

Council of Graduate Coordinators

Meeting Minutes

Wednesday, September 16, 2009

Graduate Coordinators Present: Jennie Bullard, Kristy Chunta, Gary Dean, David Downing, Larry Feldman, Dennis Giever, Beverly Goodwin, Valerie Gunter, Linda Hall, Valeri Helterbran, Mary Jalongo, Chris Janicak, Greg Kenning, Linda Klingaman, Joe Kovaleski, Krish Krishnan, Jim Lenze, Werner Lippert, Susan Martin, Mark McGowan, Bob Millward, Phil Neusius, Beverly Obitz, Susan Palmisano, Shannon Phaneuf, Jeff Ritchey, Jennifer Roberts, Shari Robertson, Teresa Shellenbarger, Mark Sloniger, Dawn Woodland

Graduate School Staff present: Donna Griffith, Lori Harkleroad, Timothy Mack, Beverly Obitz, Paula Sandusky, and Tracy VanHorn-Juart

The meeting was called to order by Dr. Timothy Mack, Dean, School of Graduate Studies and Research. Dr. Mack joined the School of Graduate Studies and Research on July 1, 2009.

1. Introductions

- Dr. Mack welcomed the group and introduced himself. He then asked everyone to introduce themselves.

2. Presentation:

- Dr. Mack gave a presentation on *Opportunities and Challenges in Graduate Education*. This will be posted on the School of Graduate Studies and Research website and can be viewed by logging into www.iup.edu/graduatestudies, then click on *For Faculty*.
- Dr. Mack is seeking volunteers to form a committee of graduate coordinators to work together to capture the best practices that create and maintain a vibrant, well-run, successful graduate program. This should include defining and tracking program quality. *Please e-mail* Dr. Mack if you are interested.

3. Announcements:

- Donna reported on the following items:
 - Enrollment numbers for the Fall 2009 term.

- A major shift in trend. She shared that in the past, there were more part-time graduate students enrolled. There are currently more full-time graduate students enrolled.
- Donna announced that if a graduate assistant leaves his or her current position/assignment during a semester, then that position/assignment will not be replaced during the semester. For example, if a graduate assistant left partway through fall semester then the position could not be refilled in the fall.
- The graduate assistantship and tuition waiver process has become very complex to manage, and as a result, a committee of five individuals is working together to develop a more effective way to track the process.

4. Activity

- Following a short lunch break, each table was asked to participate in an interactive exercise, “How can the School of Graduate Studies and Research help me?”
- Suggestions/concerns included:
 - Distribute minutes to all graduate coordinators ASAP after meetings.
 - Satisfy commitments made to new programs. Re: resources, faculty
 - How to support increasing enrollments with decreasing resources?
 - How to recruit high quality students without graduate assistants?
 - Compile/Collect data on how graduate coordinators are compensated for time – AWA?, etc., release time, comp help; standardize this process
 - Better support for on-line learning
 - Gather data on current students and alumni that compares them to a national sample of master’s and doctoral students (for use in our accreditation reports)
 - Evaluate the quality of the graduate assistant experience (periodically) and share with coordinators
 - Increase graduate assistant stipends and numbers
 - Reward graduate school from funding formula
 - Clone Paula – Broader variety of marketing expertise
 - Change university culture to support research – especially external grants