

Meeting Minutes
from the
Graduate Coordinator Meeting
held on
Wednesday, January 30, 2013

Graduate Coordinators Present: Matt Baumer, Frank Brooks, Holly Branthoover, Kristy Chunta, Claire Dandeneau, Sharon Deckert, Mary Jalongo, Chris Janicak, Kelli Jo Kerry-Moran, Joe Kovaleski, Krish Krishnan, Yu-Ju Kuo, David LaPorte, Jeanine Mazak-Kahne, Mark McGowan, Bob Millward, Phillip Neusius, Sue Palmisano, Gloria Park, Shannon Phaneuf, David Piper, Jen Roberts, Teresa Shellenbarger, Diane Shinberg, David Stein, Stephanie Taylor-Davis, Todd Thompson, Sarah Wheeler, Lucinda Willis

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 11/14/12 Meeting

- The minutes from the 11/14/12 meeting were approved as submitted.

II. Spring 2013 & Fall 2013 Enrollment Update – Tim Mack

- Dr. Mack distributed handouts depicting the current status of Spring 2013 enrollment and Fall 2013 enrollment projections, noting that the enrollment projections were submitted by each College's Dean, and another document that reviewed programs currently on the Academic Affairs Workforce Plan as well as programs in danger of not graduating 5 per year as mandated by PASSHE standards.
- He also distributed a chart depicting the number of Freshman applicants for Fall 2012 from this time last year with the number of Freshman applicants for Fall 2013 at the same time this year, showing a significant decline from last year to this in the number of applicants – only to emphasize the current climate of higher education.
- He mentioned an article recently published in the Chronicle of Higher Education that outlined a “perfect storm” currently brewing on the horizon of higher education which included the following factors:
 - Economic distress
 - Governmental financial struggles
 - Soft enrollment in multiple states
- Conditions being what they are, Dr. Mack encouraged the Coordinators to engage with the staff of the SGSR for help in meeting enrollment goals and the like.
- He also briefly touched upon the seeming success of the Mini GAs offered for the first time during Fall 2012 and noted that Mrs. Paula Stossel will be doing a comprehensive analysis of the pilot project, hoping that if the Mini GA initiative is shown to work, perhaps E&G dollars can be used to fund it instead of SGSR monies.

III. Graduate Handbooks – Tim Mack

- Dr. Mack again discussed with the group the importance of departmental and other standards set forth in Graduate Handbooks and emphasized the use of the signature page as an acknowledgement by the students that they have been made aware of all guidelines, requirements and expectations and agree to abide by them as set forth in the document.

- He noted that a general template for such handbooks is still being established.
- With regard to lawsuits and student complaints, Mrs. Stossel noted the advantage of the documentation of such communications as support upon investigation into how certain situations were handled, etc.
- Together the group discussed possible issues to be addressed in the Graduate Handbooks and how they may vary from program to program, discipline to discipline.

IV. Adherence to IUP Policies & Federal Regulations – Tim Mack

- Dr. Mack emphasized the importance of adhering to IUP Policies and Federal Regulations and asked the group to pay attention to notifications as they come out from respective offices and departments, noting that while an IUP Policy may afford some leniency, Federal Regulations do not.
- Along these lines, he noted that this includes things such as RTAF deadlines which are standardly the semester prior to graduation for Master's level students and two semesters prior to graduation for Doctoral students.

V. Update on Renovations in SGSR Admissions Office – Paula Stossel

- Mrs. Stossel was excited to share with the group that the renovation in the SGSR Admissions Office was nearly complete, stressing that the changes will be instrumental in improving the workflow and collaboration within the front office, and have at the same time, greatly enhanced the visual appeal as well.
- Mrs. Stossel also shared that the SGSR's newest admissions specialist, Carrie McCunn, would be joining the SGSR team in February.

VI. Update Regarding iThenticate Software – Hiliary Creely

- Dr. Creely updated the group that progress is being made on the acquisition of the iThenticate anti-plagiarism software which will accommodate much larger files than other anti-plagiarism software.
- Dr. Matt Baumer asked if students will be able to see potentially detrimental excerpts the way they can through the TurnItIn program, to which Dr. Creely replied that is not an option with iThenticate for students to see an iThenticate report on their thesis/dissertation prior to submission to the SGSR (owing to the limited license IUP procured).
- That being the case, she noted that the automated e-mail that the students receive upon submission of their theses and dissertations is to be updated to include a note that the document will be reviewed through iThenticate and measures to take should the student wish to withdraw the submission upon knowing this information. Students will also receive the iThenticate report when they are sent format feedback so they can correct minor errors detected by the software.

X. Suggested Topics of Discussion for the Remainder of the Spring Semester? – Paula Stossel & Hiliary Creely

- Mrs. Stossel and Dr. Creely asked for suggestions of topics of discussion for the remaining Graduate Coordinator Meetings to be held this Spring. Items suggested included:
 - i. Tuition waivers and stipends – two topics currently being worked on
 - ii. Update on MiniGAs – to go to President's Cabinet in 2 weeks
 - iii. Frank DeStefano & Hotcourses.com – a way to show the SGSR website in other languages
 - iv. Updates on Scholars Forums
 - v. New student travel form & review of travel support processes
 - vi. Legal expectations in general
 - vii. Introductory meeting with the new Provost

XI. Adjournment

The January 2013 meeting of the Council of Graduate Coordinators was adjourned with the Doctoral Coordinators' meeting begun immediately thereafter. The next meeting will be held on February 20th, 2013, beginning at 11 am in the Susquehanna Room of the HUB.