

**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**

**April 28, 2011**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Glickman, Ellen | Barton, Lyle | Hutchison, Janice |
| Kretovics, Mark | Gordon, Karen | Richardson, Rhonda | Morgan, Denise |
| McClelland, Averil | Kerr, Dianne | Tiene, Drew |  |
| Niesz, Tricia |  |  |  |
| Scheule, Barb |  |  |  |

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

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Devine, Mary Ann | Hawks, John | Cowan, Richard | Brooks, Bette |
| Lyberger, Mark | Peer, Kim | McGlothlin, Jason | Collier, Connie |
|  |  | Rumrill, Phil | Henderson, Jim |
|  |  | West, John | Kroeger, Janice |
|  |  |  | O’Connor, Pat |
|  |  |  |  |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Plans of Study to Admin. Affairs Office | Nancy reminded the group to send in their plans of study. | Luci will send out the list of plans that she current has to the group |
| Incomplete files from International Admissions | It was previously interpreted that everyone was willing to accept international files even if they did not have GREs and TOEFL scores. Nancy asked the programs to respond to her whether or not their programs are willing to accept students without a GRE and/or TOEFL scores. She has already heard from Hospitality Mgt. They have chosen not to evaluate files without these indicators. If the program is willing to do a conditional admit the student would then be required to take ESL courses and pass the English proficiency exam. Programs are being requested to accept students in this manner to accommodate countries that do not have access to the TOEFL & GRE exams and won’t allow the student to leave the country without a conditional admit. Saudi Arabia for example, won’t allow students to leave the country without a conditional admit. Programs do not necessarily have to admit if, after ESL courses, the student still does not meet the standards. The student will sign an agreement through ISSS saying they realize that they may be here a year and still not be admitted to the program.  There was discussion regarding issues with current students and the position this puts programs in and also the student. There was discussion on how hard the students struggle if their scores are low.  Nancy explained after the ESL course the student would take an English proficiency test and not the TOEFL. The issue is the programs are not getting the files back to evaluate the student.  Additional conversations need to be held with the international office regarding these issues. The group wondered if the university has considered what these students need for support to make them successful. | Nancy will bring this issue up at GSAAC and will have a further conversation with the International Office. |
| TOEFL scores | Nancy shared the various TOEFL Minimums from the KSU website. 71 is the University Internet Based minimum which is equiv to 525-530 paper based. The group was asked to agree on a minimum score or a program minimum if different requirement needed. It is the program’s purgative to admit students conditionally and require them to participate in the ESL courses to improve an area where they may be lacking.  The group agreed that the minimum score be 100 internet / 600-603 paper based with nothing under 20 in any one sub category. A conditional admit would be 80 internet based / with nothing under 20 in any one sub category.  It was suggested that Brian DeHoff run a study to provide numbers of how many current students these numbers would affect.  There was discussion of publishing only the minimum numbers and not the conditional minimum. | Nancy will contact Brian DeHoff regarding providing data on the current students. She will provide the analysis to the committee members. |
| Changes to Catalog Description | The group was advised if there are changes made to the program admission requirements, these need to go through the curricular process and they need to be published in the catalog. |  |
| Style guides for dissertations Theses | Nancy asked the coordinators to share with the faculty that it is their responsibility to review theses and dississertations and make sure they are appropriately formatted. If the student is not using APA 6th Edition, the committee needs to scrutinize the document for appropriate formatting. |  |
| Graduate Policies: Comps | Candidacy exam committee structure reads: 2 internal 1 external on the committee. Exercise Physiology would like to appeal this so that they do not need to have an external member. Their particular program is varied enough that an external member doesn’t make sense.  The history of the external member was questioned. It was explained the external member was added for quality control so not only program members were evaluating the comprehensive knowledge of the student.  There was discussion that at the comp phase this practice of the external member may have been outlived and is no longer necessarily needed because it is so field specific. This would be optional for each program. This would take the comp committee down to two (2) persons.  John West moved that students have the option of having a minimum 2 person committee from the program or a 2 person plus an external member. Motion seconded by Mark Kretovics. Motion passed unanimously.  It was felt that the external member would continue to be required at the dissertation phase. | Nancy Miller will ensure that the comp exam committee makeup for each program is defined. |
| Plans for Next Year | Nancy asked for suggestions for issues for next year. She shared that with the doctoral review committee she can see changes in the doctoral policy coming. This is a good time to think out of the box regarding their programs and the graduate program as a whole.  Janice Hutchison shared that she would like to see the committee look at the theses and more applied theses and dissertations. Current students seem to be unaware of the meaning of scholarship.  Nancy shared the discussion from the doctoral review committee regarding students working with a faculty member on a research project.  There was discussion on providing information to the adjunct faculty regarding grading. Nancy shared that this is the responsibility of the Directors and should be dealt with at a school level.  It was asked if faculty could be educated on using the computer to review their files electronically. There was discussion on the process and how this would be accomplished. We will start the process with EXPH and SPED and then add additional programs as necessary.  There was conversation on the doctoral review that is anticipated for next year and the numerous other reviews and accreditation processes that are being done. Nancy shared that she is trying to make the Admin office more responsible for the accreditation processes. Not all programs take advantage of this. The Dean is looking to add a person, possibly part time, who will be responsible for assessment. There was much discussion on the various reviews and their necessity. | Setup training for faculty for reviewing files electronically. |

The meeting was adjourned at 11:17 am

Next meeting: This was the final meeting of the year

Respectfully submitted

Luci Wymer, Recorder