INFORMATION ITEMS

Approval of Minutes—Calvert moved to approve the minutes of the 11-5-13 meeting with Ostroff’s requested deletion. Armstrong seconded, approved unanimously.

Graduate Coordinator Discussion

Armstrong reviewed the JM bylaws and will present them to the JM faculty. Treise said this is “exactly what a graduate coordinator should do.”

Graduate Committee members agreed that the new inputs are too much. They want to see a job description for the online program directors.

Treise recommended that members look at Armstrong’s criteria. Ferguson suggested adding that the Graduate Coordinator should communicate with the Department. It was also suggested that the Graduate Coordinators should communicate with students who have been accepted but have not yet decided if they will attend UF. Ferguson also suggested the curriculum should be reevaluated regularly by the Graduate Coordinators. Goodman suggested the degree plans should be updated more frequently.

Kiousis spoke to the committee about having a more formalized Graduate Coordinator role as we go forward. He said the Graduate Coordinators need to focus on the effort metrics and the outcome metrics—they need to match. Without outcomes, effectiveness can’t be measured.

It was mentioned that Graduate Coordinators shouldn’t be held accountable for things they have no control over, such as enrollment. While some type of enrollment metric should be considered, it was suggested that enrollment metrics are more part of the program itself, not for evaluation of the Graduate Coordinators. They have no control over who attends. Many students choose smaller programs that fund all Master’s students.

Treise said enrollment should not be part of the criteria for a successful Graduate Coordinator.

Graduate Coordinators have control over

--reviewing applications

--talking to faculty and students

--tracking students’ program

--advising students

--communicating

--reviewing folders

--reviewing curriculum yearly

Treise suggested logging time spent communicating with students.

Kiousis said while enrollment is not the “be-all end-all,” he wants some combination of measures discussed to evaluate it.

For research-oriented students, we can track the academic papers but that’s really the program, not the Graduate Coordinators.

Graduate Coordinators should be involved in discussions about curriculum, etc. It’s understood that they cannot influence Chairs about which courses faculty will teach.

It was suggested that the Graduate Committee should determine the common core metrics and then individual departments will determine those unique to their program.

The idea is to provide a more formalized process for the success of Graduate Coordinators and to incentivize based on their success.

Treise asked Kiousis when the current coordinators will receive the promised funding but no date was set.

Combined graduate Research Methods course

Having a combined Research Methods course (instead of individual ADV, PR, etc.) was approved beginning Fall 2014. There might be more than one section.

ATTENDING: Treise, Armstrong, Calvert, Ferguson, Goodman, and Hedge. Kiousis was a guest.