



Indiana University of Pennsylvania

SCHOOL OF GRADUATE STUDIES AND RESEARCH

Graduate Coordinator Meeting Minutes

HUB, Susquehanna Room

Meeting Date: November 13, 2013 – 11:00 a.m. -12:30 p.m.

Draft

Graduate Coordinators Present: Matt Baumer, Madeline Bayles, Holly Branthoover, Dolores Brzycki, David Downing, Joe Duchamp, Richard Hoch, Mary Jalongo, Chris Janicak, Ali Kappel, Gregory Kenning, Kelli Kerry-Moran, Krish Krishnan, Yu-Ju Kuo , Joe Kovaleski, David LaPorte , Crystal Machado, Mark McGowan, Phil Neusius, Linda Norris, Susan Palmisano, Gloria Park, Helmut Paschold, David Piper, Jeff Ritchey, Teresa Shellenbarger, Diane Shinberg, Stephanie Taylor-Davis, Sarah Wheeler, B. Gail Wilson

Guest: Provost Timothy Moerland

Graduate School Staff present: Eric Litzinger, Timothy Mack, Autumn Shannon, Paula Stossel

- 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 (October 16, 2013)
 - a. Minutes were approved as submitted
- III. Announcement Regarding Academic Integrity Policy
 - a. Will be enacted in the spring if approved at Senate in December
 - b. If a student withdraws from the program as a result of an academic integrity violation, formal notification must be made to the SGSR so the student will not be admitted to another IUP department/program.

IV. New Marketing Venues

- a. Griffon 108.com – markets to veterans
 - i. Let Tim or Frank know if interested in marketing there
- b. Jetspring – live chat
 - i. Let Tim or Frank know if interested
- c. Hotcourses – Offers marketing in native languages
 - i. If your program is interested in trying to recruit more International Students, might be an option
 - ii. Also International Google – let Tim or Frank know

V. Graduate/Undergraduate Tuition & 4+1 programs – Tim Mack

- a. Early admission after 90 credit hours, with a specified minimum GPA.
- b. Both passed by UWGC yesterday
 - i. Early Admission Grad Programs
 - Ask for concerns
 - Department specific, offering flexibility
 - Use same criteria for admission
 - Discussion regarding specifics
 - IUP students only at this point
 - Student charged at his/her specific student level – undergraduate courses at graduate rates
 - ii. Dual Admission to Grad Programs
 - Should we admit into master's and doctoral at the same time?
 - Some think-about-its, some yeses
 - Would like to start on master's

VI. Interactive conversation with Provost Tim Moerland

- a. Tim Mack introduces the Provost, noting the coordinators are a really innovative group
- b. Graduate Coordinators introduce themselves
- c. Provosts offers thanks
- d. Up to us in a very real way
- e. IUP has challenges but they are manageable
 - i. Budget & enrollment
 - ii. Could be solved by enrolling & retaining two more students to each program at both UG and Grad levels
- f. Opens floor to GC

- i. Krish Krishnan expressed the need for university-wide infrastructure for online courses
- ii. Relief on the horizon for production aspect of materials
 - Administrative framework – also a work in progress
 - Right now we can do some things but also limited
 - Central repository for resources
 - Not at a disadvantage; actually in a sweet spot, with a pathway in front of us plus knowledge of the history of how others have been misled and/or misused the opportunity of online education
- iii. Bright spots for enrollment
 - Hybrid – technology will never completely replace human element of instruction
 - Student success depends on faculty & instructors
 - Caring matters tremendously & IUP does it well
- iv. Remain cheerful but tell us how with the outlook
 - Must compete
 - Develop other markets; there are other markets
 - a. Non-traditional students
 - b. Transfer students
 - c. Veterans
 - d. Adult learners
 - e. Professional certs, upgrades, re-certs
 - DO need to think about doing things differently
 - Must be job-relevant
 - a. Quick return on investment
- v. Tim Mack – don't forget about Mini GAs
- vi. Group thanks the Provost

VII. Status of Graduate Admissions Position – Paula Stossel

- a. Continued with Search after government shutdown was resolved
- b. New person, Melissa Constant, starts on Monday the 18th
 - i. Coordinates the front Admissions area and supervises the SGSR student employees and Graduate Assistants

VIII. UPC Enrollment Management Committee Update – Tim Mack

- a. UPC has an Enrollment Management Committee
 - i. Both undergraduate and graduate enrollment
 - ii. Much more into electronic marketing; starting to see dividends this fall

- iii. University looking at doing more electronic marketing in those areas where other schools have retrenched
- iv. Undergraduate Majors page – sent it to the Deans
 - Shows which programs are getting hits
 - Ways to access that data
- v. Strategic management of undergraduate and graduate enrollment

IX. Using DegreeWorks for Graduation Audits – Paula Stossel

- a. Demo of DegreeWorks, degree auditing system
- b. CAPP being replaced by DegreeWorks
 - i. CAPP will no longer be updated by Registrar’s Office
- c. Checkouts & graduation audits
 - i. What works for you? What doesn’t work for you?
 - ii. Apply online for graduation
 - iii. Info transfers back and forth through X:Drive
 - iv. What do you need to see/want to see?
 - DegreeWorks more versatile; have seen quick return on “fixes”
 - v. Is it enough if SGSR sends you your graduates & then you can use your internal stuff & DegreeWorks to check December graduates? Answer:Yes.
 - vi. SGSR still does a final check even after coordinators say “good to go”

X. Cohorts vs. Spring Enrollment – Tim Mack – Not discussed

XI. Adjournment