

**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**

**November 12, 2010**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Barkley, Jacob | Cowan, Richard | Hutchison, Janice |
| Kretovics, Mark | Ding, Kele | McGlothlin, Jason | Lash, Marty |
| Lyberger, Mark | Gordon, Karen | Richardson, Rhonda |  |
| McClelland, Averil |  | Tankersley, Melody |  |
| Niesz, Tricia |  | Tiene, Drew |  |
| Scheule, Barb |  | West, John |  |

Nancy Barbour, Admin. Affairs; Nancy Miller, OGSS;

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Devine, Mary Ann | Burzminski, Nancy | Anhalt, Karla | Brooks, Bette |
|  | Glickman, Ellen | Luft, Pam | Collier, Connie |
|  | Hawks, John | Rumrill, Phil | Henderson, Jim |
|  | Kerr, Dianne |  | Morgan, Denise |
|  | Peer, Kim |  | O’Connor, Pat |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Graduate Faculty Status | Dr. Gordon stated they established a process for grad faculty rep. Will send their process to Nancy B for review. Focus is on responsibility of grad faculty rep. |  |
| Graduate Assistants | Discussion regarding setting deadlines for applying for a Graduate Assistant. If a deadline is established it should be publicized. Dr. Barkley suggested mid Spring and Dr. McClelland suggested the month of April. Dr. Barkley raised the question if a deadline is established can they award a position to a person who applied after the deadline. Dr. Cowan thought it might be more helpful if programs actively review them at a certain time instead of using the work deadline. Example: would be to actively review them April 1st.  Dr. Richardson wanted to know when they will know the allocation for GAs and Dean Barbour said it would be in January. Dean Mahony has agreed to commit 10% of the college budget to GA budget. Up to schools to allocate the money to programs. Dean B also reminded them that the allocation was set up to change over the next 3 year period. |  |
| Diversity Funding | Dean Barbour wanted to remind everyone that Diana Van Winkle has been hired as a GA for 5 hours a week to work on funding for diversity. She has been working with Michele Hoversten in looking for grants to support diversity and faculty. Faculty was encouraged to contact her. |  |
| Doctoral Program Review | The committee has met twice already and the goal of the committee is to get a sense of the quality of our doctoral programs. This is a faculty driven process and each PHD program has a representative.  This is an initiative Dean Mahony and Dean Barbour both felt was needed in order to provide hard evidence of the quality of our doctoral programs. Dr. Kretovics was asked to assist with the doctoral review. Some of the data that may be needed:   * GRE means * How many students in each program * How long does it take a student to get through the program   Next would be to look at the content of each program. Would also need to determine what doctoral students need to know when they graduate and are they getting it here.  Dean Barbour also noted no one else on campus is doing a doctoral program review as far as she knew. This is being done for the college. |  |
| Graduate Policies | First item was the inappropriate assignment of IN & IP grades. The graduate handbook, on page 9, has a very specific explanation as to when to assign an IN.  **“The administrative mark of “IN” (incomplete) may be given to students who are currently earning a “C” or better and are unable to complete the required work between the course withdrawal deadline and the end of classes due to extenuating circumstances.**  **Appropriate documentation is generally required to support the extenuating circumstances. The student must initiate the request for the incomplete mark from the instructor, and it is the responsibility of the student to make arrangements to make up**  **the incomplete work. Incompletes must be made up within one calendar year.”**  Extenuating circumstances will be determined by the faculty. At the end of one year, the “IN” defaults to an “F” unless faculty chooses another default grade. The documentation mentioned above could be sent to the Office of Graduate Student Services to be filed in the student’s file.  “S” grade is not figured in the student’s GPA however, if the student gets an “U”, the “U” is considered a “F” and is figured into the student’s GPA.  Dean Barbour also brought up putting a hold on students when they are admitted to force the student to meet with their assigned advisor. On page 12 of the handbook for master and educational specialist students it states:  **“This form should be filed no later than the end of the second semester of coursework in**  **the program. Registration will be blocked at the end of the second semester until a plan**  **of study has been submitted.”**  This hold will stop the student from register for their 3rd semester. For PHD students are being blocked from registering for their 5th semester.  Nancy Miller mentioned that all students are told this in their admission letter. This raised the question of not having copies of admission letters sent to advisor. Discussion of just sending an email to the advisor may suffice. It was decided that the coordinators would go back and ask rest of the faculty in the program.  Dr. Cowan brought up students withdrawing from program and how is that shown on Banner. Banner shows these students as still active. Nancy Miller had contacted the Registrar’s Office and talked to Betty Johnson who was willing to end the matriculation of 4 students who withdrew from their program. Betty Johnson said this is not something the Registrar’s Office is willing to do all the time and that the students will just show as active. Nancy Miller said this concerned her because the student could come back and just fill out a reenrollment form in order to get reactivated. There is nowhere in Banner to indicate the student withdrew from the program.  Academic Dismissal – student may be dismissed with 3 C’s and they have the right to appeal to a committee of three. Dean Barbour believes this process works well and would like to keep a committee of three. It was agreed that the committee would consist of program coordinators only. |  |

The meeting was adjourned at

Next meeting: **Dec. 10th, 10 – 11:15 am, Rm 217**

Respectfully submitted

Nancy Miller, Recorder