**GRADUATE COMMITTEE**

**MINUTES**

September 17, 2013

Approval of Minutes—Treise asked committee members to review the section of the minutes about the statistics requirement. Everyone agreed that it was written as approved at the meeting of 9-10-13. Ostroff moved to approve the minutes as written and Calvert seconded. The minutes were approved unanimously.

**DISCUSSION ITEMS**

Suspensions and Probations—Kim Holloway discussed how probation/suspension is currently handled and requested a review of the procedures to clear up some inconsistencies.

Under the current procedure, students who are suspended without a previous probation semester, return to classes “on probation” due to the low GPA. They have only that one probation semester to bring up their GPA or they will be removed from the program.

Students who were on probation but didn’t raise their GPA as needed within the probation semester and are then suspended, have one additional semester to raise the GPA upon returning from suspension before being removed from the program-- effectively giving those students two semesters to raise the GPA.

Some professors tell students to drop the class rather than receive an unacceptable grade so they won’t be placed on probation or suspended.

After discussion of the issues, Goodman made the motion to change our policy to the following: If a student is suspended (without having been on probation first) they will miss the following semester (the suspension term) and will be allowed to register in the term following the suspension term without being considered on probation. They will have that term to bring up their GPA and if they don’t, they will be on probation the following term to have the chance to raise their GPA. If they aren’t able to increase the GPA to above a 3.0 in that term (the probation term), they will be removed from the program. Pisani seconded and the motion was unanimously approved.

This does not change our current policy for students who are first on probation and then on suspension if they don’t improve their GPA—they will be allowed one semester following suspension to raise the GPA but they will not be allowed a second probation or a second suspension.

Email about former student—Treise discussed a recent email that many faculty and administrators received—all the way to the President’s Office—about one of our alumni.

The student has been harassed for the last few years by a woman from his home country who has complained that his degree is not valid. The student’s degree has been validated and he has brought charges against the woman making the accusations. Treise told everyone to ignore the emails because legal action is being taken against the woman who made the false allegations.

Graduate Coordinators—Treise asked for suggestions regarding the Dean’s plan to incentivize Graduate Coordinators. Both standards and criteria will need to be determined.

Suggestions for determining the output of the GC’s involvement with students included:

* Monitoring graduation rates
* Student success in the program
* Recruiting done by GC
	+ There is currently a budget of $3000 to help fund doctoral student visits but there is no budget for recruiting Master’s students.

Members discussed how recruiting would increase awareness of our program. It was suggested GCs could visit campuses—perhaps pick large colleges and one or two GCs could visit with packets of info regarding all Master’s programs in our College. Visiting multiple colleges during one recruitment trip would be most efficient. The criteria would be that each GC would need to make x# of visits and the metric would be that the visit was made.

Professional organizations and associations on campus provide an avenue for recruitment without having to go off-campus.

Outputs**—(Debbie is “outputs” the correct heading for these??)**

1. Recruiting
2. The number of applications processed by the GC.
3. The number of students accepted vs. the number who actually attend (yield).
4. Initiate evaluations of the GCs by their students.
5. The number of students in an area of study.
6. The GRE, GPA, and TOEFL of accepted students.
7. Have a presence at conferences. (Treise mentioned that she sat at a recruiting table at the recent AEJMC conference but it was held at a time when not many students were present.)
8. Have a preview week-end when students would come for a recruiting event—they could see the facilities, have some food, meet the faculty.
9. Have larger undergraduate general education classes to entice students from other programs to pursue a Master’s in our College.

Committee members discussed the course release vs. monetary reward for serving as Graduate Coordinator. Pisani raised the concern that giving a course release would penalize the department chairs. The course release option was taken off the table.

Wanta suggested a $3000 per year compensation as the base amount with additional money for GCs with large numbers of students.

Goodman suggested there be a written job description for Graduate Coordinators.

Next Graduate Committee meeting will be October 1.

The meeting was adjourned.

ATTENDING: Treise, Calvert, Ferguson, Goodman, Ostroff, Pisani, Wanta, Holloway, and Hedge