

**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 11, 2011**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Glickman, Ellen | Barton, Lyle | Kroeger, Janice |
| Kretovics, Mark | Gordon, Karen | Cowan, Richard |  |
| McClelland, Averil |  | McGlothlin, Jason |  |
| Niesz, Tricia |  | Richardson, Rhonda |  |
| Scheule, Barb |  | West, John |  |

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

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Devine, Mary Ann | Hawks, John | Rumrill, Phil | Brooks, Bette |
| Lyberger, Mark | Kerr, Dianne | Tiene, Drew | Collier, Connie |
|  | Cary Hale for Peer, Kim |  | Hutchison, Janice |
|  |  |  | Henderson, Jim |
|  |  |  | Morgan, Denise |
|  |  |  | O’Connor, Pat |

GUESTS: None

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| GA Budget Allocations | Nancy shared with the group that the GA budget allocations were sent out this morning. How the sub-committee for the GA Budget Committee arrived at the figures was explained. Three factors were used to arrive at the amounts: research factor, student/faculty factor, and teaching factor. There was a brief description of each area and what was considered. Money saved by having GAs teaching was then calculated and given back to the school. Each year the current figures will be plugged into the equation as motivation and incentive for each school. Each school was represented on the sub-committee. It was explained that because of RCM EHHS no longer receives funds from Graduate Studies for GAs. Instead the approximately 2.6 million dollars spent on GAs must be found in the college budget. In the future, GAs who are funded by an outside source will need to be factored in for programs.  This year there were two evaluations done for GAs with the year end evaluation coming up. It was decided by the budget committee that an annual evaluation in the spring would be sufficient.  She reminded the group that GAs now must be identified as research, teaching or administrative. The previous designations are no longer being used.  There was a question regarding using GAs for summer. Nancy explained that the funding would be part of the following year’s budget. There was discussion on what could be done to assist with this issue. Funding for international students was the primary issue mentioned. | Nancy will provide the group with GA Budget spreadsheets so the group can see how the calculations were achieved. She will wait until after next week’s Leadership Team meeting to assure there are no changes requested by those members. |
| Changes to Plans of Study | Issues with plans of study are usually discovered when OGSS is clearing students for graduation. It was explained that when you are doing substantive changes to the program plan of study it will need to go through curricular approval. Nancy requested that OGSS be made aware of even minor changes. Nancy Miller explained that they use the Plan of Study submitted by the student in clearing the student for graduation. | Program Coordinators will submit an electronic Plan of Study to the Administrative Affairs office to be kept on file. |
| Cognates – Maintain and Promote or Abandon | The paragraph explaining this possibility will remain in the graduate handbook, but will be changed to instruct the student to discuss this with their committee. |  |
| Decision on TOEFEL Minimum | Minimum scores for other KSU colleges were reviewed and discussed. There was much discussion on how this issue affects the student’s abilities to understand coursework, write, communicate effectively and be successful in their chosen program. Nancy explained that she would like to set a minimum for the college that is above 525. If the individual programs want to set a higher minimum they need to make sure that it is well communicated. There was discussion on how this would affect enrollment in the programs. | Nancy will obtain additional overall data and data concerning individual programs having different minimums and report back to the committee at the next meeting. |

The meeting was adjourned at 11:15 am.

Next meeting: April 22, 2011, 11:00 – 12:15 pm, Rm 217

Respectfully submitted

Luci Wymer, Recorder