

**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**

**October 22, 2010**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Glickman, Ellen | Anhalt, Karla | Collier, Connie |
| McClelland, Averil | Gordon, Karen | McGlothlin, Jason | Hutchison, Janice |
| Niesz, Tricia | Kerr, Dianne | Richardson, Rhonda | Lash, Marty |
|  |  | Luft, Pam | O’Connor, Pat |
|  |  | Tiene, Drew |  |
|  |  | West, John |  |

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

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Devine, Mary Ann | Burzminski, Nancy | Cowan, Richard (he and Karla tag team) | Brooks, Bette |
| Kretovics, Mark | Hawks, John | Rumrill, Phil | Henderson, Jim |
| Lyberger, Mark | Peer, Kim |  |  Morgan, Denise |
| Scheule, Barb |  |  |  |

GUESTS: J.P. Cooney, Director of Graduate Admissions, Graduate Studies, Kate McNulty, Assoc. Director of Admissions¸ Graduate Studies

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Questions about Graduate School Transition – JP Cooney | J.P. Cooney and Kate McNulty were introduced to the group with the explanation that they had been invited to outline the transition to one graduate school and answer any questions. J.P. explained his role, as requested by Mary Ann Stephens, is to assist with the university marketing plan for the graduate school. Kate is working on the transition processing and assisting with electronic marketing. They shared that Graduate Studies is in the process of hiring additional staff to meet the needs of the increased volume. They will hire 2 additional fulltime records technicians. An analysis was conducted for Dean Stephens regarding the processing of applications. Adding the Graduate School of Management and College and Graduate School of EHHS will have them processing approximately 5900 total applications. The goal is to have the number of applications per staff member reduced by hiring extra staff. They began working on transitioning the Graduate School of Management this summer. The decision was made to add Business and EHHS separately so the nuances of each school could be addressed. Business should transfer to Graduate Studies Nov 1. The goal is to start to spend more time at EHHS after the first of the year with transition taking place late spring around May. An outline of the changes overall as we become one graduate college was provided to members. J.P discussed how the transition process with business has been going and some of the issues that have arisen. He discussed their workflows and how they have been handling these with business. Graduate Studies will provide a 2 hr training session with Business in November and will have the same with EHHS in May. Discussion was held on their actual process. Nancy explained that for now nothing will change in the way the faculty reviews files. EHHS will continue to use paper and will gradually change over to paperless. Graduate Studies is attempting to develop a Cognos report that could be sent weekly to faculty that would allow them to simply click on a link within the report to review an application. Questions were raised regarding the online application and student’s inability to confirm that their application has been received and any issues with their application. J.P. explained that Banner applications will probably not being going away. Software by the name of Hobson Solution – Connect was purchased by Graduate Studies. This software will be used by faculty and staff to communicate with students during the application process. He pointed out several areas where this software could alleviate problems.The members raised concerns regarding losing applicants because of the difficulties they have when applying through Banner. J.P. assured that they would be watching for any issues. Nancy explained that the application process is currently being done through Banner and should not change when Grad Studies takes over. Nancy asked about application processes that have interviews or an essay in the requirements. J.P. explained that everything that comes in for an application is scanned and connected to the student’s application. If an interview or essay is a requirement for admission into a program the application will not move forward until that portion of the documentation has been received. He then explained that when Hobson is set up it will send the student an email of what documentation is missing. Other questions raised were:* Who does the student who has been denied contact?

 The student would be directed back to the department or school. * Will Graduate Studies be clearing students for graduation?

 Graduate Studies only will be dealing with admissions. * Will Graduate Studies be involved in curricular & programs changes?

Nancy explained that this will not change from the current process. * Will GA applications move to Graduate Studies?

These also will remain with EHHS. Graduate Studies is only taking over the admissions portion.* Who will the student contact to ask questions during the application process?

JP explained if it is a direct question pertaining to the application they would call Graduate Studies. Nancy suggested we work with them to have questions routed to the OGSS for guidance. She explained that Mike Hollenbaugh has been working with students who are unsure of which area they may want to study. Kate explained that Business provided them with a flow chart of where calls would need to go. * Is it was possible to have a contact person after the training so that nuances of their programs could be discussed?

 Kate is working on a monthly newsletter that will contain contact information. * Nancy asked what would be done with transcripts once they are scanned.

They are stored for a year after being scanned and then destroyed. Nancy asked if it would be possible for the transcripts to be sent to EHHS once they are scanned. * What does the marketing plan entail?

 JP explained that they are working with UCM. There has never been a university wide marketing effort for graduate programs. Currently they are preparing to market to 6300 students identified as recently having taken the GRE. They also may advertise within trade publications. A university wide marketing budget is being developed. Individual program marketing efforts would come out of the individual budgets.  |  |
| Student files in OGSS | Nancy asked that faculty not to put anything into a student’s file in the Graduate Student Services office. She explained data entry is needed on some forms and needs to be done prior to the document being placed in the student file. |  |
| Transfer of credits for coursework in graduating semester | Nancy Miller shared her hope is that this practice will not happen in the future. She explained that last summer it was decided by the committee that students would have to submit a plan of study by their third semester. It was hoped that all transfers would be done by that time. Nancy explained that this is listed in the policies in the Graduate Student Handbook on the web. Masters students have until their second semester and doctoral students have 4 semesters to file a Plan of Study with the Office of Graduate Student Services. Nancy explained that the group decided last year to put a hold on the student’s account if they do not comply. This is really the first semester that the students have had a problem with being blocked. Students in a combined undergrad/masters program will also need to follow these guidelines for having a plan in place.  |  |
| Workshop and Special Topic course approval process | Nancy explained that special topics courses are only to be taught for 2 years. These special topics courses will need to be approved by the school program curricular committee and will then come to the EHHS Curricular Committee as an information item. They do not need to go to EPC. These can also be raised to a discussion item at EHHS CC. |  |

The meeting was adjourned at 12:15pm

Next meeting: Nov. 12th, **10:00 – 11:15 am**

Respectfully submitted

Luci Wymer, Recorder