



Indiana University of Pennsylvania

SCHOOL OF GRADUATE STUDIES AND RESEARCH

# Graduate Coordinator Meeting Minutes

## HUB, Susquehanna Room

Meeting Date: January 29, 2014 – 11:00 a.m. -12:30 p.m.

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### Draft

**Graduate Coordinators Present:** Matt Baumer, Holly Branthoover, Dolores Brzycki, Claire Dandeneau, Sharon Deckert, David Downing, Val Helterbran, Richard Hoch, Chris Janicak, Rita Johnson, Ali Kappel, Kelli Kerry-Moran, Joe Kovalski, David LaPorte, Jeanine Mazak-Kahne, John Lowery, Mark McGowan, Mary Lou Metz, Susan Palmisano, Gloria Park, Helmut Paschold, David Piper, Susan Poorman, Diane Shinberg, David Stein, Todd Thompson, Sarah Wheeler

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

- I. Call to order - Meeting called to order by Dr. Timothy Mack, Dean, School of Graduate Studies and Research
- II. Approval of minutes from last meeting (January 29,2014)
  - a. Minutes were approved as submitted
- III. Spring Enrollment – Tim Mack
  - a. Distributed a handout comparing Spring 2013 to Spring 2014
  - b. Noted some programs have cohorts where they do not admit in the spring
  - c. Noted that the head count is good but graduate students are registering for less credits
    - i. Currently looking into the impact of Winter on other terms

- d. Shared that there is 1 “Early Admission” undergraduate student already admitted into a graduate program; counts as undergrad until student begins graduate program; eligible for undergraduate financial aid until finished with undergraduate degree requirements
  - e. “Early Admission” to graduate programs still is not official; has to wait to be passed by Council of Trustees on March 13<sup>th</sup>.
- IV.** Introduction of New Employee, Melissa Constant – Eric Litzinger
- a. Melissa joined SGSR Graduate Admissions staff in November
  - b. Manages incoming documents
  - c. Back-up to application processors
  - d. Manages student workers in front office
- V.** \$100,000 Marketing Initiative – Frank DeStefano
- a. Marketing over the next 3 months – picked 18 programs willing to expand their enrollment
  - b. Also selected some programs for International marketing
  - c. Starting to advertise through YouTube – video clips you see before your actual video starts
  - d. Will also see our ad banners next to videos
  - e. More money into the Twitter campaign
  - f. If your program is not one of the 18, contact Frank; might be able to carve out additional marketing funds for your program
- VI.** Mini GAs - Tim Mack
- a. Tim also noted that a request was submitted for additional funds for Mini-GAs for Fall 2014
- VII.** Graduate Teaching Eligibility – Shari Robertson
- a. Shared a handout and asked for feedback regarding changes to the application for graduate teaching eligibility
  - b. Stressed that only the application will be changing, not requirements or general procedures, etc.
- VIII.** Graduate Presentation Opportunities – Hilliary Creely
- a. IUP Graduate Scholars Forum, April 2, 2014
  - b. PASSHE Graduate Symposium, April 10, 2014

- IX.** Graduate Assistantship Awards, Deadlines and Processing – Paula Stossel
- a. Moving to electronic routing and signatures
  - b. Some place we can centrally deposit signed documents; shared drive suggested since already using it for graduations
  - c. Lynne and Paula will be meeting with Payroll and Bursar’s Offices to revisit processes that are not currently seamless
  - d. Deadline – July 1<sup>st</sup>; about 100 assistantships were received after that date
    - i. Suggested to just give the SGSR a general template so they can be awarded; can add supervisor later
  - e. Easier to convince university they’re needed if they’re being used as recruiting tools
  - f. Understand there are waiting lists, etc.
  - g. Important that forms are filled in correctly
  - h. Discussion of options departments have including “artificial” deadlines so students reply sooner, etc.
- X.** PASSHE Graduate Assistantship Policy – Tim Mack
- a. This especially effects the Criminology department as well as science and technological disciplines
  - b. PASSHE GA policy caps amount that can be paid to students through a stipend; greatly affects Doctoral students
  - c. New Chancellor has asked State System schools for PASSHE policies of concern; one of this policies of concern for IUP is the PASSHE GA policy – NEED a higher stipend
- XI.** Electronic RTAF – Hilliary Creely
- a. Have been working on electronic RTAF; should be live and available online by end of week – Hilliary to send e-mail when available
  - b. Noted that once someone signs a paper copy of the electronic form, all others must also sign physically
- XII.** Additional Note – Claire Dandeneau
- a. Thanks Paula and Tracey Poach for updates to Penn Center (Monroeville)
  - b. New video conferencing unit with current bandwidth; trying to get more bandwidth to expand
- XIII.** PASSHE 18 Million - Tim Mack
- a. Shared that PASSHE is currently looking into offering up 18 million in funding
  - b. Provost currently in preliminary discussions with Deans; wants deans to come forward with new program ideas

- c. Asked the coordinators to please contact their academic dean if they have an idea about a possible new program

**XIV.** Adjournment

- a. Meeting adjourned at 12:30 pm with Doctoral meeting to immediately follow
- b. Next meeting to be held Wednesday, February 26, 2014