

**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**

**February 11, 2011**

MEMBERS ATTENDING:

|  |  |  |  |
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| **FLA** | **HS** | **LDES** | **TLC** |
| Devine, Mary Ann | Glickman, Ellen | Barton, Lyle |  |
| Hackney, Cathy | Gordon, Karen | Cowan, Richard | Collier, Connie |
| Kretovics, Mark | Hawks, John | Richardson, Rhonda | Hutchison, Janice |
| Lyberger, Mark | Kerr, Dianne | Tiene, Drew | Kroeger, Janice |
| McClelland, Averil | Cary Hale for Peer, Kim | West, John | Morgan, Denise |
| Niesz, Tricia |  |  |  |
| Scheule, Barb |  |  |  |

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

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
|  |  | McGlothlin, Jason | Brooks, Bette |
|  |  | Rumrill, Phil | Henderson, Jim |
|  |  |  | O’Connor, Pat |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| The GRE/Writing Sample | There was discussion on the old GRE scores versus the new scores and how it relates to the writing sample and whether or not programs want the writing sample. Nancy Miller explained to the group that students are applying whose GRE scores are very old. She explained OGSS needs to know how the various programs want to handle this situation. Nancy Barbour explained that the GREs should be redone if their scores do not include the analytical writing scores. Nancy Miller shared the admission process as it relates to a student’s test scores. With the admissions moving to Graduate Studies these issues need to be resolved as old scores will need to be removed if new scores will be required. There was discussion on which programs are requiring a writing sample. | The group voted to require all GRE scores have the analytical writing portion.  Motion passed by unanimous vote  Nancy Barbour will advise the Cultural Foundations Program if the writing sample is part of the program requirements and if they will need to do a program change through EPC. |
| TOEFL Minimums | The group was provided summaries of the IETLS, and TOEFL scores. There are currently no minimum scores set for admission. These need be established. There was discussion on the importance of these score and problems caused by low scores and their affects on the programs. There was a suggestion that an ad hoc committee be formed to review the scores of currently enrolled students and how this has affected their progress in their individual programs. The group will then make recommendations to the main committee based on their findings. | Ad hoc committee will contain: Barb Scheule or someone from the Hospitality Management program,  Averil McClelland and Nancy Barbour |
| Iraqi Candidates | There has been a decision made by the college that Iraqi students will be accepted into the programs without GRE or TOEFL scores. They are unable to take these tests in their country. These students will be accepted conditionally. The students will be required to enroll in the ESL center, pass the proficiency test and take the GREs after they are here. |  |
| Certificate Completion Time | Nancy explained there is currently nothing listed in the catalog regarding the expected completion time for certificate programs. There was discussion on the average number of credit hours and time. It was noted that some students are taking the certificate programs in conjunction with their doctoral or masters programs. The six year time frame will fit in conjunction with both the master’s and doctoral program. | The group voted to make the expected completion time for certificate programs 6 years.  Passed unanimously. |
| Certificate Programs and Graduation | Currently there no parameters for filing a plan of study by the certificate program students. It was suggested that parameters for both plans of study and graduation applications be the same as the master’s requirements. Certificate program students must have their plan of study filed by the 3rd semester or they will have a hold placed on their account. They will also be required to apply for graduation by the end of the first week of the semester. Nancy asked the group to be sure this information is shared with their faculty and the requirements are understood. Several students have had issues lately because they were not aware of graduation requirements or were given misinformation by faculty. |  |
| Moral Verification Letter | Nancy Barbour explained that when applying to any program with licensure tied to it there must be a letter attesting to the student’s moral character. She explained that the university requires the student make a statement regarding the commission of any felonies and explain if this is the case. She explained that this could prevent them from obtaining a license. |  |
| Update:  GA Budget | Nancy Barbour shared that the GA budget should be finalized the beginning of next week. Cutting back to only one review per year is being considered. |  |

The meeting was adjourned at 11:45 am

Next meeting: **March 11, 2011, 10:00 – 11:15**

Respectfully submitted

Luci Wymer, Recorder