

Council of Graduate Coordinators  
Meeting Minutes  
Tuesday, April 21, 2009

Graduate Coordinators present: Yu-Ju Kuo, Susan Martin, Teresa Shellenbarger, Jeff Ritchey, Linda Klingaman, Valerie Gunter, Jennie Bullard, Shannon Phaneuf, Beverly Goodwin, Joseph Kovaleski, Ben Rafoth and David Downing.

Graduate School Staff present: David Myers, Donna Griffith, Lori Harkleroad, Beverly Obitz, Sandy Pembleton and Lynne Troyan.

David Myers called the meeting to order.

- I. Introductions: Those present introduced themselves.
- II. The members received and reviewed the minutes of the Tuesday, February 4, 2009 meeting. Minutes were approved on a Ben Rafoth/Beverly Goodwin motion.
- III. Announcements:
  - a. David Myers announced that Dr. Timothy Mack has been hired and accepted the position of Dean, School of Graduate Studies and Research. Dr. Mack will begin his duties on July 1.
  - b. David Myers announced that two people will be interviewed for the Executive Director position for the Research Institute.
  - c. Lori Harkleroad asked that the coordinators encourage their continuing students to register early for the fall 2009 semester. There will be a late registration fee beginning May 1. There will be no late registration fee for the summer 2009 term, nor for the winter term.
  - d. Donna Griffith reported positive feedback from the coordinators regarding the coordinator retreat held on March 26, 2009 at Chestnut Ridge. Donna thanked those who helped with the event. Binders are available at the Graduate School for those coordinators who were not able to attend the retreat. Alida Merlo and Joe Kovaleski hosted "birds of a feather" sessions for graduate coordinators and doctoral coordinators.
  - e. Donna Griffith provided the projected enrollment numbers for fall 2009, as well as comparisons from other years. The college deans were involved in projecting these numbers.
  - f. Paula Sandusky has been exploring the social media market for advertising, and space on Google has been purchased. Seventy-five percent of inquires are now electronically received. Coordinators followed with discussions on applications and the application process.
  - g. Donna Griffith announced that Commencement will be Sunday, May 3 at 11:00 a.m.
  - h. Donna Griffith thanked David Myers for his dedication to the Graduate School as interim dean for graduate studies.

- i. David Myers thanked the Graduate School staff, and the graduate coordinators for the help, support and dedication shown to him

Meeting adjourned at 10:05 a.m.

Following the adjournment, it was suggested that the meetings for following fall semester be scheduled before the beginning of that semester, and the spring semester meetings be scheduled before the end of the fall term.