



Indiana University of Pennsylvania

SCHOOL OF GRADUATE STUDIES AND RESEARCH

Graduate Coordinator Meeting Minutes

HUB, Susquehanna Room

Meeting Date: February 26, 2014 – 11:00 a.m. -12:30 p.m.

Draft

Graduate Coordinators Present: Matt Baumer, Holly Branthoover, Dolores Brzycki, Kristy Chunta, Claire Dandeneau, Sharon Deckert, David Downing, Ali Kappel, Kelli Kerry-Moran, Joe Kovaleski, Krish Krishnan, David LaPorte, John Lowery, Crystal Machado, Jeanine Mazak-Kahne, Mark McGowan, Bob Millward, Phil Neusius, Linda Norris, Muhammed Numan, Susan Palmisano, Gloria Park, Jeff Ritchey, Diane Shinberg, David Stein, Todd Thompson, Sarah Wheeler, Lucinda Willis

Graduate School Staff present: 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 from previous meeting were not available; will be submitted for approval at April 16th meeting
- III. Differential Graduate Tuition – Tim Mack
 - a. Distributed a handout depicting graduate programs being assessed differential tuition and at which rate those programs are being assessed
 - b. Offered some background on how programs were chosen and how rates were decided
 - c. Noted that all discussions and decisions had been strictly confidential and done very quietly

- d. Paula and Tim were asked to look for enrollment declines from differential tuition in programs approved in the past– None were found.
- e. High demand/high cost or both – information on both of those
- f. At least some of the monies generated from differential tuition are supposed to go back to the departments, even ones that weren't getting it before
- g. As soon as he knows how much it will be, he will share with the group
- h. Goes into effect Fall 2014
- i. Deans were asked in the summer but not given the details
- j. Tim noted that the SGSR's job is to help coordinators - marketing, curriculum, recruitment – and offered hope in that after about 2 years, high school population will start to swing back
- k. Encouraged innovation
 - i. Example: Face to face interview requirement endangers enrollment; switch to Skype
- l. Opened the floor for questions
 - i. What about departments that are doing a good job of covering the big undergraduate population in their respective departments?
- m. Tim noted that charging differential tuition for undergraduates is also being considered
- n. It was also noted that Out-of-State students don't count in PASSHE funding model
- o. Concern was raised that PASSHE schools will become our own competitors within the state
 - i. Edinboro lowering their tuition so we do already compete with our sister institutions
- p. Not fair to coordinators for decisions like this to be made without input from Deans and coordinators. Again, this was confidential and Tim would have told the coordinators if he could.
- q. Per credit tuition policy had a negative effect on one program (M.B.A.)
- r. Comment was made that some of the statistics might miss important factors; for instance, did programs have to recruit more aggressively and/or take lower level students?
- s. Calculations given to PASSHE were based on what PASSHE had requested
- t. Concerned about ever-increasing debt load of students coming out of our institutions
- u. Bursar's office will have the info on their site in July; coordinators were also encouraged to discuss with prospective students
- v. Graduate School website will link to Bursar's Office site for costs
- w. Interactive calculator: Why can't we put an Excel worksheet other there that people can enter their stuff in themselves?
 - i. Intentional that the information is posted on the Bursar's site

- ii. Ask Bursar's Office to calculate and post differential tuition, International student calculations also
- iii. Paula will do
- x. Observation – Provost will be tying resource allocations closer to enrollment

IV. GA Deadlines – Paula Stossel

- a. Folders on shared drive – have assistantships folder in X: Drive
- b. Whenever you complete your Grad Asst award form almost complete with electronic signatures – put in folder & then alert Paula/Lynne
- c. Started to save GA applications in your GA folders
- d. Deadlines – are on our website
- e. Summer GAs be submitted by April 1st (summer only GAs)
- f. Fall GAs – July 1st – Firm deadline for Unrestricted & Designated
- g. Working between departments – moving up interview deadlines so department can meet the 7/1 deadline
- h. Mini GAS can be awarded after July 1st – but award early if you can
- i. Grant funded GAs can be processed after July 1st if grant award doesn't come through by July 1st
- j. Also – we know extreme extenuating circumstances do occur & we can handle these
- k. The SGSR asked for more scholarship money – asked for \$35,000 this year
 - i. You'll get an e-mail when funds are available
 - ii. Last time \$15,000 went in two hours
- l. If you know they're in the application phase, we can definitely do
- m. Last minute students – can understand and work with that
- n. Final deadline for a Spring only GA – November 1st
- o. March 6th – 3:30 – Stabley – Workshop on Dual Enrollment/Early Admissions
- p. Tim – Had 8 unawarded GAs in the Fall last year – Deans will know which areas had the unawarded GAs

V. Research Misconduct and Academic Programs - Tim Mack

- a. Handout – has now reviewed 7 cases
- b. Important to build a culture of compliance; making progress with that initiative
- c. Is Federally mandated
- d. Clarion lost ability to do human subject research this past fall; does happen if there is non-compliance
- e. Going to Senate this spring – must do CITI training
- f. Incidents of plagiarism in research – not course papers
- g. IACUC – had 2 of those – IUP can lose animal right to conduct research

- h. Everyone in one department must be compliant; doesn't work if a majority is compliant
- VI.** Fall Enrollment Projections – Tim Mack and Paula Stossel
- a. Ask Deans to give fall enrollment projections
 - b. Show of hands to see what college Deans have asked coordinators for input on this
 - c. Important that we report a realistic number
 - d. Deans haven't seen it yet – will see it tomorrow
 - e. Generally things look good if we meet those enrollment projections
- VII.** Academic Workforce Plan Programs – Tim Mack
- a. 2011-2012 – credible plan to increase enrollment by December 2014 enrollment
 - b. 8 programs – zero of those have 18 enrolled which was the expected minimum, some are at less than 9 enrolled, and two programs are at 15 enrolled.
 - c. Not sure what will happen to these programs
 - d. Low-enrolled programs will be looked at very seriously by central administration
- VIII.** Extended Graduate Scholars Forum Submission Deadline – Paula Stossel for Hilliary Creely
- a. Deadline for submissions was extended to March 3rd
- IX.** Closing Comments – Tim Mack
- a. New Chancellor
 - i. Already highly involved with university presidents
- X.** Adjournment
- a. Meeting adjourned at 12:30 pm with Doctoral meeting to immediately follow
 - b. Next meeting to be held Wednesday, April 16, 2014