



GRADUATE COORDINATOR Minutes

HUB, Susquehanna Room

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

Graduate Coordinators Present: Jan Baker, Matt Baumer, John Bradshaw, Dolores Brzycki, Scott Decker, Sharon Deckert, Kim Desmond, David Downing, Richard Hoch, Mary Jalongo, Chris Janicak, Kelli Kerry-Moran, Krish Krishnan, Yu-Ju Kuo, David LaPorte, John Lowery, Jeanine Mazak-Kahne, Mark McGowan, Mary Lou Metz, Phil Neusius, Susan Palmisano, Kelli Paquette, Gloria Park, Susan Poorman, Curt Porter, Diane Shinberg, David Stein, Zack Stiegler, Stephanie Taylor-Davis, Todd Thompson, Josiah Townsend, Sarah Wheeler, Nashat Zuraikat

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

- I. Call to order – Tim Mack

- II. Inquiries: Copied on Hobson's E-mails vs. Inquiry Reports – Tim Mack
 - a. Please let Grad Admissions know if someone contacts you directly so we can get them into the system
 - b. Hobsons e-mail goes out from you – if you're new, contact Eric so that he can make sure that you review the Hobsons correspondence
 - c. Many different pieces are sent out electronically; everyone should have a hard copy of all of those, specific to your program
 - i. Contact Eric if you do not have those
 - ii. Don't send an e-mail out from you when Hobson's is sending one out for you
 - d. Opt out rate of prospective students is less than ½ of 1% indicating that they don't mind the e-mails
 - e. Hobson's e-mail is not cc'd to the coordinator BUT you can see any of your inquiries anytime by using the online reporting
 - f. Asked Eric to develop a list of where all the inquiries come from
 - g. Is what we're giving you today enough or do you want more?

- III. Online Reporting Demo – Paula Stossel & Eric Litzinger

- a. You can see a list of your inquiries in Online Reporting
<http://www.iup.edu/page.aspx?id=36671>
- b. Let Paula know if you haven't been able to log in; works with IT to get everyone access
- c. All of the data comes from Banner – Hobson's and Banner transfer info back and forth
- d. Eric gives demonstration
 - i. Make sure you choose Grad or you will pull Undergrads also
- e. Can export to Excel so you can analyze the data
- f. Online reporting is updated weekly; can access Banner directly through this so you can see live data
 - i. First stop if you have question about application status
 - ii. Banner form is real time
- g. Question: Can recommendation letters be added to online reporting? Yes, they will be in the new system to be implemented this spring
- h. Tim – update on electronic app process
 - i. RFP out, multiple vendors have bid
 - ii. Needs to be accessible on mobile device or desktop
 - iii. Products we are looking at do allow for being able to see the recommendation letters
 - iv. 3 to 4 months until implementation after we select one
 - v. Coordinators will actually recommend admission within the electronic product
 - vi. Customizable by program; will be various formats in which documents can be submitted, including video
 - vii. Archived electronically
 - viii. Levels of access can be created
- i. Not replacing Banner; but able to have more detail with the new system

IV. Marketing update

- a. Tim reviews the graphs of Beyond Spots & Dots data
 - i. YouTube
 - ii. Twitter campaign

V. GA Allocations & Updates - Paula Stossel

- a. Introduces Lynne Troyan, the SGSR staff member that handles all of the GAs
- b. Basic handout
 - i. Almost done with the actual number
 - ii. Now calculating the 2015 – 2017 assistantships
 - Algorithm established by a committee in 2006
 - Tweaked in 2010
 - Paula explains – 32 Designated
 - Weighted FTE model – on the website – will be live with new year's next week
 - Secure login necessary
 - iii. Where are we on the Provost's request to factor in a performance metric/quality metric?

- Will engage with coordinators in the spring
- iv. There is a Protection of Minors committee
 - Who does this apply to? All employees, and also to GAs
 - Will go to University Senate in December

VI. Changes to Curriculum Process Approved by Senate (SCAT) – Shari Robertson

- a. APSCUF
- b. Meet & Discuss
- c. State Meet & Discuss
- d. Into effect in Spring but not fully electronic
- e. Anything currently in the pipeline can move forward
- f. Starting in Spring 2015

VII. Follow-Up Discussion: Continuous Enrollment at the Master's Level – Paula Stossel

- a. Checking in for feedback
 - i. Not a consensus to implement it, so the SGSR Can work with specific programs that want to do this

VIII. Ideas to talk about in future

IX. Adjournment