

**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 30, 2012**

MEMBERS ATTENDING:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Hackney, Cathy | Ding, Kele | Barton, Lyle | Collier, Connie |
| Kretovics, Mark | Gordon, Karen | Cox, Jane |  |
| McClelland, Averil | Jonas, Jay | McGlothlin, Jason |  |
| Niesz, Tricia |  | Richardson, Rhonda |  |
| Scheule, Barb |  | Sansosti, Frank |  |
|  |  | Tiene, Drew |  |

Nancy Miller, OGSS; Luci Wymer, Recorder

MEMBERS ABSENT:

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| **FLA** | **HS** | **LDES** | **TLC** |
| Mulrooney, Aaron | Burzminski, Nancy | Rumrill, Phil | Brooks, Bette |
|  | Glickman, Ellen | Tankersley, Melody | Henderson, Jim |
|  | Hawks, John |  | Hutchison, Janice |
|  |  |  | Kroeger, Janice |
|  |  |  | Morgan, Denise |
|  |  |  | O’Connor, Pat |

GUESTS: Susan Augustine, Curriculum Coordinator

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION TAKEN** |
| Susan Augustine- Catalog changes and credit hour policy | S. Augustine explained that many programs are under the impression that program requirements listed in the catalogue can simply be changed by the catalog updates. She explained that all of these changes must follow the regular curriculum process.  If programs have not received an email from her regarding credit hour issues, then they probably don’t have courses that this affects. This is a federal mandate regarding field study, internships, etc. and is directly related to financial aid. The course BDS does not have to be corrected at this time. Information needed is what the program is currently doing for these courses and why. She explained the University is attempting to develop a more practical calculation that makes sense. Susan shared the Federal government explanation of a credit hour:  Federal regulations define a credit hour as:  An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks.  Current parameters are 1 to 7 for internships and 1 to 12 for field experience.  The group asked if she had suggestions. She gave them several examples of how these are calculated. She shared that if we set policy the feds will consider it. There was a great deal of discussion from the various programs and how changes would pertain to their programs.  Susan explained that the university needs to know what they do and the rationale for it so that a policy can be set. They also need to know if they have a course that is not either 1-7 or 1-12. There was discussion about the internships now having to be paid. Susan explained that these courses will have to be renamed if they are not paid. There was a great deal of discussion regarding the differences in internships, practicums, and how all of this will affect accreditation.  Everyone was asked to provide a brief summary list of activities for the course and why they do it the way they do. The goal is to get uniformity across campus which does not currently exist. There was a concern that this will cause students to pay for additional credit hours because a program has hourly requirements above the university standard. Several others expressed concern in this area. There was discussion that this change could possibly cause major concerns for some programs because of accreditation boards and licensing bureaus that would also need to have these changes. |  |
| Nancy Miller – Demo on electronic admissions | N. Miller gave a presentation of the table showing applicant progress the coordinators will be receiving for students applying to their program. Faculty currently only get the missing document reports. She explained that once a decision has been made the student will drop off the report. She then showed them how to review the documents for each application in Application extender. Each document was viewed to give them an example of what they will look like. Unless a coordinator asks to go totally electronic they will continue to receive a paper file from OGSS.  Admission letters will now be sent from Graduate Studies. The Office of Graduate Student Services will receive a copy of these letters. The guest admissions, non-degrees and denials will only be done this way. All other students will also be sent a letter from EHHS.  N. Miller requested the faculty send her an email if they would like to receive and process files electronically. |  |
| Lyle Barton – Demo on receiving electronic files for admissions | L. Barton gave a demonstration and explanation of the procedure and appearance to approve applicants electronically via the workflow list. An explanation what would be necessary to be able to view and approve students from home. A step by step demonstration through the entire process of reviewing an application and all documents for admission electronically was done. Each program would need to develop a process flow to suit their program.  There was discussion regarding student clarification about the application process. There was a suggestion that a website could be setup with answers and FAQs. |  |

The meeting was adjourned at 11:20 am

Next meeting: **April 27, 2012, 10:00 am, WH – Rm 217**

Respectfully submitted

Luci Wymer, Recorder