

**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**

**December 14, 2012**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Kretovics, Mark | Glickman, Ellen | Cox, Jane | Morgan, Denise |
| Lyberger, Mark | Gordon, Karen | McGlothlin, Jason |  |
| McClelland, Averil | Rowan, Lynne | Richardson, Rhonda |  |
| Niesz, Tricia |  | Sansosti, Frank |  |
| Scheule, Barb |  | Tiene, Drew |  |
|  |  | Wisdom, Sonya |  |

Cathy Hackney, Admin Affairs; Luci Wymer, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
|  | Burzminski, Nancy | Barton, Lyle | Brooks, Bette |
|  | Ding, Kele | Rumrill, Phil | Henderson, Jim |
|  | Peer, Kim |  | Hutchison, Janice |
|  |  |  | Kroeger, Janice |
|  |  |  | Mitchell, Stephen |
|  |  |  | O’Connor, Pat |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| 1. From the Provost’s Office: Mini-grants for Assessment Activities ($500) | C. Hackney gave the group information regarding these mini grants. | Forms and information will be sent electronically to all members |
| 2. From Graduate Studies:   1. Working on policy revisions for graduate admissions, maintaining graduate student status 2. In effect: Student leave of absence; student re-enrollment – Nancy Miller 3. Denial of admission letters – Discussion 4. GA positions – Nancy Miller | a. C. Hackney explained that GSAAC will be reworking different policies this year.  b. The group was given a fact sheet on the new Leave of Absence and Re-enrollment policies. C. Hackney has shared faculty responses to the new policies with GSAAC. It seems that some of the policy changes have not been thought through thoroughly. She suggested to the GSAAC group that those using these processes be involved in the implementation of all of the new strategies. She explained that what is listed under “new Policy” is in effect now. These changes were made last academic year. This is more of a cleanup of information where there are gaps in procedures. There was discussion regarding the reasoning behind the changes. One reason for the Leave of Absence is to encourage students to stay in and complete their degree. It was explained that the fact sheet was informational as these changes have been through all of the committees and are in effect. This is for degree seeking students only.  c. C. Hackney explained students currently receive two denial letters: one generated from Banner and one from OGSS. The letter from OGSS explains in a little more depth why they were denied admission. Dean Mahony would like the student to only receive one letter of denial. N. Miller explained that it is the decision code in Banner that generates the letters. C. Hackney will let the GSAAC group know the Program Coordinators would like denial letters to be generated by our college and curtail the Banner generated denial letters. N. Miller shared with the group that she can arrange for any of them to receive copies of admission letters electronically.  d. N. Miller shared that JP Cooney asked her to share that EHHS faculty have been suggesting that students contact Grad Studies regarding GA positions. Graduate Studies is requesting students not be referred to their office as they do not have knowledge of GA position openings. There was discussion that Career Services has positions posted for non-college GA positions. |  |
| 3. From the Doctoral Program Review Committee: Discussion – Mark Kretovics   1. Inclusion of a seminar during Dissertation I 2. Student timeline parameters between oral/written comps and proposal submission | M. Kretovics explained this group hopes to finalize their recommendations in January in time to present them to the Dean in February.  a. The Doctoral Review Committee suggested a seminar where doctoral students would meet once a month to assist them through the writing phase. This would be non-credit and the faculty would volunteer to staff this rotating through the schools. The group was asked if they thought faculty would be willing to staff this. He explained that it is not meant to take the place of the advisor’s role. It is meant to be more of a support group for students that are struggling. This will be added to the Review Committee’s recommendations.  b. The review committee has also suggested a 2 year deadline for doctoral students between comps and proposal submission. It was suggested that students be told after the 2 years they can get an EdS. Language for this would need to be added to the handbook. The review committee will put this into the appropriate language to be added to the handbook. If they would want to apply for an extension they would need to meet with their advisor. M. Kretovics will work with the committee to put together the language. |  |
| 4. From OGGS: Discussion  a. Deadline date for thesis, project and dissertation defense  b. Revision of the *Oral and Written Comps Forms*  c. Changes in graduate education application  d. Grad Faculty Representative Form - clarification | a. N. Miller asked the group if the group would like to keep the theses and project deadlines on the same date. After discussion it was agreed to keep the same dates.  b. N. Miller explained if a student has deficiencies on their comps the OGSS office is currently not aware of them. She would like this form to be redone to track the deficiencies. There was discussion of instances when this has become an issue and whether or not this is necessary. N. Miller asked if it was necessary to document in the main file if the student has deficiencies. There was discussion that everyone should be using same procedure whether the information is documented in the school file or the main file in OGSS. One form with the deficiencies can be submitted to 418. A second copy of the form can be submitted when the student has corrected the deficiencies and passed oral comps.  c. It has been decided the moral character form on the admission application was not legal. The questions will be left as an information item. The student will be required to signoff that they are aware these questions will have to be answered when they apply for licensure. The admission questions will remain the same and if there is a question it will continue to go to legal.  d. GFR form – C. Hackney explained that this was just to clarify who is responsible for which section. | Luci will add the link to the Grad Studies Grad Faculty Status page to the form. |

The meeting was adjourned at 2:15 pm

Next meeting: **Friday, January 25th, 10-11:45 am, WH-Rm 217**

Respectfully submitted

Luci Wymer, Recorder