

**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**

**January 27, 2012**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Mulrooney, Aaron | Ding, Kele | Barton, Lyle | Collier, Connie |
| McClelland, Averil | Gordon, Karen | Cowan, Richard | Henderson, Jim |
| Niesz, Tricia | Hawks, John | Cox, Jane | Hutchison, Janice |
| Scheule, Barb / Wang, Phillip | Jonas, Jay | McGlothlin, Jason | Kroeger, Janice |
|  |  | Richardson, Rhonda |  |
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Nancy Barbour, Admin. Affairs; Nancy Miller, OGSS; Luci Wymer, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Burzminski, Nancy | Rumrill, Phil | Brooks, Bette |
| Kretovics, Mark | Glickman, Ellen | Tankersley, Melody | Morgan, Denise |
|  |  | Tiene, Drew | O’Connor, Pat |

GUESTS: Linda Robertson, Read Center; Mike Hollenbaugh, OGSS

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Mike Hollenbaugh will present Hobsons and its capabilities | Hobsons is a communication tool that Grad Studies has purchased. Mike explained that it could be used as a marketing tool or used as a communication tool after a student applies and during the first couple of weeks the student is in class. Automatic emails can be sent to the students in individual programs and several examples of emails were given. The body of the email can include anything contained in student’s application. These emails can be sent so that it looks as if it is coming from the program. Several examples were given of how various programs are currently using this tool. He asked the group to think about how the programs may utilize Hobsons. Mike has access to this system and is willing to work with program faculty.  There are drawbacks to the program. If the student applies to more than one program they can only receive communication from their most recent application. He indicated that it would work the same if the student applies for a certificate after being admitted to a degree program. Information from the first application is not accessible to Hobsons.  You can also run reports using the system such as whether or not the students opened their emails.  Mike explained that faculty are not notified that emails have been sent. He explained that these should be fairly generic. There is a possibility faculty could be copied on the emails.  There was discussion regarding the number of communications the students already receive during the application process. Mike suggested using the system more post admission as an orientation communication. He also said it could be a useful tool for marketing and recruiting. Nancy Miller shared that there has been an issue of Hobsons not working properly.  Nancy Barbour indicated that OGSS is working on providing a report for program coordinators showing all applicants in process and a link to allow the coordinator to view any documents that have been scanned for the applicants.  There was a request for Grad Studies to use the student’s name within documents sent for missing application items so it would make it easier to discover which applicant the email is addressing. There was a discussion regarding the number of emails the faculty is receiving. | NM will discuss with JP a better method to notify the faculty. |
| Access to PRSE | This system addresses felony issues a student may have and their background checks. Mike shared the faculty will be given access (if necessary) to review the student’s information in order to be determined if they can be licensed. There was discussion about the legalities of viewing this information. Nancy Barbour stated that this is also a university requirement. | N. Barbour will contact Connie Hawke about the legal aspects of this |
| International Student Workshop | Nancy Barbour shared that graduate programs are having some real problems with the number of international students being recruited so quickly. An ad hoc group has been form to discuss the issues. The number of international students has increased 200% over the last three years. This has caused issues, some of which are due to culture. Sean Fitzgerald will be holding a workshop that will be flexibly scheduled for the international students. The conditions are that they increase their English skills so that they are better prepared to begin their academic work. Faculty will be able to recommend that a student drop their courses and enroll in the workshop to assist them in being more successful. They would learn writing skills, information about plagiarism, and American expectations regarding education. This will be opened to all students who were conditionally admitted or are struggling. There is currently no infrastructure to handle the influx. Linda Robertson explained her office has put together a listerve and is sending information on services, resources and faculty information including office hours. They have also sent information on where students can go if they are having difficulties with their writing. These emails are being sent on one topic only so as not to be confusing. She explained they are offering to contact and speak to the student for the faculty if the faculty is having difficulties finding time to meet with them.  Nancy Barbour explained they are attempting to put together a workshop for faculty and staff to prepare them for this influx.  Linda Robertson explained that some students who have scholarships may seem very insistence because they must maintain a certain GPA or they lose their scholarship. Linda’s office is thinking about having an EHHS international orientation. The group was asked to share any ideas they might have in this area. Martha Merrill has attended the meetings and shared what she has learned from other universities.  Linda Robertson also shared that there may be an influx of Indian students next year which would be a whole new culture to deal with. If the ad hoc group can get ahead of the game with these suggestions it will be much smoother for both faculty and students.  Nancy Barbour shared the other issue that has been problematic is at admission. She explained that faculty may evaluate without TOEFEL scores. The minimum that is acceptable has been discussed, but has not been made formal. Currently our minimum in the catalog is 6.0 for IELTS. She asked the group if they would like to pursue raising this to at least a 6.5. She shared we currently have the lowest requirement in the university.  **Averil McClelland moved to raise the IELTS requirement to 6.5. Janice Hutchison seconded the motion. Motion passed by unanimous vote.**  Nancy Barbour emphasized that programs should be looking at the student holistically when they evaluate and not depend on test minimums. It was discussed that individual programs could demand a higher standard as a minimum if they so wish. She explained this was also the case for GRE scores. Nancy also explained if a student is conditionally admitted and the program conditions are that they receive a certain grade in ESL, the student may not sit in on other courses or enroll in other courses. She explained the student should not be in the class if they are not listed on the roster. | Nancy Barbour will ask if we need to be specific regarding the other scores or if it needs to be stated individually.  Nancy Barbour will see how quickly this can be changed in the catalog.  Nancy Miller will ask Grad Studies if applicants are aware that correspondence will be electronic. |
| Old PhD files (in OGSS) | Nancy Barbour explained there are currently many of these files and she queried the group if there were any reasons to keep these files beyond the seven year requirement. Nancy explained that if a student has gone beyond the 9 year limit but has not passed comps they would not be given an extension. This is also the same for the master’s student. Nancy Miller asked if the group agreed a student would need to reapply if they returned after seven years. The group agreed. Nancy Miller explained that students are notified prior to their file being destroyed. Aaron Mulrooney suggested Nancy Barbour consult university counsel regarding the statute of limitations relating to plans of study. |  |
| Web Extender | There are currently two (2) programs that are doing electronic files. She would like to add a few more programs to be able to go out and view the students’ applications and documents in Banner. Once the student is admitted a paper file will still be created until the university develops a method to store these electronically.  Nancy Barbour asked if everyone has had an opportunity to look at the 15 day reports. She stated EHHS is the only college that has gone down in the graduate area. She explained that part of this is because of the cohorts. She asked everyone to look at their programs individually to determine if enrollment has indeed dropped. | Nancy Miller will see if can get access for the additional faculty |
| GA Budget and GA evaluations | February 1st is the deadline for GA evaluations. Nancy Barbour will be creating an evaluation process for the GAs to evaluate their experience. She indicated she hoped the GA budget could be finalized by mid February. |  |
| Additional Info | Research advisory committee has been trying to find ways to support faculty research. She shared the four spring events that have been scheduled for faculty and grad students:  March 26: Aryn Karpinsky – Quantitative Boot Camp  April 2nd: Chris Was will be presenting his research  April 9th: Presentation practice for graduate students. She would like faculty to be there to review the presentations.  April 23: Tricia Niesz will do a Qualitative research boot camp. |  |

The meeting was adjourned at 11:50 am.

Next meeting: **Friday, Feb. 24th, 11:15 – 12:30am, WH-Rm 217**

Respectfully submitted

Luci Wymer, Recorder