PRESIDENT’S TASKFORCE FOR GRADUATE EDUCATION MINUTES
Chair: Dr. Stephen Vives
October 28, 2011
Veazey Hall, Conference Room 2001C

Present: Dr. Stephen Vives, COST; Dr. Charles Patterson, COGS/ORSSP; Dr. Tracy Linderholm, COE; Mrs. Sarah Smith, Admissions Office; Ms. Candace Griffith, Provost Office; Dr. John King, COBA; Dr. Stephen Zerwas, Academic Affairs; Dr. Lixin Li, CIT; Mrs. Tanya Grubbs, Center for International Studies; Mr. Jonathan Harwell, Library/Graduate Student; Mr. Chris Kowalczyk, Graduate Student; Mrs. Audie Graham, COGS

Absent: Dr. Donna Hodnicki, CHHS; Dr. Kathy Albertson, Provost Office; Dr. Laura Gunn, JPHCOPH; Dr. Curtis Ricker, CLASS; Dr. Jeffrey Palis, Center for International Studies

I. Update on Taskforce Timeline from Dr. Charles Patterson
Dr. Charles Patterson stated he hopes to have the Final Report compiled by mid spring. Dr. Stephen Vives asked if there is an expectation for the Report to go to the Deans for review. Dr. Patterson said he will check with President Keel and Provost Ted Moore to discuss expectations.

II. Continue Discussion of Task 2 and 3, related to survey results and resources for the Final Report
Ms. Candace Griffith read through the survey summaries and matched recommendations to the Taskforce’s charge. The Taskforce used the report Ms. Griffith provided to continue discussions on Task 2 and 3.

A. Task 2:
   • Dr. Patterson stated the reporting lines for Graduate Admissions has been moved over to the College of Graduate Studies (COGS), but the physical move will take place the week of October 31. He stated Dr. Toby Ziglar left GSU and COGS has reclassified the position as a Director of Graduate Admissions. Two external candidates are scheduled to come to campus the week of October 31 for interviews. The start date for this position is January 1, 2012.
   • There was a discussion of requiring all graduate programs to have a graduate advising manual/ training. Dr. Patterson said he hopes DegreeWorks will help with advisement. He said Mrs. Melanie Reddick, in COGS, can assist anyone with DegreeWorks. Dr. John King stated COGS could offer some type of training. Dr. Patterson stated COGS implemented a TA Training Program through the Center for Teaching, Learning and Scholarship (CTLS) in fall 2011 for all Teaching Assistant – Level 2’s (TA2). TA2’s are graduate teaching assistants who are listed as the instructor of record and have 18 hours of graduate course credit in the appropriate discipline. This training will continue in the spring and COGS will discuss more a more comprehensive, in-depth training program for fall. Dr. King stated a GeorgiaVIEW page may be useful to their students. Dr. Patterson said Mrs. Marla Bruner started with COGS in September as the Director of Graduate Student Services. He said she will be working closely with current students and developing an online orientation.
   • The Taskforce discussed recruitment and how there has to be consistently time marketing for individual programs. Dr. Patterson revised the recommendations related to marketing and recruitment to cover all aspects in an Institutional Marketing Plan. Dr. Vives asked what the timeline would be to market programs. Dr. Patterson and Ms. Griffith are working on a timeline for Institutional and USg approval. The Board of Regents is now requiring institutions to submit a pre-proposal first and then later a full proposal. Dr. Stephen Zerwas stated substantial changes to a program can be a timely process. Dr. Vives asked if a consultant should be hired to assist with marketing the graduate programs. Dr. Patterson stated that this should be examined closely with Marketing and Communications once a new Director for Graduate Admissions is in place.
   • There was a discussion of graduate assistantships. Dr. Linderholm asked if it is unique for the institution to support master’s students on assistantships. Dr. Patterson responded that this is an
evolution of graduate education at Georgia Southern and, in absence of many doctoral and PhD programs, a necessary recruitment tool to attract graduate students. Dr. Patterson mentioned a survey of graduate student compensation at peer and aspirant programs and will be initiating this survey, either in COGS or via a third-party entity, in the fall.
Dr. Patterson said COGS is working on a comprehensive survey for Graduate Success to be administered by Ms. Bruner.

All members of the Taskforce were in favor of the recommendation to develop a model for online graduate student engagement/culture and communication models. Dr. Patterson said Mrs. Bruner will be a key part in this. There was a discussion of cross-listed courses and the different solutions to eliminate the courses. The Taskforce agreed there is a need to deal with this issue as it relates to rigor and will recommend the 5000G level courses be reviewed to identify separate learning outcomes. The review for rigor will take place during the program review.

There was a discussion of retention of students in programs and whether there were any active retention efforts in the units.

Dr. Patterson said a plan is being devised for international graduate recruitment for China. COGS is pulling together faculty to assist with this initiative. Mrs. Tanya Grubbs stated retention for international students is very good.

Dr. Linderholm stated the College of Education (COE) has started something to assist with post-graduate placement. Ms. Griffith asked if COE could share their process.

Dr. Patterson said COGS will be hosting a Doctoral Reception in the fall, and the event will be held in the Alumni Office. Dr. Vives said students have told him that they are never contacted by the Alumni Office.

There was a discussion of Program Directors’ job duties and how colleges may need to properly define qualifications. The recommendation was made that there should be consistent nomenclature and defined qualifications for program directors.

Coordinators qualifications and job duties need to be defined. Suggested coordinators may work with prospective students and act as a liaison between Graduate Admissions and Program Directors.

The Taskforce agreed COGS should have more rigorous guidelines to approve Graduate Faculty.

The Taskforce changed the wording of the Fund Raising recommendation to Resource Allocation. The online courses may be looked at separately. Dr. Linderholm said there are some online students who cannot get access to some statistical packages. The Taskforce agreed the recommendation to recruit higher caliber and more faculty may not fit in this category.

**Task 3:**

- Dr. Zerwas is working on developing a graduate RPG database with Strategic Research and Analysis.
- Dr. Patterson said Hobson’s Connect is a good source for student application information and said training is available.

**Writing Assignment for Final Report**

Dr. Patterson will develop the next draft of Recommendations for the Taskforce to review, based the information above. The Taskforce will then start adding additional pieces that are in the missing from the President’s charge. Dr. Vives said he will share information on Google Docs to assist Dr. Patterson with the next draft.

**Adjournment**

The meeting was adjourned on October 28, 2011 at 3:30 PM.