

**Meeting Minutes**  
from the  
**Graduate Coordinator Meeting**  
held on  
**Wednesday, April 17, 2013**

**Graduate Coordinators Present:** Matt Baumer, Kristy Chunta, Claire Dandeneau, Sharon Deckert, David Downing, Mary Jalongo, Kelli Jo Kerry-Moran, Yu-Ju Kuo, David LaPorte, Crystal Machado, Robert Major, Jeanine Mazak-Kahne, Mark McGowan, Phillip Neusius, Linda Norris, Muhammad Numan, Sue Palmisano, Shannon Phaneuf, Jeff Ritchey, Teresa Shellenbarger, Diane Shinberg, David Stein, Todd Thompson, Sarah Wheeler

**Graduate School Staff present:** Hilliary Creely, Frank DeStefano, Timothy Mack, 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 2/20/13 Meeting**
  - The minutes from the 2/20/13 meeting were approved as submitted.
  
- II. **Brief Budget Discussion – Tim Mack**
  - Dr. Mack shared that he’s been told how much of a budget cut the SGSR will be taking in the 2013-2014 FY.
  
- III. **IRB – Tim Mack**
  - Our IRB is faster than the national average in throughput.
  - This is federally mandated – must not allow students to do research without IRB approval first. We need your help with this. It is one thing to break an IUP Policy but quite another to break a Federal regulation. Please take this seriously.
  
- IV. **Mini GAs – Tim Mack**
  - Dr. Mack noted that the Mini-GAs will again be offered for the 2013-2014 academic year.
  - Departments were encouraged to ask if they would like one or more MiniGAs.
  
- V. **Summer Contracts for Master’s Coordinators – Tim Mack**
  - Dr. Mack distributed a handout to show how summer contract amounts will be calculated for summer contracts for graduate coordinators.
  - Group discussed options as to the best method for fairly distributing various summer contract amounts to the departments.
  - Dr. Mack said that additional input from the group was welcome and could be sent to the SGSR.
  - Blank summer contract forms were distributed and coordinators were advised to work with their respective departmental secretaries to complete the forms.
  - Dr. Mack noted that even though the summer contracts will be paid when faculty are “off-contract” for the summer, there is “no catch” for the coordinators as there are no reporting requirements and faculty are not being asked to do anything they would not normally do for their programs during the summer break.

- Dr. Mack asked that coordinators not put automated out-of-office reply messages on their IUP e-mails so that prospective students will not feel as though no one is available to advise them and/or answer questions.

**VI. Block Funding – Tim Mack**

- Dr. Mack shared that one doctoral program, Criminology, is doing block funding in order to be more flexible in assistantship stipends options for their students.
- Mrs. Stossel explained how the SGSR calculated the block funding amounts:
  - Looked at in-state and out-of state enrollment over the last few years to determine funding amount.

**VII. Travel Funds Depleted – Hilliary Creely**

- Dr. Creely noted that an email had been sent the day before alerting faculty that the travel funds allotted for 2012-2013 had been used.

**VIII. iThenticate & T/D Submission Status Report – Hilliary Creely**

- Dr. Creely shared that at the February University Senate meeting, the T/D manual changes for fall had been approved.
- She shared that the Senate approved the use of iThenticate for detecting plagiarism with theses and dissertations.
- She asked the coordinators to let their respective students know that this is being done.
- A news item was also posted in the IUP Daily and several announcements have been sent to the graduate student listserv.

**IX. Encouraging Open Access to Scholarship – Hilliary Creely**

- Dr. Creely asked the coordinators to encourage that students not embargo their work at all or, if necessary, to “embargo within reason” and noted that it’s actually the norm for the thesis or dissertation to be disseminated via ProQuest or by campuses through other mechanisms.

**X. GPA Calculation Changes – Paula Stossel**

- Mrs. Stossel noted that to changes to minimum GPA calculations were approved in Senate.
- The changes are:
  - Bachelor’s degree only: if the applicant’s cumulative GPA is less than 2.6 or 2.4 (depending on the year the bachelor’s degree was earned), the SGSR will do a second calculation of the applicant’s last 60 undergraduate credits earned. If the last 60 credits are at or above a 3.0 (on a 4.0 scale), the file can advance for departmental review. The file will not advance if the departmental GPA standards outlined in the Graduate Catalog are higher.
  - If an applicant earned a bachelor’s degree and also earned 12 or more graduate credits, the file can advance for departmental review if the graduate GPA is 3.5 or greater.
  - A file can advance for departmental review if the applicant has an earned master’s or doctoral degree from a regionally accredited institution.
- Effective date: Fall 2013 admission

**Closing Comments from Tim Mack**

- Dr. Mack wished everyone a wonderful summer and reminded the coordinators that GA Award and Assignment forms for Fall 2013 are due by July 1<sup>st</sup>.

**XI. Adjournment**

The April 2013 meeting of the Council of Graduate Coordinators was adjourned with the Doctoral Coordinators' meeting begun immediately thereafter. The next meeting will be held during the fall 2013 semester.