PRESIDENT’S TASKFORCE FOR GRADUATE EDUCATION MINUTES
Chair: Dr. Stephen Vives
March 11, 2011
Veazey Hall, Conference Room 2001C

Present: Dr. Stephen Vives, COST; Dr. Charles Patterson, COGS/ORSSP; Dr. Donna Hodnicki, CHHS; Dr. John King, COBA; Dr. Kathy Albertson, Provost Office; Dr. Stephen Zerwas, Academic Affairs; Dr. Kari Fitzmorris-Brisolara, JPHCOPH; Dr. Lixin Li, CIT; Mr. Jonathan Harwell, Library/Graduate Student; Mr. Chris Kowalczyk, Graduate Student; Mr. Jeb Barger, ORSSP/COGS; Mrs. Lydia Cross [Alternate for Dr. Deborah Thomas]; Ms. Amy Smith, Graduate Admissions [Alternate for Mrs. Sarah Smith]; Mrs. Audie Graham, COGS

Absent: Dr. Deborah Thomas, COE; Mrs. Sarah Smith, Graduate Admissions; Dr. Curtis Ricker, CLASS; Dr. Nancy Shumaker, Center for International Studies

I. Graduate Admissions Website:
Mr. Jeb Barger presented the new Graduate Admissions website to the Taskforce: http://cogs.georgiasouthern.edu/admission/

Mr. Barger stated he has also been working on the College of Graduate Studies and Office of Research Services and Sponsored Programs’ websites. The goal of the new Graduate Admissions website is to have a uniform place to allow everyone to find information on all graduate programs. All information for the programs was taken directly from department’s websites. Before the website went live, communication was sent out notifying the Program Directors to review their program pages and provide feedback for changes. Mr. Barger asked the committee to review their programs and notify Dr. Toby Ziglar or himself if anything needs to be updated. Mr. Barger stated the banners on the website are interchangeable and can be used to advertise new programs.

The Taskforce suggested adding the link to the department’s websites on the program pages.

Dr. Stephen Vives suggested putting the application link on the department’s website so that prospective students that visit departmental pages do not have to go the COGS or Graduate Admissions website. Dr. John King said to compare the metrics of the COGS/Graduate Admissions website to the department website to select the appropriate place of the application link.

Dr. Charles Patterson stated catalog changes and curriculum changes made by the Graduate Committee will also have to be updated on the Graduate Admissions website.

There was a brief discussion of whether the hybrid programs and other non-traditional programs should be identified in the list of programs.

Dr. Patterson said COGS is developing a Graduate Faculty Database, in a web based environment, which will show what faculty members are teaching the graduate courses. He stated Mr. Christian Flathman is creating a directory for faculty that will include pictures and bios. Mr. Barger has been working with Mr. Flathman and COGS has requested that more information be added to show the expertise of each faculty member and their scholarly interest.

II. Metrics Tracking on Graduate Admissions Website:
Mr. Barger stated Google Analytics is being used to track the metrics for the Graduate Admissions website. This data provides more detail of who is visiting the website. It shows the number of people viewing the
pages and what countries they are from. Mr. Barger said he is still working on a way to streamline getting this information out to the departments. Dr. Patterson stated a communication plan is being discussed to see if information needs to go to Deans, Associate Deans, Program Directors, or Department Chairs.

Mr. Barger demonstrated how the data is pulled. The Taskforce liked the metrics and said they think this can be good information to have to help grow graduate programs, but they would like to see the same metrics for their own websites. Mr. Barger said he will check with Marketing to see if this information is tracked by their office.

Dr. Patterson said the Graduate Admissions site will continue to be updated and all feedback is welcomed. Dr. Vives suggested adding a webmaster button for people to add comments on the website.

Dr. Patterson said Mr. Barger is also available to provide assistance in updating department websites, if needed.

III. COGS Dean Update:
Dr. Charles Patterson provided an update on the following initiatives:
- COGS has been working with the Graduate Student Organization (GSO) to build their infrastructure. The GSO now has two student representatives from each college and Dr. Simone Charles, from Jiann-Ping Hsu College of Public Health, is serving as the faculty representative. The GSO has passed bylaws and a constitution. The GSO is actively involved in coordinating the Graduate Appreciation Week (GAW), which is scheduled March 29-April 1; details for the events will be sent out. The College of Liberal Arts and Social Sciences has requested orally and scholarly presentations; other colleges have requested incorporating their online students. The symposium awards will be announced at a social on Friday, April 1. Door prizes will be given out at the social and there will also be a drawing for a student to win an iPad 2. Students are entered by attending each event during the week.
- The Averitt Awards have been awarded to students in two categories: (1) Tomas Condon in Biology for Excellence in Research and (2) Drew Keane in English for Excellence in Instruction. The prizes for each category will include a $1000 cash prize and a Crystal Eagle Trophy, and will be provided at Honor’s Day. COGS received eight nominations in seven different programs. Dr. Patterson said these awards will be promoted next year and he hopes to have more nominations from Program Directors.
- A commitment has been made by administration to move Graduate Admissions back into COGS.
- The Graduate Assistantship (GA) application is moving to a web-based environment. When a student applies to graduate school they will then be able to complete a GA application. Hiring managers will be able to see all students who are admitted to GSU. This system will filter information from Banner.
- Graduate Commencement is scheduled for May 13. Mr. Chris Clark, President & CEO of the Georgia Chamber of Commerce, will be the guest speaker. There will be a Doctoral Brunch/Reception held in Russell Union prior to commencement. There will be a photographer present and mock hoodings and other offerings. COGS will promote the event once everything is finalized.
- Graduate Catalog will be available in fall 2011.
- Dr. Patterson stated DegreeWorks (DW) is progressing. Mrs. Melanie Reddick is the main scribe for COGS, and she is checking the scribe for all graduate programs. Mrs. Reddick is also coordinating training for all colleges. The timeline for the graduate level DW to go live is October 15.
- SACS accreditation issues related to student learning outcomes is being closely monitored by the Graduate Committee when they are reviewing the curriculum items. Dr. Kathy Albertson said the programs need more consistency.
- A TA training program has been implemented through CTLS. This training was voluntary in spring 2011, but beginning in fall 2011 all TAs who are listed as the instructor of record will be required to complete this training, to meet SACS requirements. There is preliminary discussion of having students come to campus two weeks prior to classes starting to go through training. Reviews from students have
been very good. Mr. Chris Kowalczyk said to keep housing in mind when discussing training schedule, because a lot of places only allow students to move in a week prior to classes starting.

Dr. Vives said he knew the Deans had to turn in their plans for their college of the President. Dr. Vives asked if any of that information would be shared with the Taskforce. Dr. Patterson said he will share the relevant information with the Taskforce for them to review.

IV. Putting Core Values into practice; translating into the enrollment management process:
Dr. Donna Hodnicki and Mr. Jonathan Harwell presented the draft of the core values of graduate education. After a brief discussion the Taskforce agreed to accept the following core values, with one minor editorial change made by Dr. Kathy Albertson. (Editorial change is in red.)

**Excellence**
To promote and maintain a commitment to the highest standards in academic endeavors, practice, scholarship, and lifelong learning.

**Integrity**
To maintain the highest standards in all areas, characterized by trustworthiness, openness, moral and ethical decision-making honesty, and the acceptance of personal responsibility.

**Accountability**
To acknowledge, accept, and meet educational and professional standards; to utilize resources responsibly; and to apply best practices to decision-making.

**Respect**
To embrace and value individual difference; to actively seek to understand perspectives different from our own; and to create an environment of inclusion.

**Innovation and Discovery**
To seek creative solutions; to remain open to innovative ideas; and to encourage active engagement in exploration.

Dr. Patterson said he would send the Taskforce the Dean’s reports by Tuesday, March 15. The Taskforce will review the information and be ready to discuss the information by the next meeting on March 25.

Dr. Vives will create a review sheet for the Taskforce to use when reviewing the Dean’s Report. He will ask for feedback and will send the form out to the Taskforce members before the next meeting.

V. Other Announcements
Ms. Amy Smith provided an update on the following items:
- The Admissions Office is moving forward on hiring an International Agent on the undergraduate side. She said they left the discussion vague so that in the future, when funding is available, the graduate side can do this.
- With Mr. Barger’s assistance the status page has been updated.
- Mrs. Sarah Smith will be back full time next week and she will be resuming her responsibilities on the Taskforce committee.

VI. Adjournment
The meeting was adjourned on March 11, 2011 at 9:30 AM.