



GRADUATE COORDINATOR Minutes

HUB, Susquehanna Room

Meeting Date: **October 15, 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, Kelli Kerry-Moran, Joe Kovaleski, 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, Kelli Paquette, Madeline Paternostro Bayles, Curt Porter, Chris Schaney, Diane Shinberg, David Stein, Zack Stiegler, Stephanie Taylor-Davis, Todd Thompson, Joe Townsend, Sarah Wheeler, Lucinda Willis, Nashat Zuraikat

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

Guest: Carolyn Princes

- I. Call to order – Tim Mack

- II. African American Cultural Center – Carolyn Princes
 - a. How is the AACC helpful to your program?
 - b. Diversity, Leadership, Public Speaking, Business Experience
 - c. What would a GA at the AACC do?
 - i. See job description hand out
 - d. Mack offering MiniGAs to any department offering a GA to AACC
 - i. Major doesn't matter; cross-disciplinary
 - ii. If you have students that you know that could benefit from the assistantship offer, please let Carolyn Princes know

- III. Marketing Update - Tim Mack (handouts)
 - a. Tim shared several handouts, some program specific including the enrollment funnel for each graduate program
 - i. The data used to develop the funnels are the official fall freeze data and are what is officially reported to PASSHE.
 - ii. The funnel will be given to the Dean at the next Council of Deans meeting.

- b. Gradschools.com handout
- c. Large handout of what kind of advertising we do with our marketing firm, Beyond Spots & Dots
- d. Pictorial examples of the advertising we do
- e. Handout: What works & what doesn't
- f. Jetspring live chat service is working; we have data on it

IV. Continuous Enrollment for Master's Thesis Students? – Paula Stossel

- a. PRO: forces thesis students to keep registering for a credit each semester until he or she graduates so it serves as a stimulus for them to finish. This prevents students from taking years longer than necessary to graduate. Another pro is that this covers the cost of the use of library and other university resources while the student is doing the thesis. A third is that registering enables students to be eligible for financial aid.
- b. CON: Students has to keep paying and this can be a hardship for some.
- c. This is important for International students that need proof of enrollment to remain in the country
- d. Looking for coordinator feedback
- e. Take back to your colleagues & then bring feedback to Paula
- f. Think about your position

V. Streamlining Eligibility Renewals – Shari Robertson

- a. Will send written summary to you
- b. One email with a chart so that departments/deans can see when faculty graduate teaching eligibility expires, which faculty currently are not graduate teaching eligible, etc.
- c. Other emails will go out throughout the year
- d. Starting in Spring 2015

VI. What do you want to talk about in November? Think about it & get back to us

VII. Adjournment