else’s research was questioned. Nancy explained a student may be working with a faculty member and the committee wanted to encourage collaboration. It was requested the information be sent to all faculty members. Self nomination will not be allowed. The Research Council would like to award this during the April award ceremony. This will be for current students at this time. This may be changed at a later date to include students who have recently graduated. There was discussion that at the Master’s level the research is done at the end and they are usually gone directly after their thesis is complete. Nancy stated that she would be willing to take it back to the Research Committee to extend this beyond graduation for a time period. Shawn Fitzgerald moved to extend the time frame for the Master’s students. The group would also like the committee to rethink consideration of students working with a faculty member on a project. There was concern about the timing. Nancy will take this information back to the Research committee for consideration of the group’s concerns. She asked them to be thinking about students they might nominate. | Nancy will query the Research Council regarding their willingness to extend the Masters Award beyond graduation. There was no specific time frame requested.  |
| Admissions Issues (CV vs Personal Statement) | There was no resolution whether the admissions requirements would change to a CV instead of the personal statement or not. Several programs indicated that they have both. The members indicated that they would like to maintain both at the admissions process. They use these for various purposes including as a sample of the student’s writing ability and their goals. |  |
| Admissions Letters | In the last GSAAC meeting members were told that as of February Graduate Studies will be sending out a generic letter admitting students to programs in place of the current letter. The program coordinator’s name and contact information will be on this letter. Nancy shared that there will be a letter crafted specifically for EHHS in addition to the Grad Studies letter. She asked the group to think about what the letter might include and if they would like to send their own letter or would like to contribute to what the college letter will say. The letter that is currently being sent is very lengthy and confusing. There was a question about the advisor’s name being included in the letter. This could be added. There was a question if the ethnicity issue had been resolved and the issue of matching the application to the program choices. Additional concerns were shared regarding the time lag because departments are unsure to which program applicants are applying. Nancy explained that she and Nancy Miller will be meeting with Dr. Stephens next week. Nancy asked that faculty notify either her or 418 when there are any issues, no matter how minor, so the incidents can be documented. Members asked if they could possibly be provided a list of applicants who are in the process of applying but have not yet submitted their application. J. Kroeger stated that her email address is incorrect on the list of faculty to receive the weekly reports. |  |
| Other | Nancy reminded the faculty the need to submit the curriculum basic data update information. Faculty should contact Nancy with any problems. Faculty was asked to let Nancy know if they could think of anyone who would be interested in temporarily filling the curriculum position during Susan’s absence. Issues have been raised regarding International admissions, including current international students. At this time no support system exists at the university for these students. An EHHS faculty group met to discuss this issue. Their idea is to develop an infra structure to support these students. S. Fitzgerald shared there was discussion of developing a workshop to support conditionally admitted students, over and above ELS in order to connect with these students. This would also provide additional financial support for EHHS. This workshop would also provide academic orientation to our disciplines. The group’s thought was that this would be on a weekly basis overseen by a faculty member and several doctoral students. The second course would be a writing course. S. Fitzgerald is willing to do the first few of these workshops without pay to get things started. The idea is to give them a year to become engaged in the program instead of strictly being involved with ELS. He explained that this would also help with retention. He shared that he will be requesting funding for GAs to assist with this. These GAs could be considered our “international advisors” and provide the oversight for the students. Teaching these courses could be considered part of the GAs assignment. He discussed various ideas for courses that are being discussed. Nancy explained many countries do not have access to the TOEFL and GRE test and programs are hesitant to accept these students because there are no support systems. If this support system could be developed perhaps these students could then be admitted to the various programs. Shawn shared this type of support could also be beneficial for those students who have passing TOEFL scores or GRE scores but are not doing well with their courses. These students would withdraw from the courses they are struggling with and enroll in these support courses in order to have them be successful. Shawn explained there will be a questionnaire sent out to faculty to discover what they feel is needed to have these students be successful in their programs. It was also suggested that this support courses could be offered to even unconditionally admitted students. Shawn is hoping for a collaborative effort among the entire faculty. There was discussion about a dedicated writing center and conversational partners. The current discussion is to have this be a 2 semester experience. Some students may need additional time to prove they can be successful. The group is hoping to begin Fall 2012 with perhaps a “boot camp” in the summer 5-6 weeks prior to the beginning of the semester. Nancy shared that faculty can prescribe any conditions they feel the students need to be successful in their programs. |  |

The meeting was adjourned at 11:15 am

Next meeting: **Friday, Jan. 27th, 10:30 – 11:45, WH, Rm 217**

Respectfully submitted

Luci Wymer, Recorder