



GRADUATE COORDINATOR Minutes

HUB, Susquehanna Room

Meeting Date: September 17, 2014 – 11:00 a.m. -12:30 p.m.

Graduate Coordinators Present: Jan Baker, Matt Baumer, John Bradshaw, Dolores Brzycki, Claire Dandeneau, Scott Decker, Sharon Deckert, Kim Desmond, David Downing, Mary Jalongo, Chris Janicak, Kelli Kerry-Moran, Yu-Ju Kuo. David LaPorte, John Lowery, Crystal Machado, Jeanine Mazak-Kahne, Mark McGowan, Mary Lou Metz, Bob Millward, Phil Neusius, Linda Norris, Susan Palmisano, Gloria Park, Kelli Paquette, Susan Poorman, Jeff Ritchey, Diane Shinberg, David Stein, Zack Stiegler, Stephanie Taylor-Davis, Todd Thompson, Joe Townsend, Sarah Wheeler, Nashat Zuraikat

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

Guests: Lynnann Mocek, Mark Staszkievicz

- I. Call to order – Tim Mack – Introductions – asked for mentors for new coordinators
 - a. See Autumn for meetings

- II. Approval of Minutes
 - a. From April 16, 2014 Meeting – approved as submitted

- III. Proposed Changes in Curricular Approval Process – Dave LaPorte, Mark Staszkievicz & Lynnann Mocek
 - a. Dave, Mark and Lynnann shared a handout outlining proposed changes to the curricular approval process and discussed the substantive differences between the current process and the proposed process.
 - b. They asked for feedback and input from the group.

- IV. Fall Enrollment - Tim Mack (handout)
 - a. Tim shared a handout showing various comparisons of this year's enrollment figures to last years.
 - b. Noted that graduate enrollment is minus 18 overall from last year
 - c. Reminded coordinators that they should know what their enrollment goals are and that enrollment greatly figures into the fiscal picture

- d. Thanked the programs that met their enrollment goals
- e. Brief discussion regarding GRE and other standardized scores with regard to impact on enrollment

V. SGSR Personnel & Electronic Admissions Update – Tim Mack & Eric Litzinger

- a. Over the summer all 3 admissions processors took other positions and the Director of Marketing and Recruitment retired
- b. Tim publicly acknowledged the excellent work Eric, Paula and JoAnn Glassford have done to keep Graduate Admissions processing running as smoothly as possible given the circumstances
- c. Will be hiring 2 temporary admissions processors; Eric and Paula reviewing applicants and will proceed with scheduling interviews as soon as possible
- d. Eric noted that the SGSR had been on course with electronic documents management until significant staff changes occurred
- e. Eric also noted that he and Jo are actually up to date with processing applications and that for now documents will still be put on the shared drive
- f. Thanked the group for their patience while graduate admissions goes through this transition
- g. Will still continue to put docs on shared drive for now – thanks for patience
- h. Discussion occurred regarding reference letters

VI. Director of Marketing & Recruitment Position Update – Paula Stossel

- a. Paula shared that she is chairing the search committee
- b. Have received approval to fill position; waiting on some clarification from HR and then advertising will be the next step
- c. Hope to have it advertised within the next couple weeks and filled by January; job will be posted until filled with a proper candidate
- d. Search committee members: Mike Powers, Yu-Ju Kuo, JoAnn Glassford, Eric and Paula

VII. Proposed Policy: IRB & IACUC - Hilliary Creely

- a. Hilliary shared a handout of the draft policy & will electronically send out a copy with the DRAFT watermark on it to all coordinators following the meeting
- b. USRC will be the entity to take it forward to Senate
- c. Welcomes feedback by next Friday
- d. Noted that faculty are not currently required to take the training except in one college where the dean is requiring it
- e. Briefly reviewed how the training module works and shared some changes that should be live by end of this week what it asks for, etc. IRB – by the end of this week – CITI assures Hilliary that will be live by the end of this week –
- f. Regarding communication on IRB and project approval status, coordinators can be cc'd on all of IRB correspondence for your programs' students – just let Hilliary and/or Julie Bassaro know

VIII. Announcement of Library Workshop – Crystal Machado

- a. COEET runs sessions with Library – many excellent resources not being fully utilized
- b. Library having e-books workshop in November

i. All recent editions of text books

IX. New Eligibility Form - Shari Robertson

a. New eligibility form is up and running but sending out to coordinators for review

X. How to Recruit Graduate Students workshop on Friday, 9/19 – Tim Mack

a. Reminded group about this Friday's workshop in Wallwork Hall

XI. Recruiting Update – Tim Mack

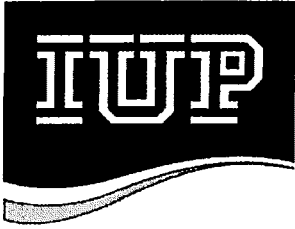
a. Shared a handout (form) to be used for requesting marketing funds

i. Pay attention to what typically doesn't produce results (one pagers, hand-outs, brochures)

ii. Visit with Tim to request money

XII. Take home – a lot going on, lots to do – efforts are paying off

XIII. Adjournment



GRADUATE COORDINATOR AGENDA

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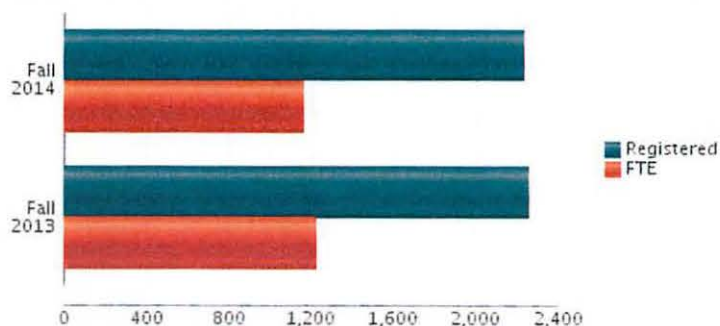
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- VI. Electronic Admissions – Eric Litzinger**
- VII. Director of Marketing & Recruitment Position Update – Paula Stossel**
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Graduate Registrants for the Current Term of **Fall 2014** and the Previous Term of **Fall 2013** 21 Day(s) past Start of Term

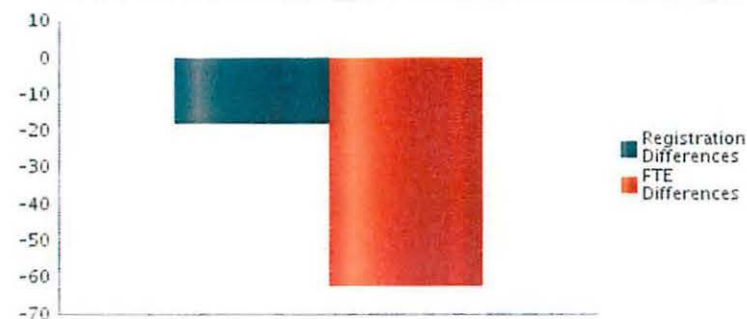
Report Run Date WED SEP 17, 2014

All Figures as of 9/15/2014 data.

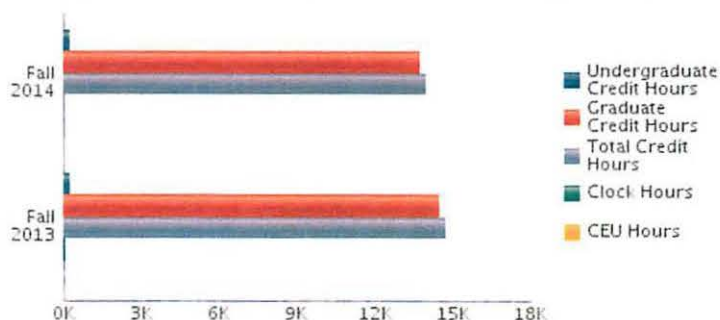
Registration and FTE Comparison – Current vs. Previous Term



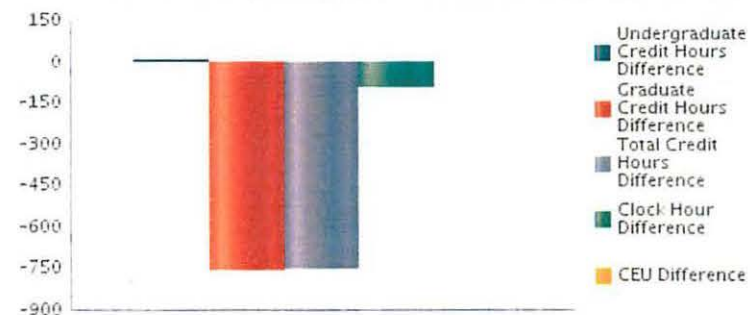
Registration and FTE Differences – Current vs. Previous Term



Credit Summary Comparison – Current vs. Previous Term



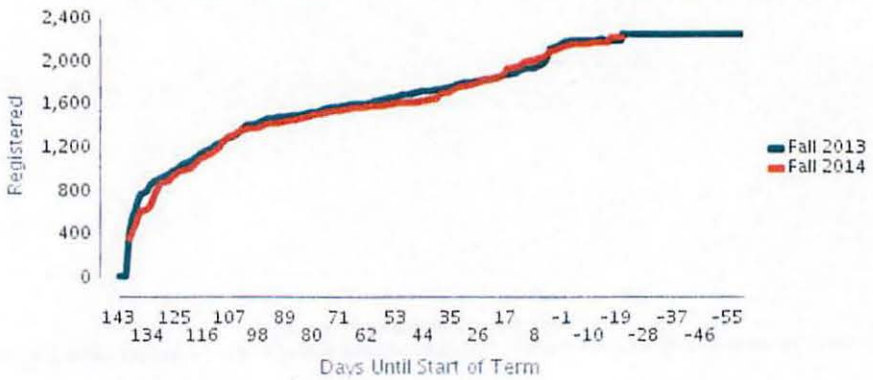
Credit Summary Difference – Current vs. Previous Term



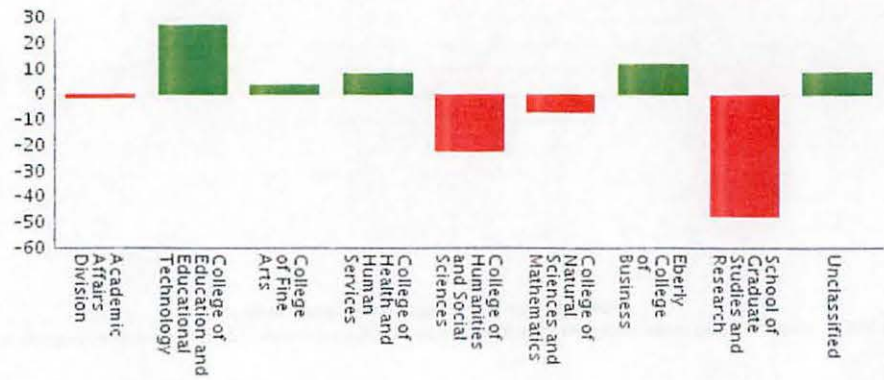
This graph shows the daily cumulative trend of applicant categories. Selecting one of the items from the drop-down box will display the trend for that item.

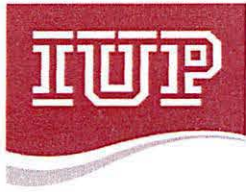
This graph shows the differences in registrations between the current and most recent terms for each college. To see further details about a college, click on that college.

Registration and Credits Trend - Current vs. Previous Term



Registration Differences by College - Current vs. Previous Term





Marketing Funding Request

Program Name: _____

Graduate Coordinator Name: _____



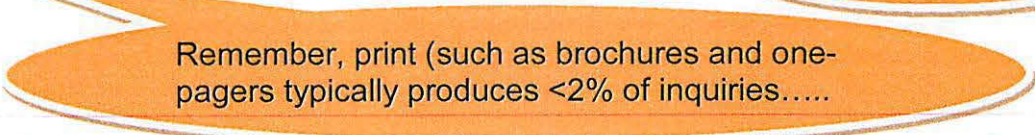
Planned use for 2014-2015 Award

(Please complete all fields in chart below. Attach additional sheets, if necessary):

Initiative	Brief Description	Amount
	Example: Visit potential feeder schools	\$1,000
	Example: host visits by prospective students	\$500
	Example: Do something with <u>known</u> Return on Investment. ROI is measured.....	

Total Funding Request \$ _____

Additional Comments (Optional):



Return completed form to Dr. Tim Mack by emailing tmack@iup.edu or via campus mail to Stright Hall, Room 129.

Requests are due no later than October 3, 2014.

One pagers DO work well for programs that have Information Sessions.

“How To Recruit Graduate Students” Workshop

WHO: Graduate Program Coordinators, Department Chairs, Deans and A-Deans, and Central Administrators

WHY: This is a **highly interactive** workshop, and *you will leave with a draft recruiting plan specific to your own program.*

WHERE: G98 Wallwork Hall

WHEN: Friday, **September 19th**, from 2:00 PM to 5:00 PM. *Plan on the whole 3 hours, please.*

*Presented by **Tim Mack**, Dean of the School of Graduate Studies and Research.
If you want to improve the quality, quantity, ethnicity, or mix of your applicants, then this workshop is for you.*

Bottom Line

- Greater competition + a smaller PA pool of applicants = rough times ahead.
- “Survival of the Fittest”.

What Will You do to Thrive?



IUP

182 Competing Institutions in PA

Know Your Prospective Students

Ask Your Current Students

What do they read?

What do they listen to?

What websites do they visit?

What impresses them?

What turns them off?

LEAST IMPACT on INQUIRIES and APPLICATIONS @ IUP

- Newspapers.
- Radio.
- TV/Cable.
- Magazines.
- Professional journals.



Less than 3% of all inquiries