Minutes of the
Graduate Directors Meeting
Thursday, December 18, 2014
11:00am-12:00noon, Kettler Hall 178

PRESENT: Jeong-il Cho (Special Education), Maneesh Sharma (MBA), Lewis Roberts (English & Linguistics), Max Montesino (OLS), Ali Alavizadeh (Technology), Frank Paladino (Biology), Brian Mylrea (OIE), David Cochran (Engineering), Marcia Dixon (Communication), Jane Leatherman (Professional Studies), Jin Soung Yoo (Computer Science), Deb Poling (Nursing), Barton Price (Graduate Advisor), Carol Sternberger (OGS), Brenda Blazier (OGS), Susan Humphrey (OGS)

Guests: Carly Thompson (GSO), Chris Culkin (GSO)

ABSENT: Amy Nitza (Counselor Education), Abdullah Eroglu (Engineering), Brian Fife (Public Policy), Carolyn Lindquist (Educational Leadership), Doug Weakley (Mathematical Sciences), Terri Swim (Educational Studies)

The meeting was called to order by Carol Sternberger at 11:00 a.m.

- Approval of agenda by consensus (Handout A)

- Approval of November 13th minutes by consensus (Handout B)

- George McClellan gave an Admissions update. He first wanted to say “Thank You” to the Graduate Directors because he feels this is the most effective group he has worked with!
  - Admission processes are all manual right now. Time from when an application is complete and decision is made and communication is sent is currently 5-7 days for undergraduates.
  - One of the steps is Background Questions which right now Dr. McClellan is personally making all telephone calls to the students with “Yes” answers for Graduate applications. Sometimes conditions are attached to help ensure the success of these students.
  - Information will be sent to 9 counties in NW Ohio telling them that they will receive a $100 per credit hour scholarship (excluding online courses) to try and create a price war. Indiana residents will still pay the lowest tuition. This includes Graduate students. Carol requested from George the information that could be posted on website. This makes IPFW $2,000/yr cheaper than our peers in these NW Ohio counties with one exception.
  - Dr. McClellan suggested further discussions in the future regarding scholarship monies and increasing GA assistantships. He said need based money is needed because right now all is merit based money.
  - A current admission issue is the modest student information staff and plans are in place to bring in additional assistance. Carol shared that we are still waiting on the completion of our online Graduate application and she has been told that in January staff will be able to focus on this project. George said that a major Banner upgrade has just been completed.
George said that he has a small “completer money” pot for students who have financial crisis in their final semester. He said to contact him in these situations.

- Carol will email the 9 pages of students who are enrolled but have not registered for Spring classes. **She asked each program to contact their students and document the reason.**

- Chris Culkin and Carly Thompson gave a GSO update of upcoming events:
  - IPFW vs. IUPUI Basketball Game – Sunday, January 4th, 7pm – must have RSVP’s from students and their significant others with their full name and they will need to show an ID at the game since Graduate Students will be recognized at the game. Carly will send a flyer to all the Graduate Students on the List Serve.
  - Chili Cook-off and Dessert Auction – Friday, February 20th, 5:30-7:30pm, IPFW Alumni Center
    **Carol would appreciate graduate directors volunteering to bring chili or desserts!**
  - Chris Culkin recently won the President’s Award for his poster at the Conference he just attended. Last Friday, Chris gave a workshop about Travel Grants and attending conferences to approximately 20 Graduate Students. Chris’ Power Point will be emailed to the departments and Graduate Directors.
  - Carly Thompson went to the Senate and received $1,150 for the GSO.
  - Carly shared a student concern that there wasn’t a Graduate Student in the Writing Center. Barton Price said that there is currently one Graduate Student and plans to hire more. Marcia Dixson said that there will also be a Speaking Lab soon. Another concern was the need for a Presentation Workshop. Marcia said to email her if there are enough graduate students interested. Carol said that she is still wanting to start a 3 Minute Thesis Contest and Linda Green from West Lafayette said that they use improve training. Carol has contacted the Theater Department to see if they would be willing to do this.

- Fall 2014 Graduation Lists are due to the Office of Graduate Studies (OGS), KT 263 on Tuesday, 12/23/14 by 12 noon – if you are able to get them delivered earlier it would be greatly appreciated. OGS will be closed on Wednesday, 12/24/14.

- USAP update – Carol wanted to thank everyone who has helped with this report.

- Marketing publications – Carol asked each of the programs to make an appointment with Marketing to update their publications. Carol asked that no curriculum be included in the publications but instead what graduate students are doing and testimonials. Carol will send out the link to the Online Nursing Journal. Our online journal will be called Distinguished. Brian Mylrea asked the Graduate Directors to please forward any publications to him so that he can include them in his International Marketing Campaigns. Carol shared that Marketing has a $50,000 budget for Graduate Studies.
The upcoming Graduate Director Meeting Dates are:

- Thursday, January 15th, 12 noon – 1 pm, KT 178
- Thursday, February 12th, 11 am – 12 noon, KT 178
- Thursday, March 19th, 11 am – 12 noon, KT 178
- Thursday, April 16th, 11 am – 12 noon, KT 178
- Thursday, May 14th, 11 am – 12 noon, KT 178

The meeting was adjourned at 12:00 p.m.

Submitted by:

Brenda Blazier, Office of Graduate Studies