PRESENT’S TASKFORCE FOR GRADUATE EDUCATION MINUTES
Chair: Dr. Stephen Vives
November 11, 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; Dr. Kathy Albertson, Provost Office; Dr. John King, COBA; Dr. Stephen Zerwas, Academic Affairs; Dr. Lixin Li, CIT; Dr. Jeffrey Palis, Center for International Studies; Dr. Donna Hodnicki, CHHS; Mr. Jonathan Harwell, Library/Graduate Student; Mr. Chris Kowalczyk, Graduate Student; Mrs. Audie Graham, COGS

Absent: Dr. Laura Gunn, JPHCOPH; Dr. Curtis Ricker, CLASS

I. Discussion of Revised Recommendations for Taskforce Report:
Dr. Charles Patterson distributed the revised recommendations for Taskforce members to review.

There was a discussion of the need to have both Program Directors and Program Coordinators. It was decided that each served a unique role.

The recommendation under Task 1 that is related to enrollment management was discussed. The Taskforce agreed an enrollment management plan should be developed at the college level and then submitted to the College of Graduate Studies (COGS). The review of students will be based on part time enrollment. Dr. Patterson will revise the language on this recommendation and bring it back for the Taskforce to review.

The Taskforce agreed to include Task 1- Goal 4, from the President’s charge, in the final report. This recommendation will begin with the word “Development”, instead of “Explore the development”.

Dr. Patterson encouraged the Taskforce to continue bring new recommendations to the table for discussion.

II. Discussion of Draft Outline for the Final Report
Dr. Steve Vives distributed the outline for discussion.

The Taskforce agreed to include an Executive Summary at the beginning of the report.

The enrollment percentages listed in the Committee’s Charge was discussed. Dr. Patterson stated the Taskforce needs to provide direction of research, scholarship, and a model to increase graduate programs. Dr. Patterson will seek clarification from President Keel to see how he would like the Taskforce to address the percentages listed.

The final report will have a “Committee Statement” in Section III, instead of the “Committee Processes”.

There was a discussion of whether a SWOT should be included in the report. The Taskforce agreed to eliminate the SWOT and include the summaries from the surveys in Section IV of the report.

Dr. Vives said to refer to the comprehensive program review summary for Task 1 – Goals 2, 3, and 4.

Dr. Vives asked Dr. Patterson if he can provide an organization chart of COGS to include in Task 2 – Goal 1. Dr. Patterson will bring chart to the next meeting for discussion.

Task 2 – Goal 3 Discussion – Dr. Patterson stated COGS is developing an enrollment management picture to
provide to colleges. He said the new hires and reclassifications in COGS/Graduate Admissions will also be part of this goal. Dr. Vives asked if data should be included to show what will be available to colleges.

Dr. Donna Hodnicki stated there is still a need for grant writing support. After a discussion the Taskforce agreed to include this as a recommendation in the final report. This would be included under Task 2 – Goal 3.d.

Dr. Albertson suggested incorporating international enrollment as a recommendation. The Taskforce agreed to include this under Task 2 – Goal 1 and 2.

Mr. Jonathan Harwell said to include library resources and technology support under Task 2 – Goal 3. Dr. Patterson asked Mr. Harwell to provide examples to include in the report.

Dr. Albertson made a suggestion to include more support for faculty as a recommendation. (i.e. mentorship, advisement, and post-doctoral fellowships)

Dr. Vives suggested COGS query students in the spring to see if they are using DegreeWorks.

There was a discussion of whether the final report should include a recommendation for colleges to have a coordinator to assist Program Directors. The coordinator would provide administrative support and council for prospective students.

III. Adjournment
Draft outline will be revised to incorporate feedback from today’s meeting. Writing assignments will be assigned at the next meeting.

The meeting was adjourned on November 11, 2011 at 3:25 PM.