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

PRESENT: Brian Fife (Public Policy), Jeong-il Cho (Special Education), Ali Alavizadeh (Technology), Frank Paladino (Biology), Abdullah Eroglu (Engineering), David Cochran (Engineering), Marcia Dixon (Communication), Jane Leatherman (Professional Studies), Amy Nitza (Counselor Education), Linda Hite (OLS), Maneesh Sharma (MBA), Lewis Roberts (English & Linguistics), Carolyn Lindquist (Educational Leadership), Brian Mylrea (OIE), Carol Sternberger (OGS), Brenda Blazier (OGS), Susan Humphrey (OGS)

Guests: Carly Thompson and Chris Culkin (GSO), Kasey Price (Office of Student Affairs and Enrollment Management), Tonishea Jackson (Admissions)

ABSENT: Jin Soung Yoo (Computer Science), Deb Poling (Nursing), Doug Weakley (Math Sciences), Terri Swim (Educational Studies)

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

- Approval of agenda by consensus
  Added Brian Mylrea to the agenda with full-time course load requirements and restrictions of online courses for International students.

- Approval of April 30th minutes by consensus

- The Graduate Assistant Orientation was held this year on Thursday of Duty Week, August 21st. The feedback we received suggested that next year an overall orientation session be followed by breakout sessions for GTA’s, GRA’s and GAA’s. Since New Faculty Institute is always held on Tuesday of Duty Week, International Student Orientation is always held on Wednesday, CELT is always on Thursday, and many departments have retreats on Friday, it was decided that going forward Orientation should be held on Monday of Duty Week, and next year’s will be on August 17th. The GA Offer Letter Template on the OGS website will be revised to state that orientation will always be held on Monday of Duty Week.

- George McClellan would like to institute a New Graduate Students Orientation starting next year. Questions were raised by Grad Directors regarding attendance of the Grad Students since most are working full-time and they already have an orientation by their program. Carol suggested that something be developed for an On-line Orientation using Blackboard. It was suggested that Dr. McClellan send a list of objectives for this orientation so that programs could cover these topics during their department orientations. Carol said that overall student services like the Library and other resources that help ensure the success of the student would be one of those objectives.

- Kasey Price from the Office of Student Affairs and Enrollment Management handed out the new
Student Travel Funding Guidelines, Helpful Tips for Student Travel Funding Requesters, and the Student Travel Funding Rubric. Any student or student organization that wishes to travel to do research, etc. or any other sort of academically enhanced trip must submit through these new processes. The reviewing committee now consists of 5 students, 3 faculty and 2 staff members. Kasey advised to submit early in the new fiscal year. The fund now has $100,000 each year. The cap per student is $3,000/year. The cap for student organizations is $10,000/year. The lifetime cap is $9,000 per student. Kasey said that there have not been many Graduate students apply in the past and she hopes that more Graduate students would apply this year. Funds cannot be used for travel when academic credits will be received. Please go to ipfw.edu/travel for more information or contact Kasey with questions (pricek@ipfw.edu).

- Chris Culkin, GSO President and Carly Thompson gave a GSO update. The first GSO Event this year was a Tin Caps Game – average attendance has been 25 students. The next event will be on Friday, September 26th from 4-6pm at the Bagel Station in their back room. Carly will be sending out a “Save the Date” to the Graduate Secretaries. We are asking that the programs send the email addresses that your Graduate Students prefer so that Carly can add them to the List Serve. Carly’s email is thomcj02@ipfw.edu to add Graduate Students’ emails to the GSO List Serve. Carol shared that the Chancellor gave permission for the GSO to use the Alumni Center for a Chili Cook-Off.

- Tonishea Jackson, Director of Admissions explained the Enrollment Funnel and handed out copies of her Power Point presentation. Tonishea presented the Funnel Model as a metaphor for a student’s journey from Prospects to Inquiries to Applicants to Admits to Enrolled. Graduate Prospects often come from GRE and GMAT list purchases. Also, Graduate Prospects come from meeting students at Graduate School Fairs. Tonishea stated that she has professional experience working also on the graduate side. She believes that Graduate Students have an expectation to receive an orientation to the overall student services. She also believes that the GSO can be an excellent mentor to our undergraduate students. Tonishea feels that the Graduate Faculty represent value to Graduate Students. Email is a cost effective way to communicate with Graduate Students. She said studies show that Graduate Students use the web as their 1st contact in research. Graduate Students are primarily using LinkedIn.

- Brian Mylrea handed out F-1 Status International Student information sheets and highlighted that Graduate Students must take 9 credits (IU) or 8 credits (PU) each semester. If the student is a Graduate Assistant, they must take 5 (PU) or 6 (IU) credits. The graduate assistantship must be directly related to the student’s field of study in order to be eligible to carry a reduced course load. No more than one class or 3 credits may be via online. Brian asked that Graduate Directors complete authorization form to notify the Office of International Education when Graduate Students become “Thesis Only” status.

- The Graduate Director Meeting Dates for 2014-15 determined by the Doodle Poll are (Carol said that we may need to revisit next semester’s schedule):
  - Thursday, October 9th – 11 am – 12 noon, KT 178
  - Wednesday, November 12th – 11:30 am – 12:30 pm, KT 178
  - Wednesday, December 10th – 11:30 am – 12:30 pm, KT 178
- 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 12:10 p.m.

Submitted by:

Brenda Blazier, Office of Graduate Studies