

**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 10, 2011**

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Glickman, Ellen | Barton, Lyle | Henderson, Jim |
| McClelland, Averil | Gordon, Karen | Cowan, Richard |  |
| Scheule, Barb | Ding, Kele | Cox, Jane |  |
|  |  | Richardson, Rhonda |  |

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

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Kretovics, Mark | Burzminski, Nancy | McGlothlin, Jason | Brooks, Bette |
| Lyberger, Mark | Hawks, John | Rumrill, Phil | Collier, Connie |
| Niesz, Tricia | Jonas, Jay | Tiene, Drew | Hutchison, Janice |
|  |  |  | Kroeger, Janice |
|  |  |  | Morgan, Denise |
|  |  |  | O’Connor, Pat |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
|  | N. Barbour. thanked the group for their input at the last meeting with Graduate Studies. She shared she has spoken to Dean Mahony and he is advocating for improvement in the process. They have narrowed it down to three points including more personal service to faculty. |  |
| Completion of Corrections to Dissertations /Thesis Recommended at Defense.1. Sign-off committee advisor on a “corrections completed” form
 | Currently there is no mechanism for knowing what corrections the committees have requested to be made to thesis/dissertations. It has been suggested that a signoff sheet be used to assure the student has completed all corrections. There was discussion as to whether or not this is necessary and how it could be accomplished. N. Barbour stated making sure that all corrections have been made is the Advisor’s job and not the responsibility of the Administrative Affairs Office. There were several suggestions made on how to accomplish making sure that all corrections have been made. N. Barbour asked if the group would agree that if formatting errors are found, the dissertation /thesis will be sent to the advisor. They all agreed that this procedure would be fine. N. Barbour asked the group to hold the signature pages until all corrections have been made. Luci will copy the advisor/co-advisor on emails to students when corrections are needed. | Luci will send the list of available editors to the group.Luci will copy the advisor/co-advisor on emails to the students when corrections are needed. |
| Revision of “Guidelines for Preparation of Theses and Dissertations” | Copies of the revised Guidelines were distributed to the members. Luci explained the changes and where the document was located on the website. It was shared that Vanessa Earp with the library has developed a very comprehensive APA link on their website with resources and FAQs. There will be a link to this on our website. Also the library has a link to information on plagiarism. This will be linked to also.  |  |
| Finalization of Dissertation/Thesis Steps | This document was also distributed to the group. They were asked to share this with other faculty members. It was decided that this will be included with the graduation packet sent out by OGSS also. |  |
| Possible creation of Plan of Study Template to be used by all programs | Because there are so many styles of plans of study N. Barbour asked if the group would be willing to go to a template format. They are agreed as long as there is some flexibility in outlining the program. | OGSS will help design this template. |
| Turning non-degree licensure programs into certificate programs in order to make them “trackable” | It was explained that there have been difficulties in tracking students in non-degree programs. The nature of non-degree students is that the college only receives transcripts and then the student is free to take any coursework that they want unless blocked by course requirements. On the other hand students are required to apply for certificate. N. Barbour explained that there are licensure programs that are non-degree and shared several instances of problems this has caused. When the students apply there is a survey they complete to determine if they are applying for a licensure or endorsement. N. Miller explained that if they indicate they are applying for initial licensure a box pops up warning that they need to contact OGSS. N. Barbour asked the group to consider making these changes. |  |
| Transfer of credits to a certificate program | This issue had been discussed previously. According to the catalog credits cannot be transferred into a certificate program (for now – graduate level only). Currently credits can only be transferred into a degree program. |  |
| Substitution of “Brochure” for Biosketch or 2 pg. CV – Ellen Glickman | Currently a brochure is prepared by the student for dissertation defense. E. Glickman advocated that the student be asked to prepare a short two page CV instead of the brochure to prepare a student for the future. It was also suggested that this could be moved to the web instead of doing a paper copy. It was suggested that it be placed on the main EHHS page along with their abstract. The readiness to defend form would continue to be used. This “CV” would also be used for thesis defense. There will be discussion regarding how best to implement this procedure and who will be responsible. The advisor will send a form to whoever is responsible with all of the pertinent information regarding the defense.  | Need to determine who will be responsible to post student’s CVs.  |
| Reviewing of international files w/o TOEFL Scores | N. Barbour. poled the committee members in attendance regarding their program’s willingness to review files that do not have a TOEFL score. The responses were as follows:Educational Admin. – K-12 Leadership: NoCultural Foundations: NoHealth Education and Promotion: NoCounseling and Human Dev. Serv.: NoSchool Psychology: NoEvaluation and Measurement: Possibly (Will check with Tricia Niesz)Hosp. & Tour. Mgt: NoHuman Dev. & Family Studies: NoCurriculum & Instruction: NoSpecial Education: YesExercise Physiology: NoNutrition: NoN. Barbour. will clearly explain to David Di Maria which programs are willing to review files without the TOEFL scores.  |  |
| New GRE scoring  | N. Barbour reviewed the GRE Revised General Test Update. These were sent to the members prior to the meeting. She explained that there isn’t a crosswalk to compare with old scores [there are, in fact, crosswalks that were on an email sent from N. Barbour after the meeting]. She asked that the group look carefully at the new scoring methods. She asked them to go to the GRE website to review and become familiar with the new scoring. She stated that when we begin getting the new scores there could be more discussion. She explained the new incremental range should make the differences more obvious. She shared there are expert Q&As and videos. The new scores should be starting to come through as of Nov. 1st. The new test began August 1st. She asked that they pay particular attention to percentiles and reiterated that the scoring is going to look very different.  | Nancy Miller will work with JP to include an interpretation in the admission packet. |

The meeting was adjourned at 11:15 am.

Next meeting: **Thurs., Dec. 8, 2011, 10:00-11:15, WH-Rm 217**

Respectfully submitted

Luci Wymer, Recorder