

**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 27, 2012**

MEMBERS ATTENDING:

|  |  |  |  |
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| **FLA** | **HS** | **LDES** | **TLC** |
| Boske, Christa | Glickman, Ellen | Cox, Jane | Henderson, Jim |
| Kretovics, Mark | Gordon, Karen | Cichy, Kelly | Kroeger, Janice |
| McClelland, Averil | Huston, Jeff | McGlothlin, Jason | Mitchell, Stephen |
| Mulrooney, Aaron for Mark Lyberger | Wagner, Laurie | Sansosti, Frank | O’Connor, Pat |
| Niesz, Tricia |  | Tiene, Drew |  |
| Ravichandran, Swathi |  | Wisdom, Sonya |  |

Cathy Hackney, Admin Affairs; Nancy Miller, OGSS; Luci Wymer, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
|  | Burzminski, Nancy | Rumrill, Phil | Brooks, Bette |
|  |  |  | Hawley, Todd |
|  | Ding, Kele |  | Morgan, Denise |
|  | Rowan, Lynne |  |  |
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GUESTS: Deborah Shama-Davis, Research Bureau; Susan Augustine, Academic Prog. Coord.

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Welcome Back | C. Hackney welcomed the group and asked them to come to the October meeting prepared to envision where they would like to see this committee going. |  |
| Susan Augustine | Credit to contact hours. She explained that she has met with everyone, but needs the sheets returned from everyone regarding what changes they want. Her deadline is the second week in Oct. and she would like everything back from faculty next week. If you need assistance please contact her.  |  |
| Evaluation and Research Bureau Services to the College – Debbie Shama-Davis | An overview of Bureau operations and how the internal and external factions function was given. D. Shama-Davis is in charge of internal services and Pam Freeman is in charge of external services. Services are provided to both faculty and students. Data lab services include statistics, surveys, help with analysis etc. The faculty is entitled to unlimited services. The transcription service is a big portion of what they do. The Bureau does not do qualitative analysis. The same services provided to faculty are provided to grad students at the thesis or dissertation level. They are permitted 40 hours of transcription and 40 hours of consultation services. A statistics lab will be opening in the Bureau beginning fall semester. Students can come in 9-4 any day and can work there. A doctoral candidate in evaluation will be there to assist them. Once everything is up and running they will be advertising to the students. When the Bureau is working with the students the committee advisors may be called in for consultation.The Bureau can act as evaluators to assist faculty in receiving grants as part of their external services. The Bureau also trains the GAs they have and take this responsibility very seriously. Contact Debbie Shama-Davis for non-funded issues and Pam Freeman for funded issues.There was a question if Envivo could be added to the computers in the lab for the students at some point. D. Shama-Davis said that could be added to at least several of the computers, but they would not be able to troubleshoot the program.  |  |
| Suggested Policy on Transfer of Graduate Credits – Cathy from GSAAC | C. Hackney explained the GSAAC is reviewing policies that have not been reviewed in the last 30 years. GSAAC is seeking faculty feedback on the transfer of credits. 1. If we are going to accept transfer credits it is at the point of admission. This is what is supposed to be done no later than the end of the first semester they are enrolled. Foundations does the program plan by the end of the second semester. For masters degree it has to be done at the point of graduation and at the doctoral level it should be done before comps. It was suggested that there be flexibility.

There was discussion on the age of the courses being transferred in. C. Hackney shared that the percentage idea of transfer credit is now off the table as it would be too cumbersome. Currently a maximum of 12 credits may be transferred into a program. The group decided it would be good to keep it at 12 credits transferred in.1. C. Hackney shared that a transfer credit must be at the same level and from an accredited university. Student must be admitted at the graduate level when the course was taken.
2. C. Hackney explained that this issue is linked to the university policies. Graduate credit taken for one degree cannot be used for another degree. She explained the course can be waved, but the credit hours must be made up.

There was discussion that a student would be allowed to transfer in 12 credits and not replace them, but 12 credits cannot be transferred between degrees. There was a suggestion that the final decision be made by the Dean and Assoc. Dean without loss of accreditation. C. Hackney will take this back to the GSAAC discussion. The group was asked if they want to be able to accept master level credits for a doctoral degree. There was discussion regarding the acceptance of credits from online universities. C. Hackney explained that it is up to the program faculty to decide which courses they are willing to accept. There was a suggestion that the standards required for dissertations be considered when whether to accept courses from online universities. There has been some confusion on the age of a course transferred in. It is being suggested that it be changed to 3 years old when it is accepted at admission. Faculty is currently telling students that their 6 year time limit begins with the oldest course that they are transferring in. C. Hackney explained to everyone that she will be taking their suggestions back to GSAAC but this doesn’t necessarily mean their suggestions will be implemented. * Accompanying explanatory letter is supposed to be with the transfer of credits. It is currently not being done. Faculty felt this could be done away with.
* Signatures needed: Advisor, Grad Program Coordinator & Assoc. Dean
* Transfer credits are part of the earned hours, but not part of the GPA
 | Cathy will investigate the availability of a list of accredited online universities |
| Updates from the Office of Graduate Student Services – N. Miller | She shared that all applications are being charged a fee. Certificates are now being charged $15. These students were not charged previously. Grad Studies is no longer accepting paper applications. This information has been removed from the websites. Accepted students previously had 2 years to enroll in their first course. It has been changed to 1 year. Students will also only be permitted to change the term of the application one time. Re-enrollment / leave of absence forms. According to the new policy that went into effect last summer, if students do not complete a leave of absence form and do not enroll for 1 or more semesters they will not be able to enroll in courses. There was a lot of discussion as to the number of semesters a student can be out prior to needing to complete the LOA form. Also, is summer semester included in this calculation? C. Hackney will inquire. PHD Coordinators only - C. Hackney shared the website information is being compared with the catalog information. She will be contacting programs who have discrepancies.  | C. Hackney will inquire as to these time frames and get additional information on the Leave of Absence.  |
| Survey of graduates – Erica Eckert | E. Eckert provided members with a draft of the College of EHHS Alumni Survey. This will be provided to ALL undergrad and graduate students. The hope is to use the alumni survey to track our students. She went through the survey with the group. She explained that she hopes everyone will look through the information for future discussion. She explained that the survey could be modified by each program to more closely fit their program. It will be deployed 2 years post graduation and again at 5 years post graduation. These will be on line. She asked the group to read over the information and provide feedback from the program and their choices to her within the next 2 weeks.She hopes to get this finalized by December for the first deployment in January.  |  |
| INFORMATION ITEMS: |  |  |
| Anything else for the good of the group? | Cathy shared the SEED awards are being revamped. And the RFP will be disseminated after the Research Roundtable in early November. Proposals will be due in January. |  |
| NCATE |  |  |
| Review and Vote on approval of the Conceptual Framework of the Education Unit | Approved |  |
| The newest magic chart on Standard 3 will need to be completed and submitted to Cathy by October 31 |  |  |
| Questions: |  |  |
| Anything else? |  |  |

Meeting concluded: 11:30 am

Next meeting: **Oct. 25th , 1:30 – 2:45, WH – Rm 200 Please note the difference in time**

Respectfully submitted

Luci Wymer, Recorder