

**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**

**September 14, 2012**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Kretovics, Mark | Ding, Kele | Cox, Jane | Hutchison, Janice |
| Lyberger, Mark | Glickman, Ellen | Richardson, Rhonda | Kroeger, Janice |
| Niesz, Tricia | Gordon, Karen | Sansosti, Frank | Mitchell, Stephen |
| Scheule, Barb | Peer, Kim | Wisdom, Sonya | Morgan, Denise |

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

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Burzminski, Nancy | McGlothlin, Jason | Brooks, Bette |
| McClelland, Averil | Rowan, Lynne | Rumrill, Phil | Henderson, Jim |
|  |  | Tiene, Drew | O’Connor, Pat |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Change in meeting format | N. Barbour explained that this year all Masters/doctoral discussions will be at the beginning of the meeting and then doctoral information. Those not involved in doctoral issues may leave. |  |
| Graduate Assistantship Expectations | Last spring Dean Mahony queried a group of faculty as to the sort of tasks and activities in which GAs should be involved. This has developed as a result of the evaluation process last year and will be used to develop the evaluation process in the future.  N. Barbour explained the divisions and how the faculty should be assigning the GAs. This evaluation process came out of work done by the GA budget committee.  Concerns voiced:   * There was discussion on the hybrid GA that does a little bit of everything. * Find out about what GAs are doing toward grant writing. * There was a question regarding load that GAs would receive. There was discussion to clarify this. N. Barbour will make this section clearer.   N. Barbour asked the faculty to provide Dean Mahoney with an outline of how they have been assigning the GA’s courses and labs so that he can see the current process and help him clarify and refine the process.  It was suggested that there be more items added to the teaching GAs as some GAs are doing more work in the field. There was a request to add “coordinator” to practicum supervision. | N. Barbour will clarify the load section. |
| GSAAC Policy Revisions | N. Barbour explained that Graduate Studies is developing university policies on admissions. Faculty are asked to review these policies for concerns. N. Barbour shared that one of her concerns is that this is a University wide policy. Many of the colleges admit to their doctoral program directly from their master’s program and we do not. Consequently, we need to consider criteria for both admission to master’s and admission to doctoral programs.  There was discussion of minimum GPA. It was shared that each program could raise their standards from the minimum listed if they so wish. The present master’s GPA is 2.75. the Policy suggests raising it to 3.0. N. Barbour explained that many of the programs would then have a significant number of students that are “conditional” if the master’s GPA is a 3.0.  N. Barbour also explained when the faculty is asked for a rationale for admitting a student on condition, the faculty need to explain why they feel the student should be admitted.  Members asked if the GSAAC decision would be final for everyone. There were questions regarding why the comparative schools on the list were chosen.  There was discussion that EHHS should be standing by their standards and do their own admissions. EHHS is a different college with more professional programs and is different from other colleges.  We currently do conditional admits. At the end of each semester a report is generated listing the students who have low GPAs. The Office of Graduate Student Services checks to see if any of them were admitted on condition and then reviews the list with the Assoc. Dean. Why Grad Studies needs to be notified on conditional admits was questioned as they are only responsibly for admitting.  There was discussion about the number of times a student would be permitted to defer their admission. There is concern that the time frame is too narrow.  Applicants whose application is incomplete, can only move their application one time. It was pointed out that there are three semesters during a year and students should be allowed to move their application 2 times. Application is good for one year. Students would only be permitted to defer their admission 1 time.  Also, once a student is admitted and would like to change their term the student would need permission from the program in order to change the term.  Funds from these admission charges go directly to Grad Studies. It was pointed out that they do not want to accept applications after 4 weeks before the semester starts. This would cause a drop in enrollment.  Currently, the official admission letter comes from Grad Studies and then EHHS Graduate Student Services office sends another admissions letter.  The group was asked to send comments and/or concerns to either Nancy Miller or Cathy Hackney to be shared at the GSAAC meeting. |  |
| Hobson’s Recruiting functions | Graduate Studies is very concerned that our programs are not using the Hobson’s program for recruitment. Members may have someone from Grad Studies come and explain the system if they wish or they can arrange to go to Grad Studies. |  |
| Graduate Student Process Maps | N. Barbour shared that Erica Eckert, the new Assessment Coordinator, assisted Rachel Foot of the Doctoral forum with Graduate Orientation this fall. Committee members were provided with the folders distributed at this year’s graduate orientation. The process maps for both the masters and doctoral program were reviewed. N. Barbour asked for feedback from the group on any changes needed. These maps will be included with the students’ acceptance letters. N. Barbour outlined Dr. Eckert’s responsibilities and encouraged the group to make use of Erica’s expertise. | N. Barbour will have Erica send the GPC’s stats on the Grad orientation. |
| Doctoral Issues   * Policy Revisions – N. Barbour * Comprehensive Exams – N. Miller * Alternative Dissertation Proposal – E. Glickman | Alternative Dissertation Proposal:  E. Glickman gave an overview of the proposed alternative dissertation and the changes involved. There was much discussion among the group as to how this change would affect their programs and students wanting to do an article and their work being worthy of an article.  The group was asked to take this information back to their faculty for discussion and come back with suggestions.  Policy Revisions:  N. Barbour explained that this is on Cathy Hackney’s agenda and will be discussed in the coming months.  Comps:  A current overview of the comps process was given. The individual schools are currently handling this process. The written comps are evaluated by the chair and possibly the co-chair. If deficiencies are found they can send it back to the student for correction and resubmission. There is no notification to the OGSS regarding deficiencies and that is where the problem lies. It was explained that previously the student only had one opportunity to retake the written comps and the oral comps.  N. Barbour explained the department is hoping for some sort of decision paperwork after both the written and the oral comps are completed. The OGSS needs to be informed regarding decisions following both phases of comps. There was discussion that the student file needs to reflect the exact decision that is made. There needs to be a thorough discussion regarding the efficacy across the programs regarding comps. The Program Coordinators Committee needs to have a discussion regarding the entire comps process. |  |

The meeting was adjourned at 11:15 a.m.

Next meeting: **Oct. 26, 2012 10-11:15, WH - Rm 217**

Respectfully submitted

Luci Wymer, Recorder