

**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 10, 2010**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Glickman, Ellen | Anhalt, Karla | Collier, Connie |
| McClelland, Averil | Gordon, Karen | Cowan, Richard | Henderson, Jim |
| Niesz, Tricia | Peer, Kim | McGlothlin, Jason | Hutchison, Janice |
| Scheule, Barb |  | Richardson, Rhonda | Lash, Marty |
|  |  | Tiene, Drew |  |
|  |  | West, John |  |

Nancy Barbour, Admin. Affairs; Nancy Miller, OGSS;

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Devine, Mary Ann | Burzminski, Nancy | Rumrill, Phil | Brooks, Bette |
| Kretovics, Mark | Hawks, John | Tankersley, Melody | Morgan, Denise |
| Lyberger, Mark | Kerr, Dianne |  | O’Connor, Pat |

GUESTS: Mary Ann Stephens, Interim Dean Graduate Studies, David Di Maria, Office of International Affairs

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| MaryAnn Stephens, Graduate Studies and David Di Maria, International Affairs to discuss International Admissions | David and Mary Ann introduced themselves and explained the relationship between their departments. David explained that the University has invested a great deal to recruit international students for graduate school. Part of that investment helps to nationalize and diversify the campus. In the past we have not been successful in bringing international students here because of lack of responsiveness on the part of the admitting colleges.  All international students make application through OIA portal. They are responsible for the application, verifying documents, translating and converting the student’s transcripts into 4.0 system.  Mary Ann explained they have had many applications in the past that have never had action taken on them. Sometimes the application comes in at a time that does not meet the program deadline, the urgency of making a decision was not communicated, and by the time a decision has been made the student has gone elsewhere. The goal today is to explain the importance of prompt decisions on these international applications.  David explained the difference between international students and domestic students is securing a visa. He explained the visa process and the length of time that it takes. Often it takes the student 6-8 months to obtain. Students are often applying to numerous universities at the same time. He also explained that some programs are considered sensitive fields and this creates an even larger problem. Each year his office applies to be a sponsor university, for example, for Fulbright scholarships. He explained that they have lost several Fulbright scholars because of length of time to make a decision.  David described an Iraqi scholarship program. He explained that these students are not able to take the GRE or the TOEFEL because these are not possible in their country and they cannot always go elsewhere to take them. He suggested these students could be admitted conditionally and they would start out in ESL.  He explained that the OIA office is not always notified that the student has been denied. He asked that their office and the students be notified when they have been denied admission.  He explained their review of the credentialing for the students and how different all of the transcripts are. He told the group if they have questions to feel free to contact their office to discuss any questions regarding transcripts.  There was discussion from the group on TOEFL testing and scores and GRE scores. Mary Ann explained that they were not attending the meeting to pressure programs into accepting international students, but rather to process international applications promptly. It was also pointed out that admission decisions should not be based on the student’s funding.  Nancy Barbour explained that she has looked at the international application statistics for EHHS. She asked if there was something that EHHS should or could do better. Many of the files that are in the process are not complete. David explained that they have added personnel to the office to help process these files. She asked if EHHS has been guilty of not notifying denials.  David explained that because of scholarships that are being offered we will be seeing a great number of students from Saudi Arabia. There was discussion on these students being accepted conditionally pending their GRE and TOEFL. These students would begin in the ESL center. It was pointed out that international students have a registration hold when they arrive until they complete the ESL courses and are tested. There was discussion regarding these students applying for doctoral degrees and the language issue. He shared that there has just been a bill passed that will require that ESL units be accredited. Nancy shared that EHHS currently does not have a minimum TOEFL score. David will provide Nancy with some recommendations for a limit. He explained that if it is based on the IOQS it can be converted to a TOEFL score. He shared that there is a new part of the test that is speaking. David will provide the breakdown of the ranges of scores and what they mean.  There was discussion on the scores and student performance ability. Several programs shared their experiences. It was suggested that a GA be recruited to research University minimum requirements for International students in TOEFL and GRE.  Nancy explained to the group that we need to do some informed deliberations in order to set the minimums. David explained that a particular portion of the TOEFL could also be set as a minimum. The possibility of developing a 1 hour seminar to deal with cultural differences and issues was also discussed.    It was discussed that sometime the process is slowed because the programs want to make sure the student can be successful. David urged the faculty to treat their application as they would a domestic application. It was shared that ESL is revamping their curriculum this spring. They will also need to move forward with the accreditation process.  Program coordinators were encouraged to direct inquiries received from international students to contact OIA. US citizens, legal permanent residents, refugees and asylees should all follow the normal admission process. Everyone else would be an international student. Coordinators were instructed to direct the students to Kent.edu/Admissions/International admissions. This will provide the students with links to all of the information they would require. David explained that they will be getting software that will help the OIA to manage their contacts better. Other resources suggested for international students were: library resource page, the conversation group system, the international group services (to help with issues such as driver’s license housing etc.), International scholar workshop and Health services has hired a counselor that speaks 5 different languages.  Mary Ann requested Coordinators advise OIA if they have an overabundance of international students or are not interested in pursuing these students, so they can direct these students to other programs. David requested that programs provide OIA with brochures for distribution during recruiting events. Coordinators were reminded to take advantage of the numerous services offered by Linda Robertson’s office. | David Di Maria will provide Nancy Barbour with suggested TOEFL minimums. He will also provide the breakdown of the ranges of scores and their meaning.  GA to be recruited to research University minimum requirements for International students in TOEFL and GRE. |
| Graduate Student Forms | Nancy explained the question has been raised if all of the current signatures are actually needed on graduate forms.  Current signatures needed:   * NOTIFICATION OF APPROVED MASTERS THESIS OR PROJECT   + Program Coordinator   + Associate Dean * ORAL DEFENSE OF MASTERS THESIS/OR PROJECT   + Program Coordinator   + Associate Dean * ORAL DEFENSE OF DISS   + Moderator   + Program Coordinator   + Associate Dean * NOTIFICATION OF READINESS TO DEFEND (Predefense)   + Committee   + GFR * NOTIFICATION OF APPROVED DISSERTATION PROPOSAL   + Program Coordinator   + School Director   + Associate Dean * ADVISORY PHASE FORM   + Program Coordinator   + Associate Dean * DISSERTATION PHASE FORM   + Program Coordinator   + Associate Dean   It was shared that at least an abstract is required with the proposal forms. |  |
| Transfer of Credits | This will be discussed at the next meeting. |  |

The meeting was adjourned at 11:22

Next meeting: Friday, January 14, 2011, 10:00 am

Respectfully submitted

Luci Wymer, Recorder