

# Council of Graduate Coordinators

## Meeting Minutes

Wednesday, October 14, 2009

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**Graduate Coordinators Present:** John Anderson, Jennie Bullard, Kristy Chunta, David Downing, Beverly Goodwin, Valerie Gunter, Joseph Kovaleski, Krish Krishnan, Werner Lippert, Susan Martin, Mark McGowan, Alida Merlo, Phillip Neusius, Susan Palmisano, Shannon Phaneuf, Ben Rafter, Lilia Savova, Teresa Shellenbarger, Stephanie Taylor-Davis, Dawn Woodland

**Graduate School Staff present:** Donna Griffith, Lori Harkleroad, Timothy Mack, Paula Sandusky, and Jean Serio

The meeting was called to order by Dr. Timothy Mack, Dean, School of Graduate Studies and Research.

Items of discussion included:

- PASSHE
  - Dr. Mack referred to spreadsheet, "Headcount Enrollment by University, Level and Status, Fall 2009"
  - There are concerns that by next fall semester West Chester will surpass IUP as having the largest enrollment in PASSHE.
  - West Chester has more graduate students enrolled in online and part-time courses than IUP.
  - All new online programs must be submitted for approval by PASSHE.
- Dr. Mack announced that Beverly Obitz is seriously ill and may be out of the office for several weeks.
- Characteristics of a Good Graduate Program Committee
  - Dr. Mack thanked the committee members who have volunteered to serve on this committee. The information that they generate will help with the Academic Affairs Strategic Plan.
  - A listing of those serving on this committee was provided.
- Workshop: *How to Recruit Graduate Students*
  - Dr. Mack encouraged the graduate coordinators to attend this workshop scheduled for October 23 in the HUB Susquehanna Room of the HUB from 2:00-5:00 p.m.
- Electronic Thesis and Dissertations (ETDs) for Fall 2009
  - Dr. Mack asked the graduate coordinators to review the draft "Electronic Thesis and Dissertation Manual" document and asked the graduate coordinators to e-mail their comments to him.

- SGSR would like to make the formatting guidelines more flexible in order to encourage publishing.
  - The document was discussed at the University-Wide Graduate Curriculum Committee on October 13.
- Status of SGSR Mission Statement
  - Dr. Mack is currently working on the SGSR Mission Statement and will send it to the graduate coordinator's in the near future.
- Graduate Courses that have not been Taught in the Past Five Years
  - Dr. Mack referred to this handout, which was generated by the Registrar's Office in July 2009. He shared that the list may not be completely accurate.
  - Dr. Mack asked the graduate coordinators to review their department's courses on the list and to consider making the courses inactive. He feels that continuing to list these courses, which are not being offered in the Graduate Catalog is a form of false advertising.
    - This does not apply to special topics or independent study courses.
    - To reactivate a course, only a form is needed – it does not have to go through the approval process.
    - The SGSR may eventually inactivate courses which fall into this category automatically.
- GA Challenge and Resolution
  - Ms. Griffith announced the enacted change in the graduate assistantship tuition waiver policy, in order to end the recurring budget deficit.
    - “Effective with all assistantships awarded for the 2010-11 assistantship award cycle, students will no longer be permitted to use summer waivers in advance of their earning. That is, any summer waiver earned can be used only after the period of the assistantship.”
    - SGSR is proposing that the number of summer credits earned by the student during the period of the assistantship will be reduced from 12 to 9. This proposal will be discussed in the Council of Deans.
- Jim Moran's document, “Not if, but how and when”
  - Donna Griffith recently attended a PASSHE meeting where the items on this document were discussed.
  - The graduate coordinators discussed the “common application” item. Concerns raised included:
    - Departments may lose their local tracking in the recruitment process;
    - Much personal time and attention goes into recruiting the best students.
      - Donna said that the inquiry phase of the admissions process was not addressed, just the application phase.
    - Donna shared that PASSHE's goal is to keep PA students from going out of state.
- Proposed Course Repeat Policy
  - Donna asked the graduate coordinators to review this document and send comments to Dr. James Lenze. The policy is common practice in PASSHE.

- IELTS Policy that Passed Senate
  - The Senate approved IUP's minimum TOEFL score requirement of 540 (equivalent to a computer-based score of 207).
  - It also approved the SGSR accepting IELTS in lieu of the TOEFL score. The approved minimum score requirement is a 6.0 and this was approved on October 6, 2009.
- Update on Graduate Coordinators' Survey
  - Donna reported a good response to the recent graduate coordinators survey and she will share the outcomes with the graduate coordinators in the near future.
  - Dr. Mack said the academic deans were asked to develop enrollment plans for their graduate programs, and should be contacting their graduate coordinators.
  - Donna will meet with each graduate coordinator to discuss how the SGSR can help attain their enrollment goals.
- Interactive Exercise
  - Follow-up to "How Can the School of Graduate Studies and Research Help Me?" activity that was conducted at the September 16 meeting.
  - Coordinators were asked to rank order the proposed responses to the above question by placing adhesive dots next to the response(s) they felt was most important.