

**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**

**April 23, 2009**

**MEMBERS ATTENDING:**  Shawn Fitzgerald (FLA); Mark Kretovics (FLA); Averil McClelland (FLA); Barb Scheule (FLA); Karen Gordon (HS); John Hawks (HS); Karla Anhalt (LDES); Steve Mitchell representing Connie Collier (TLC); Janice Hutchison (TLC); Marty Lash (TLC); Nancy Miller (OGSS)

**MEMBERS ABSENT:** Mary Ann Devine (FLA); Mark Lyberger (FLA); Anita Varrati (FLA); Ellen Glickman (HS); Dianne Kerr (HS); Kim Peer (HS); Richard Cowan (LDES); Kristie Pretti-Frontczak (LDES); Rhonda Richardson (LDES); Phil Rumrill (LDES); Melody Tankersley (LDES); John West (LDES); Bette Brooks (TLC); Lettie Gonzalez (TLC); Jim Henderson (TLC);

**GUESTS:**  None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Approval of March Meeting Minutes | The March 5th meeting minutes were presented. There were no additions or corrections noted. | Mark Kretovics made a motion to accept the minutes as presented. Averil McClelland seconded to motion. Motion passed unanimously |
| Becoming one Graduate school | There has not been a decision made regarding the combining of the graduate schools. Shawn Fitzgerald, EHHS representative, shared that the committee spent the last three meetings going through policies and procedures for the operation of a combined graduate school. The meeting yesterday was the first to look at structure and how this change would affect various schools. The committee was asked to think about how to phase in this possible change. The committee is promoting that it be done in phases with the doctoral programs being first. Nancy asked the group to help reinforce that the staff in GSS will not lose their jobs. Shawn indicated that the committee is stressing that the more sensitive procedures stay within the school units. The committee has asked for an organizational layout of the new plan. Shawn explained that he had met with Dean Barbour to get her ideas and thinking prior to the committee reviewing best practices.  Nancy asked everyone to share their productive ideas with Shawn, the Provost or Mary ann Stephens. |  |
| Review of Schools | Nancy shared that this needs to happen by program area instead of by schools. The schedule is not finalized as yet. Program review will not begin until 2011-2012. She will share the final schedule with everyone along with the format of the review. Ellen Glickman is revising the reviewing process now. They are attempting to align the program reviews with the year the external review will be done. |  |
| Removal of the MA degree to be heard May 7th | These will be heard at the May 7th EHHS Curriculum Committee meeting. Representatives from the programs were encouraged to come and speak. |  |
| AERA/NAE Survey | For the programs that are a part of this (NB has list). Faculty from these programs need to complete the surveys. |  |
| Sheryl Smith and the felony statements: do you want to see them? | With every graduate application, the applicant is asked if they have ever committed a felony. If the answer is yes they have to write a personal statement. This statement is then reviewed by Sheryl Smith’s office. Nancy explained that the programs have the right to not admit the applicant if the offenses might keep them from obtaining licensure. She asked the group if they want to see all of the felony statements. | Nancy will inform Sheryl Smith that the programs would like to see all felony statements and investigations. |
| Dissertation I dilemma | This was discussed previously. It was decided that if a student has not passed comps by the start of the next semester it was suggested that the student would register for individual research credits. Nancy will handle the more complicated cases on an individual basis. There was discussion on whether it was a university policy or college policy that a student has to have passed comps prior to registering for Dissertation I. | Nancy ask at the next GSAAC meeting if doctoral students could only be registered for fewer than the 8 hours when they are finishing comps defense. |
| GA Budget and accountability – coming | Nancy announced the GA funds for 2010-2011 will remain the same. She explained that with the reorganization the current GAs were followed to determine the budget. The faculty was told about the GA review/evaluation process that will be due by May 22nd. This form will be important to help establish the budget in the future. The entire set of procedures will be rolled out shortly. The evaluation form should be out the beginning of next week. |  |
| AQIP day – May 19, 9-1:30 | Nancy has been meeting with the program coordinators regarding the shift to the AQIP system in terms of program improvement. Those that have accreditations should be aligning them with the AQIP system. The May 19th meeting was quickly reviewed. One of the goals is that the program coordinators will not be entering the information into Weave online themselves, but will give the information to a staff person to enter. The May 19th meeting will take the place of Data Dialog day which will be moved to the fall. Nancy asked if program coordinators had seen the previous information from AQIP. Most had not. She shared that the directors have the information. |  |
| Graduate Student Council Issues | Hope is heading up this group for the Dean.  Below is a list of items that the students were requested to respond to:   1. List of courses and when they will be offered in the future. 2. Summer opportunities for GAs and graduate students?   Nancy explained that this is a choice that each director must make. A list of opportunities could be made available to the students. It was pointed out that international students cannot work during the summer unless it is career related – according to their visas.   1. GAs doing research for other graduate students. There have evidently only been 1-2 incidents. 2. Who is eligible to teach graduate level courses? Master’s students should not be teaching master’s students – only undergrad. Doctoral students would be able to teach graduate level courses. 3. FERPA and GA duties (grant and college).   Any of the grad students who are working in Banner must have signed a confidentiality agreement. If the student is working with a grant where there is student information involved they must have signed a confidentiality statement.   1. Graduate student orientation – need a sub-committee to plan.   An orientation for all graduate students is needed, even if it’s only for a couple of hours. It appears that many of the programs currently hold their own orientations. It was suggested that perhaps Nancy could require programs hold an orientation.   1. Opportunities for graduate students to practice presentations.   Several responded with their solution to this issue. One program has doctoral presentations midterm. It was suggested if students are going to present at a conference they could present ahead of time to others in the college to practice. Each program seems to have a small conference their students can attend to practice.   1. On-line networking for graduate students?   There are listserves and some are creating groups on line.   1. Research training in SPSS, In Vivo, etc.   It was discussed that students are to be taking these courses. It was pointed out that some students are being advised not to take these extra courses and to take their questions to the Bureau. | c. Nancy will ask a couple of the programs that this might happen in.  d. Nancy will investigate the policy on who can teach who.  f. Karla Anhalt will send Nancy a list of FAQs they use. |

The meeting was adjourned at 3:30 pm.

Next meeting: **This was the final meeting of the year.**

Respectfully submitted

Luci Wymer, Recorder/NB