

**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 24, 2012**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Glickman, Ellen | Barton, Lyle | Collier, Connie |
| Kretovics, Mark | Caine-Bish, Natalie (For Gordon) | Cowan, Richard | Henderson, Jim |
| Mulrooney, Aaron | Ding, Kele | Cox, Jane | Hutchison, Janice |
| McClelland, Averil | Hawks, John | McGlothlin, Jason | Kroeger, Janice |
| Niesz, Tricia |  | Richardson, Rhonda |  |
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Nancy Barbour, Admin. Affairs; Nancy Miller, OGSS; Luci Wymer, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Scheule, Barb / Wang, Phillip | Burzminski, Nancy | Rumrill, Phil | Brooks, Bette |
|  | Jonas, Jay | Tankersley, Melody | Morgan, Denise |
|  |  | Tiene, Drew | O’Connor, Pat |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Graduate Studies issues | J. Hutchinson: Misunderstanding and lack of awareness of her program, licensure and what it’s about. Also the lack of communication on what is complete and what is not.  J. Cox: Doctoral applicant was told that Graduate Studies had everything, but file is showing missing transcripts.  A. McClelland: She received a complete file (student was never on the Monday report), but it is not showing as complete on the report they receive.  N. Miller explained the issue with the cohorts and their admission issues. N. Barbour asked everyone to document the particular issues and get it to OGSS in 418 so they can be dealt with.  J. McGlothlin: He was guaranteed that all documents for their program would be date stamped and they have not been date stamping them. Students have been receiving advice from Graduate Studies on which courses to take and he did not feel this was appropriate. He continues to receive files that are missing documents.  M. Kretovics: Shared that without being time stamped it is difficult to determine if the student had all materials submitted prior to the deadline. Numerous complaints of receiving incomplete files. N. Barbour requested the checklist for the program be reviewed for accuracy. M. Kretovics shared that he would like to have Grad Studies treat the students courteously. Stated that the turnaround time has gone from 1-2 days when OGSS did the admissions to 8-14 days now. Others reiterated this same problem. M. Kretovics shared they do not process their emails in a timely fashion. He has had students who have sent information electronically and it has taken 2 weeks before the information was connected to the student. |  |
| Up-date on PRSE | Personal Explanation Statement – N. Barbour explained this is the explanation the student submits if they answer “yes” to having committed a crime. Connie Hawke has asked why we are reading and making a determination based on these statements instead of letting the licensure board make the determination. N. Miller explained that Graduate Studies sends this statement to legal department to determine if the student should be admitted to the University. N. Barbour asked why the programs need to see these statements and it was explained that it is used to determine if the student could be insured and if the student would be wasting time and money because they could not be licensed or insured. There was much discussion on whether or not the programs need to review the PRSE. Programs do not use them to accept or deny a student. There was talk by CHDS of developing a waiver form. It was decided that programs will continue to view these but use it only as a point of information for applicants. |  |
| Library Research Services vs Bureau Support | N. Barbour shared that our college is using 32% of the Library Research Service according to a recent report. She would like to determine if it is faculty or students using these services instead of using our Research Bureau. The college is being asked to help support the Library services because of this high usage. Dean Mahony is reluctant to pay for this when the college is already funding our Research Bureau. If it is faculty and students obtaining research software and training on use this would be appropriate. EHHS Bureau provides some great services and the faculty should be more aware and use our own services more often. It was shared by a faculty member that the library was hoping to become a single point of software licensure because they could obtain the software at a greatly reduced price. |  |
| Admissions: Processes for decision-making | Because there are some complex operations involved in doing the electronic reviews of applications, Nancy Miller will put together a tutorial session for the Graduate Coordinators for the next meeting. |  |
| Time limits for certificates | N. Barbour still does not have an answer regarding the transferring in of credits for certificate programs. Currently there are no time limits listed for certificates. She asked the programs that offer certificates what would make sense as a time limit. It was suggested that it be 6 years, which would be the same as the master’s degree. |  |
| GA criteria for evaluation and accountability | She explained the GA budget is still in the process of being revised. She did explain that there will be a slight shift, but not radically. There is another cost avoidance factor to be added. This will be funding for GAs outside of the university. The way Dean Mahony is determining the distribution is based on in part by evaluations and accountability by the program. There needs to be criteria setup as to how this will occur. This should be done by the next semester. N. Barbour shared that the budget does reflect the increases in tuition. |  |

The meeting was adjourned at: 12:30 pm

Next meeting: **Friday, March 30th @ 10:00 – 11:15 a.m.**

Respectfully submitted

Luci Wymer, Recorder