

**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**

**January 14, 2011**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Glickman, Ellen | Cowan, Richard | Collier, Connie |
| Kretovics, Mark | Gordon, Karen | McGlothlin, Jason | Henderson, Jim |
| Lyberger, Mark | Kerr, Dianne | Richardson, Rhonda | Kroeger, Janice |
| McClelland, Averil | Peer, Kim | Tiene, Drew | O’Connor, Pat |
| Niesz, Tricia | Gordon, Karen |  |  |
| 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 | Barton, Lyle | Brooks, Bette |
|  |  | Rumrill, Phil | Hutchison, Janice |
|  |  | West, John | Morgan, Denise |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Graduate Studies | Nancy shared that Brian DeHoff had sent the format for the demographic information on their students to program coordinators this morning. Information Brian is sending was extracted from Banner. Nancy warned that the data on Banner may not match their data. Banner goes by what the students have entered. E. Glickman shared that there is another database that goes directly to NSF that the faculty did prior to the Christmas break. This is part of the STEM information. Nancy asked them to consult Brian if they have an issue or corrections. The faculty was told if they have numbers that are different from Brian’s they need to correct the information as this information will be used for reporting purposes. Deadline for submission of this information is Jan. 21st. Coordinators will send the report directly to Mary Ann Stephens, Graduate Studies. If there have been corrections made, send a copy to Brian DeHoff along with the copy to Graduate Studies. | Nancy Barbour will contact David Di Maria to find out if we can obtain information on an international students’ financing. |
| Transfer of Credit  Time Limits for Comps and Dissertation | Nancy shared with the faculty that the Graduate Handbook, originally compiled by faculty, states the time limit is 2 semesters for masters and 4 semesters for doctoral students to transfer in credits. Holds are being put on student’s accounts by OGSS which kick in if they have not done plans of study by these times. The student’s program time limit begins with the oldest date of their coursework. If a student transfers in coursework from 2 years previous, their time limit would begin then. She reiterated that students can only transfer in 12 credit hours and that this is a university policy. They were asked to pass this information on to their faculty members. There was discussion on different time line scenarios.  Nancy shared that there is a suggested time limit of five (5) years to complete doctoral coursework and take comps and four (4) years to complete the dissertation phase. She reminded faculty that had been decided previously that an extension would not be considered if the student had not passed comps. She explained that the first year past the nine year time limit was more or less a given. After the 10 years they really have to have a good plan of completion. Nancy shared that the individual programs may suggest timelines that would work better for their individual programs. |  |
| Admissions Issues | The university standards for admission is 2.75 minimum for masters. EHHS has determined if it is between 2.5 and 2.75 and the program thinks they are good candidate they can approve. Anything less than 2.5 comes to Nancy for review. She shared that the programs need to speak to the reasoning for admissions for anything under 2.5. There was discussion on various reasons for denial and what would be appropriate. |  |
| Dismissals and Probation | Nancy went over the Qualitative Requirements listed in the current Graduate catalog. She explained the process that occurs at the end of each semester to identify students who are not meeting the standard requirements. There was discussion on students who should be dismissed but the programs are requesting they be allowed to remain in the program. Students admitted into programs on a probationary basis were also discussed. She shared that students are not meeting the standards, but the programs are asking for these students to be allowed to remain in the program. Often times this same student’s name comes up again the very next semester. Nancy suggested when the programs admitted students on probation they advise the students to not take the most difficult courses of the program when they first enter the program. | Nancy will have a conversation with the GSAAC group regarding the B- portion of the university policy and its effectiveness. |
| Graduate Assistant Budget Procedures | Faculty will be getting access to the reviewing process beginning next week. She reviewed the process with everyone. She explained the school directors will be reviewing the entire school. This information will then be taken to FAC. Coordinators should have the budget by February. The group was given a synopsis of how the budget is being calculated. The group was asked to disseminate the information received out to the remainder of the faculty. It is unsure as yet how upcoming cuts will affect the budget. | Nancy will send the procedures for GA reviewing process electronically. |

The meeting was adjourned at 11:02 am

Next meeting: Friday, Feb. 11th, 11:00 – 12:15pm, WH Rm 217

Respectfully submitted

Luci Wymer, Recorder