

Meeting Minutes
from the
Graduate Coordinator Meeting
held on
Wednesday, October 16, 2013

Graduate Coordinators Present: Claire Dandeneau, Sharon Deckert, Joe Duchamp, Chris Janicak, Ali Kappel, Kelli Kerry-Moran, Mike Korn, Krish Krishnan, Yu-Ju Kuo, David LaPorte, John Lowery, Jeanine Mazak-Kahne, Joe Kovaleski, Mark McGowan, Mary Lou Metz, Phil Neusius, Linda Norris, Helmut Paschold, David Piper, Jeff Ritchey, Teresa Shellenbarger, Diane Shinberg, David Stein, Stephanie Taylor-Davis, Todd Thompson, Sarah Wheeler, Lucinda Willis, B. Gail Wilson

Guest: Rich Muth

Graduate School Staff present: Hilliary Creely, Frank DeStefano, Eric Litzinger, Timothy Mack, Shari Robertson, Autumn Shannon, Paula Stossel

Meeting called to order by Dr. Timothy Mack, Dean, School of Graduate Studies and Research

- I. **Approval of Minutes from the 9/18/13 Meeting**
 - The minutes from the 9/18/13 meeting were approved as submitted.

- II. **Status of Graduate Admissions Vacant Position – Tim Mack**
 - Grant funded AFSCME employee displaced by government shutdown in that vacant position for now

- III. **Thesis/Dissertation Discussion – Diane Shinberg & Hilliary Creely**
 - Tim Mack shared handout – letter from Dr. Michele Schweitz (prior A-Dean for Research) outlining the student research compliance policies and procedures that were in place during her tenure
 - Diane Shinberg noted some confusion in her department over thesis/dissertation procedures, most notably among committee members that have recently returned to serving on committees after not serving in that capacity for a length of time
 - Hilliary Creely discussed past thesis/dissertation practices still in place, as well as new requirements reviewed by the graduate coordinators and approved by University Senate
 - Diane Shinberg noted that the discussion was quite helpful and that the situation that precipitated her asking about the T/D process was just a culture issue that was escalating. With her better understanding of the procedures, she said she felt that her department would now be fine.
 - Members of the SGSR offered to meet with any department having questions or concerns regarding, or simply needing clarification of, any of the Thesis/Dissertation procedure.

- IV. **Opportunity that Northpointe Has to Offer - Rich Muth**
 - Offers handout and background/history of Armstrong location
 - Conference room nice for meeting with folks West of Indiana County, i.e. Pittsburgh, Butler, etc.
 - Noted that the Electro-Optics program has moved to main campus which has opened up 3 lab spaces at Northpointe location
 - On Fridays: Northpointe is open but no classes are offered there, making those days a great time to offer workshops
 - Same technology available at Northpointe as on main campus
 - IT/Video Conferencing available
 - Winter term: 11 days during that term that Northpointe is open and accessible for meeting with students, use of library or computer lab, etc.
 - Open in evenings also
 - Rich Muth's contact information: Rmuth@iup.edu 724-294-3309

- MBA Executive Track Co-Hort and HSAD have both been offered at the Northpointe location
- Mike Kornis has taught at the Northpointe location and offered the following:
 - Facilities are great
 - Parking is phenomenal
 - Rich and Donna are excellent with recruiting to that location
- Krish Krishnan offered that the Northpointe staff offers outstanding support

V. 4+1, Double Majors, Early Enrollment – Dave Piper

- Create a policy that gives a blanket approval for early admission
 - 4+1 = what if student can't get all of the courses they need
- Should we allow dual listed courses to count as both grad and undergrad
- Students will be billed according to their primary classification: undergraduate charges until actually admitted through the SGSR
- Admission requirements will be up to the individual programs
- Concurrent dual enrollment – International Students
 - Dual enroll into two part-time programs
- Boost credit allowance

VI. IUP Monroeville Graduate and Professional Center Presentation – Paula Stossel

- Not exclusive to Graduate students. Professional meetings and professional programs are welcome to use the space. This includes non-credit initiatives, too.
- Flexible scheduling: Weekday evenings (Fridays included), Saturdays, hybrid programs and a daytime program are all currently offered.
- New scheduling can be discussed based on program needs.
- Due to the newly executed 10 year lease, we are now eligible for new paint and carpet, which will be installed after the fall semester ends.
- Investigating an upgrade in videoconferencing equipment.
- Overview of classrooms, computer labs, library
- Site, not a campus, so a variability of delivery is necessary
- Convenient, lots of parking, excellent clerical support

VII. Please Contact Frank for Marketing Funds

VIII. Thank You from Claire Dandeneau for “How to Recruit Graduate Students” presentation

- Claire Dandeneau offered thanks to Tim Mack for his “How to Recruit Graduate Students” presentation held at the end of September and reflected on how the presentation and group activities helped her to realize some of the strengths and weaknesses of her own program’s recruitment tools and strategies.

Closing Comments from Tim Mack

- He will keep saying “Yes” to Mini-GAs
- Really tough market for recruiting and will continue to be
- What would you like to talk about next time?

X. Adjournment

The October 16, 2013, meeting of the Council of Graduate Coordinators was adjourned with the Doctoral Coordinators’ meeting begun immediately thereafter. The next meeting will be held November 13, 2013, beginning at 11 am, in the HUB, Susquehanna Room.