

Council of Graduate Coordinators

Meeting Minutes

Wednesday, November 11, 2009

Graduate Coordinators Present: David Downing, Beverly Goodwin, Mary Jalongo, Chris Janicak, Linda Klingaman, Becky Knickelbein, Joseph Kovaleski, Krish Krishnan, Nadene L'Amoreaux, Mark McGowan, Alida Merlo, Phillip Neusius, Susan Palmisano, Shannon Phaneuf, Ben Rafoth, Jennifer Roberts, Shari Robertson, Stephanie Caulder, Lilia Savova, Dawn Woodland

Graduate School Staff present: Donna Griffith, Beverly Obitz, Paula Sandusky

The meeting was called to order by Ms. Donna Griffith, Assistant Dean for Administration.

Items of discussion included:

- Graduate Housing
 - Some programs have reported that their students are having difficulty finding housing during the summer short-term program offerings.
 - Varying program schedules include (but are not limited to): beginning Wednesday and ending on Saturday; beginning on Sunday and ending on Friday; and beginning Thursday and ending on Saturday.
 - Of the 20 coordinators present, almost half expressed a need for summer housing for their students.
 - Both on and off-campus housing is currently meeting the housing needs for some graduate students; however, arrangements are somewhat departmentalized. There is no uniform housing accessibility plan in place.
 - Because on-campus housing does not include kitchen facilities, off-campus housing is often times a better option for graduate students.
 - All were in favor of contacting Housing and Residence Life to explore options.
- Question and Answer Page Added to SGSR website
 - SGSR will seek the assistance of graduate students, through random sample, to help develop the questions that will appear on this page.
- Characteristics of A Good Graduate Program
 - Dawn Woodland and Joe Kovaleski reported on the progress of this committee.
 - The committee is seeking “good ideas” from each program so that they can be shared. A survey will be distributed to graduate coordinators to collect this information.
 - The purpose of this committee is to serve as a vehicle for sharing information among the graduate coordinators

- Graduate Coordinator Survey Findings
 - Donna distributed the results of the surveys.
 - She encourages graduate coordinators to develop an orientation for new students.
 - Dr. Mack shared that he recently evaluated a program at another university. Most of the graduate students enrolled in the program did not know they had access to free computer software that they needed. They were not aware of this because there was no formal orientation and no Graduate Student Handbook. This negatively affected the students' perspectives of the graduate program.
- Results from the Activity: "How Can the School of Graduate Studies and Research Help Me?"
 - Provide additional funds for marketing.
 - ESF funds will be distributed in the near future.
 - Graduate Coordinators would like the Finance Division to provide a financial report showing the distribution of the ESF funds to the Graduate School. The SGSR expressed a need for this funding and the ESF Committee would like to know how the SGSR distributes the money and how much money is received through the ESF.
 - Development of a Landing Page (University-Wide Marketing Committee).
 - Tech Support – online program development.
 - Continue to address release time for graduate coordinators (Master's level only).
 - Differential Tuition.
 - Possibility of increased tuition for high-demand programs.
- Program "Landing Pages"
 - A web page established by the SGSR in coordination with each individual program. This page can be accessed via the SGSR website. Viewers seeking program information will click on the program of interest and will be directed to this "Landing Page."
 - Developed to eliminate multiple clicks in finding program information from the SGSR's homepage, thus, making it quick to find program specifics.
 - Each "Landing Page" will provide a level of consistency containing links to Admissions-type questions, financial aid, and the program's primary homepage.
 - Two basic templates from which to choose.
 - Google and Yahoo search compliant (each page is coded for searchability).
 - Web edits go through the web team.
 - Paula Sandusky will update the "Landing Pages".
 - Pages will be housed within the SGSR.
 - Tracking will be available.
- Crimson Chronicle
 - SGSR Newsletter coming out next week.
 - Seeking "program level" and "faculty level" achievements for future editions.
- Recruiting Workshop – "How to Recruit Graduate Students"
 - December 10, 2009, 2-5:00 p.m., Allegheny Room of the HUB.
 - Those who attended the prior workshop stated that the information gathered was very valuable.

- Thank You note cards: Those who attended the prior workshop felt it would be useful to have thank you note cards so they can send a follow-up personal note to a prospective student. One hundred cards will be provided by the SGSR for each graduate program.

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