

**Meeting Minutes**  
from the  
**Graduate Coordinator Meeting**  
held on  
**Wednesday, February 20, 2013**

**Graduate Coordinators Present:** Matt Baumer, Frank Brooks, Claire Dandeneau, Scott Decker, Richard Hoch, Mary Jalongo, Chris Janicak, Greg Kenning, Kelli Jo Kerry-Moran, Joe Kovaleski, Krish Krishnan, Yu-Ju Kuo, David LaPorte, Crystal Machado, Jeanine Mazak-Kahne, Mark McGowan, Phillip Neusius, Linda Norris, Sue Palmisano, Jeff Ritchey, Jen Roberts, Teresa Shellenbarger, Diane Shinberg, David Stein, Stephanie Taylor-Davis, Sarah Wheeler, Lucinda Willis

**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. Introduction of Evan Bohnen – Hilliary Creely**

- Mr. Bohnen of the University Advancement Office talked briefly with the group about the University Family Campaign and described the variety of mechanisms available to faculty and staff to donate to the campaign.
- Dr. Creely further explained that the headcount for employees donating any amount to the campaign is being used as a PASSHE performance funding indicator and donations can be earmarked for specific programs and/or departments.
- Mr. Bohnen added that the figures of employees making contributions to the University offer huge leverage when dealing with donors and/or alums.
- Dr. Mark McGowan noted that many programs already reach out to their alums in general.
- It was suggested that Mr. Bohnen come back to speak with the group again at another time.

**II. Approval of Minutes from the 1/30/13 Meeting**

- The minutes from the 1/30/13 meeting were approved as submitted.

**III. Mini GAs for Fall 2013 – Tim Mack**

- Dr. Mack mentioned that the Mini GAs would again be offered for Fall 2013, reminding the group that if a program is awarded a Mini GAs, enrollment must increase as well.
- He encouraged the Coordinators to send in their requests for these positions.

**IV. Summer Contract for Currently Unpaid Grad Coordinators – Tim Mack**

- Dr. Mack distributed a draft document outlining possible scenarios of how to award release time for unpaid coordinators, noting that it was being distributed for discussion and input.
- Together the group discussed pros and cons of the different ways shown on the handout as well as other possibilities.
- Of particular note was discussion regarding Summer-heavy programs and how a summer contract may not be the best option available for those coordinators.
- Dr. Mack requested that Coordinators e-mail their thoughts, ideas and concerns to him to be further discussed at the April meeting.

**V. Graduate Assistantship Changes – Tim Mack**

- Dr. Mack distributed a handout regarding Graduate Assistantships, the first piece reiterating information shared in the discussion of MiniGAs.
- The second piece of the handout set forth items for discussion regarding possible changes to Graduate Assistantships. These topics included but were not limited to:
  - Changes in stipend amounts & how to establish such amounts
  - Tuition waiver: more or less important than stipend amount?
  - Tuition waiver: importance of 12 credits vs. 9
- Dr. Mack asked the group to help the folks in the SGSR understand what is important to Coordinators.
- In addition to items on the handouts, discussion also occurred regarding limitations of what can be offered due to IRS regulations, etc., and the importance of flexibility without the entire process becoming too complex and time consuming.
- Dr. Mack noted that the goal would be to seek input from programs and then decide how to move forward.

**VI. Dual Master's Programs – Tim Mack**

- Dr. Mack briefly discussed Dual Master's Programs, which allow for students to complete two programs at the same time.
- While such programs can be cumbersome with regard to financial aid and registration, some schools already offer such an option, and it works for them.
- Dr. Mack noted that on a smaller magnitude, 4+1 programs are already being offered on this campus.

**VII. Graduate Admissions GPA Calculations – Eric Litzinger**

- Mr. Litzinger distributed a draft document depicting proposed changes to the minimum GPA calculation procedure to determine if files will advance for department review.
- After a brief discussion, Eric asked that additional comments/recommendations be sent to him electronically.

**VIII. Merit Awards – Paula Stossel**

- Mrs. Stossel discussed criteria previously used for distributing \$500 Merit Awards. The SGSR would like to revisit the criteria and possibly make changes to award larger amounts but to fewer students.
- Recommended changes and/or suggestions can be made to Paula electronically.

**IX. Graduate Scholars Forum Update – Hilliary Creely**

- Dr. Creely shared that abstracts for the Forum were due at the end of that week and that judges were still needed.
- Coordinators interested in serving as judges or moderators were asked to contact either Dr. Creely or Dr. Shari Robertson, or any of the members on the Graduate Scholars Forum Committee.

**X. iThenticate Update – Hilliary Creely**

- Dr. Creely shared that the SGSR had been conducting testing with iThenticate, and the business procedures for the process were being written up as well.
- She noted that the product allows the SGSR to set filters to adjust the detection resolution such that only potentially plagiarized text of a specified % identity are flagged.

- Dr. Creely also indicated that automated e-mails already being sent to students and coordinators upon submission of theses and dissertations to the research list-serv will be updated to include a statement that the document just submitted will be subject to the review through the iThenticate software.
- In addition, she shared that the SGSR would like to begin using stronger language with regard to research and theses/dissertations policies and guidelines and would be taking those proposals to Senate later in February.

**XI. Adjournment**

The February 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 April 17th, 2013, beginning at 11 am in the Susquehanna Room of the HUB.