

Meeting Minutes
from the
Graduate Coordinator Meeting
held on
Wednesday, September 18, 2013

Graduate Coordinators Present: Matt Baumer, Lynanne Black, Holly Branthoover, Frank Brooks, Dolores Brzycki, Kristy Chunta, Claire Dandeneau, David Downing, Joe Duchamp, Rick Hoch, Mary Jalongo, Chris Janicak, Ali Kappel, Greg Kenning, Kelli Kerry-Moran,, Michael Korn, Joe Kovaleski, Krish Krishnan, Yu-Ju Kuo , David LaPorte, Jeanine Mazak-Kahne, Mark McGowan, Mary Lou Metz, Phil Neusius, Susan Palmisano, Helmut Paschold, David Piper, Jeff Ritchey, Diane Shinberg, David Stein, Stephanie Taylor-Davis, Todd Thompson, Sarah Wheeler, B. Gail Wilson

Graduate School Staff present: Brenda Boal, 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 4/17/13 Meeting

- The minutes from the 4/17/13 meeting were approved as submitted.

II. SGSR Budget Cuts for 2013-2014 – Tim Mack

- Handout - 2013-2014 FY Budget
 - SGSR priorities when making cuts: Protect SGSR staff, protect GA positions, protect stipends & waivers, protect marketing funds & IRB
 - Final council-of-deans approved cut: had to move 2 people to ESF funds and had to cut ARL director

III. Mentors for New Graduate Coordinators – Tim Mack

- ELR (HSAD) - Mike Korn with Dave Piper
- Safety Sciences – Helmut Paschold with Chris Janicak
- Biology - Joe DuChamp with Yu-Jo Kuo (MATH, NSM)

IV. “How to Recruit Graduate Students” Workshop – Tim Mack

- Will be held Friday 9/27 – please attend!

V. Marketing Presentation – Tim Mack, Frank DeStefano & Eric Litzinger

- See attached presentation
- Question was asked if the data from the marketing reports can be made more user-friendly to allow for sorting of specific program data, etc.
 - Tim Mack is able to make the data more user-friendly
 - Will assist Frank so that he and the SGSR Marketing GAs are better equipped to handle those types of data requests
- Dave Piper asked about Marketing regarding the Dixon University Center in Harrisburg
 - students in DUC market not as familiar with the IUP brand
 - can something be done to raise awareness, familiarity with the IUP brand
- Tim and Frank noted that there was some general branding done as well as some more specific marketing for the IUP programs being offered at DUC
 - the other programs being offered at DUC seemed to benefit more than the HSAD program did, and we are not sure why.
- Tim suggested that Dave & Frank look further into these items

VI. Graduate Curriculum Informational Meeting Announcement – Shari Robertson

- Turned topic over to Dave Piper
- First annual meeting of UWGC co-chairs to explain new handbook revisions
- Expedited submission and review processes

- Reassured group that revisions are “not scary” . . . know that people avoided revising courses/programs because of the curriculum process
- More of a peer review now
- Stabley 201 Friday the 20th @ 1:30

VII. Hot Courses International – Frank DeStefano

- Advertise in countries’ native languages
- See Frank if interested in native language website
- Used this to market the MBA site in Portugese
- IUP set a new record for International Students

VIII. CITI Training for Students: Requirement Prior to RTAF Approval – Hilliary Creely

- CITI (Collaborative Institutional Training Initiative) is a subscription-based online training system
- IUP already subscribes to CITI and has all relevant modules, so no added expense to make CITI training mandatory for students conducting research with animal subjects or human subjects
- Hilliary’s office is already automatically notified when students complete training thus matching students to RTAFs will be straightforward
- Takes about an hour to complete training
- Informal poll was taken to see if this is okay to move forward with—strong consensus that this is a good idea to bring forward more formally through the graduate coordinators and the UWGC curriculum committee

IX. Applied Research Lab

- See attached handout

X. Electronic Signatures on RTAF – Hilliary Creely

- Adobe Acrobat Pro is now available campus-wide thereby enabling the SGSR to convert the RTAF into a fillable PDF with Adobe electronic signature boxes.
- IUP does not have a viable electronic document routing system so it will still be necessary to e-mail the form from person to person (hand carrying a printed form for manual signatures will also remain acceptable)
- Digital signature box okayed by group

XI. Graduate Handbooks: Due End of Semester – Tim Mack

- All programs need to have a handbook
- Would really like to have the last page as signature page as now two different attorneys have advised the SGSR as such
- Template available

Closing Comments from Tim Mack

- High school graduation numbers to continue to decline through 2019
- Innovation so important; be leaders
- What do you want to talk about next time?
- Innovation: Talk to Shari first
- Rich Muth next time – revision not required to offer something at Northpointe
- Part of extended campus so offered courses there does not require a curriculum change

X. Adjournment

The September 18, 2013, meeting of the Council of Graduate Coordinators was adjourned with the Doctoral Coordinators’ meeting begun immediately thereafter. The next meeting will be held October 16, 2013, beginning at 11 am, in the HUB, Susquehanna Room.