

Graduate Coordinator Meeting Minutes

Meeting Minutes

Wednesday, February 23, 2011

Graduate Coordinators Present: Gail Berlin, Anne Creany, Claire Dandeneau, Karen Dandurand, Gary Dean, Beverly Goodwin, Linda Hall, Richard Hoch, Chris Janicak, Mary Jalongo, Krish Krishnan, Yu-Ju Kuo, Crystal Machado, Jeanine Mazak-Kahne, Mark McGowan, Phil Neusius, Gian Pagnucci, Shannon Phaneuf, Lilia Savova, David Stein, Stephanie Taylor-Davis, Veronica Watson, Sarah Wheeler

Graduate School Staff present: Hilliary Creely, Donna Griffith, Lori Harkleroad, Timothy Mack, Beverly Obitz, Shari Robertson, Autumn Shannon, Paula Stossel

- I. **Meeting called to order by Dr. Timothy Mack, Dean, School of Graduate Studies and Research**
- II. **Approval of minutes from last meeting (January 26, 2011)**
 - a. Motion to approve the minutes from the January 26th meeting was made by Dr. Claire Dandeneau.
 - b. Motion was seconded by Dr. Chris Janicak and carried with all other s in favor.
- III. **Ongoing Items**
 - a. Message from the Dean's Associate - Shari Robertson
 - i. Dr. Robertson updated the group on the Graduate Scholars Forum, to be held the day after the Undergraduate Scholars Forum, during Research Appreciation Week.
 - ii. Group discussed details regarding this year's Graduate Scholars Forum and explored possible additions and/or improvements for next year's event.
 - b. Updates from the Assistant Dean for Research - Dr. Hilliary Creely
 - i. Revision of the RTAF
Dr. Creely offered her thanks to all who helped with the revisions to the RTAF and noted that they are still working to finalize administrative procedures pertaining to the updated RTAF.
 - ii. Outside Reader Update
Dr. Creely informed the group that 14 outside readers were approved at a recent Meet and Discuss.
 - c. Update from the Assistant Dean for Administration - Ms. Donna Griffith
 - i. Ms. Griffith advised the group that the PASSHE Multi-University Electronic Application is set to begin for Fall 2012 and noted some of the details currently being discussed and researched.
 - ii. Discussion ensued as the group asked questions regarding the electronic application and how usage of the electronic application will affect prospective students, specific departments and programs, and IUP in general.

d. Note from the Dean - Dr. Timothy Mack

Dean Mack asked the group to note the admission information being distributed to Deans/Chairs/Graduate Coordinators on a monthly basis, noting that, given budget issues, this year in particular it will be critical to maintain enrollments.

IV. New Business - Tuition Assessment Changes

- a. Dr. Mack apprised the group of changes that will be made in the assessment of graduate tuition and described some of the ways these changes will affect students.
- b. Much discussion ensued regarding these changes to graduate tuition assessment.

V. Adjournment

- a. The next meeting is scheduled for **Wednesday, April, 13, 2011**, at 11:00 a.m., in G5 Delaney Hall, with the Doctoral Coordinator meeting following at 12:30 p.m.