



GRADUATE COORDINATOR MINUTES

HUB, Susquehanna Room

Meeting Date: April 16, 2014 – 11:00 a.m. -12:30 p.m.

Graduate Coordinators Present: Matt Baumer, Madeline Bayles, John Benhart, Holly Branthoover, Dolores Brzycki, Kristy Chunta, Claire Dandeneau, Sharon Deckert, David Downing, Joe Duchamp, Chris Janicak, Kelli Kerry-Moran, Joe Kovalski, Krish Krishnan, David LaPorte, John Lowery, Crystal Machado, Jeanine Mazak-Kahne, Mark McGowan, Phil Neusius, Linda Norris, Susan Palmisano, Gloria Park, Diane Shinberg, Todd Thompson, Sarah Wheeler

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

- I. Call to order
 - a. Meeting was called to order by Tim Mack, Dean, School of Graduate Studies and Research

- II. Approval of Minutes
 - a. From January 29, 2014 Meeting – approved as submitted
 - b. From February 26, 2014 Meeting – approved as submitted

- III. Fall Enrollment Update - Tim Mack – handout
 - a. Doing okay right now
 - b. Still have mini-GAs; just ask for them
 - c. This fall will engage about the GA algorithm/updating it

- IV. Electronic Admissions – Eric Litzinger - handout
 - a. Will now automatically update SGSR’s checklist in Banner
 - b. Allows for real-time views for coordinators (secure login)
 - c. Will improve SGSR processing time
 - d. Documents available to be seen immediately
 - i. Timeline – approximately 4 weeks
 - ii. Allows IT time to configure
 - iii. Allows SGSR time to train and test
 - e. Documents on the X: drive will go away
 - f. Ask for “pilot” programs

- i. Claire Dandeneau , Dave LaPorte, Rick Hoch (nominated by John Benhart), Joe Kovaleski, Madeline Paternostro-Bayles
 - g. Will PIN be more accessible?
 - i. Available in what students receive
 - ii. In Banner
 - iii. Advisor will receive

- V.** Update on Student Research/Scholarship Handbook – Hilliary Creely
 - a. Grad Scholars Forum was a success; Thank you!
 - b. iThenticate update
 - c. Undergraduate Student handbook
 - i. Hilliary and 14 faculty plus one student collaborating on project
 - ii. Met twice – have a draft
 - iii. Request for creation of such a handbook was a result of research misconduct complaints

- VI.** Proposed Student Policy for CITI Training - Tim Mack & Hilliary Creely
 - a. Referring back to above item – SGSR realized that many students do not know enough about IRB, other research issues
 - b. 1 hour free training
 - c. Please read and give feedback
 - d. Won't apply to every single student – only students that are going to be working with IRB or IACUC.
 - e. Will be implemented as soon as it goes through Senate
 - i. Will include major communication
 - f. How can faculty know if their student has completed the training?
 - i. Student will get report; can require that
 - ii. Hilliary can also try to search
 - g. If there is ANY possibility that the student will use anything collected even just as a basis for a future project, the IRB protocol should be submitted.

- VII.** Summer Contracts for Master's Coordinators – Tim Mack & Paula Stossel
 - a. Doing summer contracts for Master's coordinators again
 - b. No additional requirements to receive the contract but SGSR asks that you please do not turn on auto-response that you're gone for the summer
 - i. Noted that the out-of-office messages cause major confusion/conflict with Hobson's

- VIII.** PASSHE Streamlining of Program Approvals – Tim Mack
 - a. Took PASSHE out of a lot of things
 - b. So NEW, not even on PASSHE's website yet

- IX.** Update on Effects of Additional \$100,000 on Recruiting – Frank DeStefano
 - a. Really the additional \$75,000 for the Google program
 - i. 15 programs

- ii. Programs that we didn't target also saw an increase
- b. We know Google is working very well
- c. We think Gradschools.com is also working well; working out some glitches
 - i. Will see 400+ additional inquiries coming in soon

X. "Rejection Language" on the DR Form – Joe Kovalski

- a. Best way to note specific reasons?
 - i. "Not a good fit" is something that we cannot say.
 - ii. We need to be more specific than "doesn't meet criteria" on the DR form and also keep back up written documents from other committee members
 - iii. Sometimes student is not competitive within the pool - good
 - iv. Paula – student challenged her rejection – was rough because back-up documentation quite subjective; need to be objective when delineating reasons for rejection
 - Has to be prove-able, has to be factual
 - v. SGSR will not communicate comments to students; students are referred back to department

XI. Question About Early Admission and Tuition Charges – Sharon Deckert

- a. If someone is in a 4+1, what tuition are they paying?
 - i. Undergraduate tuition will be assessed while student is still coded as undergraduate student in Banner
 - ii. If the student is coded as graduate student and taking undergraduate course(s), will be assessed the graduate level tuition rate
 - iii. Aid won't increase but won't go down unless they qualify for Pell
 - iv. Financial Aid is willing to work with these students
 - v. Still working on websites with some specifics

XII. Adjournment