

Minutes-Graduate Committee
Kremen School of Education and Human Development
December 6, 2012

Members present- R. Bohlin, S. Lam, E. Jamgochian, W. Ullrich, C. Rankin, S. Lee, S. Macy, N. Akhavan (L. Hauser)
Members absent- G. DeVoogd, S. Hart, A. Carlin
Guests- J. Marshall, P. Beare, P. Hofman
Ex-Officio member- M. Elrod

1. Approval of Agenda-Approved
2. Approval of Minutes-Approved
3. Convocation Committee & Recruitment –
 - a.) Dr. Paul Beare-The Dean is requesting that a member of the Graduate Committee volunteer to sit on the Convocation Committee. The new hire in development will assist and do all the “heavy lifting” or major organizing but it is important to have a Coordinator from the Grad program and Credential program along with Janell Morillo Coordinator of Liberal Studies to have a presence on this committee.
 - b.) Recruitment-The Coordinators need to recruit for their programs. It is unclear as to what the budget will be moving forward. There is a high possibility that we could be closed for Spring 2014, with the hopes that Kremen will get to remain open. It has been suggested by the Chairs to offer release time to the Coordinators for recruitment efforts, more information to follow. The Dean noted that they will be bringing the MA in Reading online program stateside as well.
4. International Students: Recruitment and Support – Dr. Paul Hofman-Handout was given to Committee for a brief review of the Recruitment efforts by International admissions. Monetary rewards are pending in an effort to help engage the Faculty to assist in the recruitment efforts. Suggestion of using visiting scholars to assist in recruitment efforts seem to work very well. After much discussion about the recruiting and numbers, questions from the Committee were asked.
 - a.) GWR-Is there support of the International students so that they can pass the GWR or even the admission writing requirements. AEI is an option for a semester or two but is not available at this time. Dr. Hofman is working on ways to have AEI available. He did suggest raising the TOEFL score requirement to help programs determine a stronger candidate, especially in writing.
 - b.) Losing students-There is a concern that when a student is referred to International Admissions that the student is being lost in the shuffle. Is there a way that the Coordinators can play a more active role and is there a generic message that they could draft for the Coordinator’s so they get them the information to the student that is needed without making the student feel overwhelmed? Lisa James and Alicia Montejano can help assist the programs with communication. Dr. Hofman is willing to assist in any way he can as well. The Coordinators can cc any of them when responding to a student. Dr. Hofman did add that the student may never follow through with all their documentation etc., so it may not be that communication was lost, but the student never followed through. International Admissions does everything in their power to walk the students through the process and their documentation needs.
 - c.) Partnership with Mexico-The hope is that the US and Mexico can begin partnerships again once the restrictions are lifted.
5. New Webpages for Graduate Programs and Online Application Status – Dr. Jim Marshall- Dr. Marshall walked the Coordinators through the newer website design. Laura Rabago is designated to make changes to the “Graduate & ED.D. Programs” link and the information housed there. Maria Elrod is designated to update and make changes to the “Applications & Forms” link for the Graduate and Advanced Credential admission requirements, which also houses all the applications for each program. The hope is to move to an application that is submitted online and have the information stored in a database. It has been discovered that two campuses have instituted a system, but cost them 60k to develop and maintain. There is a “bolt on” type programming that Pomona is using to store their external data in PeopleSoft. KSOEHD is currently working with our programmers and staff to develop this program to suit our needs which may or may not assist with the online application but will help streamline some of the redundancies we have using Access. KSOEHD is also using our site for accreditation.
6. Other Business-Reminder about looking into a retreat to go over assessments, etc.
7. Adjournment- The next meeting is January 17, 2013 at 10:00 a.m. in ED 316 and Dr. Tracz will be returning as Chair.