**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**

**March 5, 2010**

MEMBERS ATTENDING: (FLA) Shawn Fitzgerald, Mark Kretovics, Mark Lyberger, Averil McClelland, Barb Scheule, Anita Varrati (HS) Jay Jonas for Kim Peer (LDES) Jason McGlothlin, Rhonda Richardson (TLC) Jim Henderson, Marty Lash (Admin) Nancy Barbour, Nancy Miller

MEMBERS ABSENT: (FLA) Mary Ann Devine (HS) Ellen Glickman, Karen Gordon, John Hawks, Dianne Kerr (LDS) Karla Anhalt, Richard Cowan, Kristie Pretti-Frontczak, Phil Rumrill, Melody Tankersley, John West (TLC) Bette Brooks, Connie Collier, Lettie Gonzalez, Janice Hutchison, Pat O’Connor, Nancy Padak

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Approval of the February 5, 2010 Meeting Minutes | Minutes from the February 5, 2010 meeting were presented to the group for review and approval. There were no changes or corrections noted.  | Motion to approve by Jason McGlothlin and seconded by Mark LybergerMotion passed unanimously |
| Up-dates: removal of Master of Arts Programs, AERA/NAE Survey, Theses and Dissertation Guidelines | Removal of the MA:Nancy shared that the faculty had been polled and the proposal has been prepared and presented to the school curriculum committees for approval. She explained these will be presented by someone from the program removing the MA. The timeline for this process was questioned. There was one committee member who indicated that she still believes this should be removed from her program. The effective date was questioned and Nancy stated she would check on this. AERA/NAE Survey:Surveys will be sent to faculty in the Education program to be completed. KSU is one of 10 institutions participating in the survey. Guidelines for Theses and Dissertations:The group was informed the Guidelines for Theses and Dissertations has been revised in accordance with the APA 6th edition. It has now up on the web. Nancy stated that beginning fall semester all students will be asked to conform to the APA 6th edition. Spring and summer semesters will still be transitional. The individual programs will be responsible for providing students using Chicago style guide with updates. | None |
| Felony statements required by programs | Nancy asked how many programs were signing felony statements. Nancy Miller indicated that the statement is on all applications. Nancy asked if any of the programs were dealing with these statements. There was discussion on how this issue is being dealt with, especially those programs where it might affect licensure ability. Nancy Miller explained that if there is one question checked it is flagged and the student must explain and this is sent to Sheryl Smith and she indicates to OGSS if the student can be admitted. She explained that coordinators should contact Sheryl Smith if there is an issue. There was discussion on how this affects the programs. There was also discussion on the background checks that are being done prior to student teaching. The procedure for students with issues on the felony statement or background checks was questioned. Nancy indicated the student should begin with the ombudsman.  | Nancy will check with Sheryl Smith again to see if there is anything additional regarding these issues. |
| Complete the discussion about Graduate Faculty Representative and Moderator | There needs to be discussion and a decision on whether there should be one person serving as both moderator and Graduate Faculty Rep or if one person could do both. There was discussion on how committees are currently handling this issue. Nancy indicated that it had raised a question with other Assoc. Deans on campus. She shared that she wants to make sure that we are conducting our dissertations appropriately and in a manner in which they will be respectfully viewed. There was an indication that the 4 members usually get together and decide how they will conduct the defense. It was suggested that having someone from another college causes the committees to be a little sharper. |  |
| Graduate Handbook | Nancy Miller shared with the group that the plans of study being received by the student services office from the PhD students are being submitted incomplete. They are missing the advisory form. Nancy Barbour explained to the group that the only thing she is evaluating when she signs off on these forms is the committee structure. She indicated to them that they need to be evaluating the plan of study at the program level. Issues:Dissertation Registration. There has always been an issue of students registering for Dissertation I if they haven’t passed their comps. There was discussion on what is causing the problem. TLC is building a timeline for deadlines that Alexa will be enforcing. She asked the committee to think about this issue and come back with suggestions. There was discussion on the tracking of students who have reached comps phase. One suggestion was that the student’s independent study could be extended until they are registered for Dissertation I. The big issue is the students who are being supported.Nancy Barbour asked the group if they still found the brochures of value. There was much discussion regarding publicizing of the dissertations. It was suggested that perhaps these should be done electronically. Nancy indicated that these will most likely go electronic and require the abstract be included. This will then be publicized through the gradstudent listserv. |  |
| GA accountability | A brief summary of the progress of the GA budget committee was given including that they are close to finalizing their plan recommendation. She explained that the funds that were available for last year will again be available for this year. The allocations will change, however, because they are being moved from the six (6) units down to the four (4) new schools. These funds will follow the students supported. At the end of the semester there will be retrospective accountability done for each of the GAs this past year. This information will help to move forward into the new plan.  |  |
| University discussion about one graduate school | Beginning March 8th there will be a committee pulled together by the provost from around the university to meet regarding this issue. Shawn Fitzgerald will represent EHHS. Nancy indicated that there isn’t a current preconceived notion of how this will look. Currently there are 3 graduate schools: EHHS, The College of Business Administration, and Graduate Studies. Nancy asked the other members to share their concerns with Shawn. Shawn indicated that he has spoken with many of the faculty already regarding this issue. He stated he would be happy to report back to everyone, via Nancy Barbour, regarding the outcome of the meeting. He stated he wasn’t sure how open they would be at this initial meeting to hear everyone’s issues. It is hoped the report from the external audit would be received at this initial meeting. There was discussion on the evolution of this issue. | Shawn was asked to send Nancy Barbour his summary of the meeting. Nancy will take care of distributing this. |

The meeting was adjourned at

Next meeting:

Respectfully submitted

Luci Wymer, Recorder/NB