

**COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES**

Office of the Associate Dean for Administrative Affairs and Graduate Education

**GRADUATE PROGRAM COORDINATORS MEETING**

**September 23, 2011**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Glickman, Ellen | Barton, Lyle | Brooks, Bette |
| Kretovics, Mark | Gordon, Karen | Cowan, Richard | Collier, Connie |
| McClelland, Averil | Jonas, Jay | Cox, Jane | Hutchison, Janice |
| Niesz, Tricia |  | Richardson, Rhonda | Morgan, Denise |
| Scheule, Barb |  | Tiene, Drew | Henderson, Jim |

Nancy Barbour, Admin. Affairs; Nancy Miller, OGSS; Hilda Pettit, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Lyberger, Mark | Burzminski, Nancy | McGlothlin, Jason | Kroeger, Janice |
|  | Ding, Kele | Rumrill, Phil | O’Connor, Pat |
|  | Hawks, John |  |  |

GUESTS: Rachel Foot, Doctoral Student; Susan Augustine, Curriculum Specialist

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Nancy Barbour | Introductions and apology for scheduling issue from earlier |  |
| Rachel Foot – EHHS Doctoral Student Forum | Rachel Foot, doctoral student, gave the coordinators a description of the recently formalized EHHS Doctoral Student Forum. She described it as a grassroots initiative by doctoral students to create a support system for themselves. The initiative began informally about six years ago in C&I, but is now an opportunity for all EHHS doctoral students to communicate with and support their peers. Some of the activities of the forum include professional development workshops, brown bag lunch sessions, social support and an annual retreat. The next retreat is Saturday, October 1, 2011, and will give all doctoral students within the College of EHHS a chance to interact with each other and faculty while receiving information to assist them as they complete their doctoral program. Rachel shared a flyer with coordinators and asked them to pass the invitation along to their doctoral students. Currently doctoral students learn of the forum by listserv and word of mouth. In the future Nancy Miller will provide the name and email of new doctoral students as they are admitted and they will be added to the listserv more often. |  |
| Susan Augustine – Curricular Initiatives | Susan shared the college’s curricular initiatives for the year, including changes in course catalog updates, certificate reviews and the 5-year certificate and minor update requirements. Coordinators were directed to charts containing deadline dates and answered questions about forms and information required to meet the requirements.  She also reminded faculty that unless otherwise arranged, courses which have not had registrations in some time will be inactivated in three years if paperwork is not submitted to request otherwise. She recommended large scale inactivation for multiple courses which are not going to be taught in the future, and submission of routine course catalog update workflow for individual inactivation of a course.  Additionally, Susan reminded coordinators that special topics courses must be approved at the school level curriculum committee. |  |
| Out of State Placements – Stephane Booth Project | Stephane Booth’s office sent a memo requesting data about out of state student teaching and clinical placements. They are determining if a physical presence is required in that state to monitor students. It is likely we will have additional requirements to meet for those placements. Nancy asked for coordinators to submit information about their out of state student teaching placements and clinical assignments. A request for clarification of whether out of state student teaching placements were currently being assigned was made. There was some discussion around this request with the outcome that yes, there was approved out of state student teaching placements available in specific locations. |  |
| Transfer of Credit on Plan of Study | Nancy shared with coordinators that the deadline date for plans of study to be submitted was changed several years ago and holds on registrations are now in place. She also reminded coordinators that, based on the credits transferred into the program by the student, the beginning date of their program will be different than that date they receive upon admission. The program beginning date is based on the year and semester of the earliest course completed. This will be strictly enforced and can significantly shorten a student’s time to complete the program. Currently, master’s students have six years to complete their program, and doctoral students have nine years. The program completion date is verified by Nancy. Many times the student learns of an issue when applying for graduation. In the future, students will be informed of this as they request to transfer the credits to their program. |  |
| Number of workshops permitted for certificate completion | Related to the transfer of credits discussion above, is an issue of the current criteria for transferring credits into the program. Students may now transfer 30% of the total number of credit hours required by the degree or certificate up to a maximum of 12 credit hours. This creates an issue with transferred credits into certificates. For example, transfer credits of 12 hours into a certificate program of 21 hours exceed the 30% rule. After discussion, coordinators voted to change the wording of the statement (wording will be finalized by Nancy Barbour) and also limit the transfer credits allowed for certificates to two transfer credit hours for a certificate.  New Wording: *Students may transfer in a maximum of 12 credit hours to a degree. Students may transfer in no more than 30% of the total number of credit hours for a certificate.* | Vote to change wording of allowable transfer credits and also to limit the transfer credits permitted for certificates.  Motion by Karen Lowry Gordon; seconded by Lyle Barton, all voted in favor. |
| Discussion of percentage of program that is offered on-line | Any program which offers greater than 50% of its coursework online is required to have approval of the program by relevant curriculum committees and also the Ohio Board of Regents. Nancy asked coordinators to take a look at their programs and contact Susan Augustine if needed to initiate the appropriate paperwork to designate a program as an online program. This rule also applies to certificates. On a related note, Jason Piatt is developing an evaluation system for online courses. The system will insure that EHHS courses offered online have appropriate quality and standards before they are offered online. |  |
| TOEFL Data | Nancy asked coordinators to discuss TOEFL data and the current TOEFL requirement for admitting international students. Currently, our proposed admissions requirements were as follows:  100 overall score – unconditional admission  80 – 100 conditional admission  <80 denied  Based on the criteria above, if applied to our last year’s international students, we would have 8 unconditional admissions, 44 conditional admissions and 29 denied. We actually have 81 international students from last year.  What might be a more reasonable criteria scale for admission for international students? After some discussion, it was agreed that at minimum admission should be set at 80 with a minimum of 20 in each category (four categories: speaking, listening, reading and writing). We will try this standard for the next year and evaluate how well this screens the applicants. |  |
| New GRE Tests and Scoring | Nancy asked coordinators to go to ETS web page and review the new information. She said this is a different test and the interpretation of the scores may be difficult at first. Scores from the new exam are not available until after November 1. |  |
| Future visit to Graduate Coordinators Meeting by Mary Ann Stephens and JP Cooney | JP Cooney and Mary Ann Stephens will be visiting the Graduate Coordinators meeting on Oct. 27. They are looking for feedback on the changes in graduate admission process. Nancy encouraged coordinators to provide honest feedback and ask questions as needed. She also asked for additional volunteers for processing electronic admissions (currently Lyle Barton and Ellen Glickman are the only two). Lyle and Ellen briefly discussed some of their experiences with the process so far. There have and continue to be some challenges associated with technology and receiving assistance from the Graduate Studies office. Nancy asked coordinators to think about the following question, “How can the Graduate Studies administrators assist us?” The response to this question can be shared with Stephens and Cooney when they visit next month. |  |

The meeting was adjourned at

Next meeting: **Thursday, October 27th , 10:00 am – 11:15**

Hilda Pettit, Recorder