College of Education  
Graduate Studies Leadership Team  
Minutes of September 21, 2010

Present: J. Lehman, A. Samarapungavan, J. Phillion, A. Sadaf, R. Frisbie, L. Bryan, Y. Mantzicopoulos, and K. Dietz

Prearranged Absence: P. VanFossen—Represented by L. Bryan

Discussion Items:

1. Online Admission Review SharePoint Demonstration (College of Science Information Technology)

A staff person from the College of Science was not available to give us a demonstration of its SharePoint online admission system. We will try to plan this for a later time. The hope is to use this system with the support of the College of Science in the future.

The COE SharePoint online admission review system that was developed by Bob Evans and Kathy Dietz was piloted during Spring 2010. Program areas involved in the pilot indicated SharePoint worked well for reviewing applications. We will continue with that system for the Fall 2010 if we are unable to move to the one developed by the College of Science.

Action: Kathy Dietz will try to arrange for a demonstration by the College of Science in the near future.

2. Reviewing Faculty Graduate Appointments every 5 Years

The Graduate School requires that graduate faculty appointments be reviewed every five years. C&I plans to integrate this review into its yearly merit review for each faculty member. If there is a concern regarding a faculty member, a further review will be initiated. This process will be discussed with the Faculty Affairs Committee. EDST has a Performance Review Committee which reviews its faculty, and EDST will explore building the graduate faculty review into this process.

Action: Departments will implement basic procedures for reviewing faculty.

3. Admitted Student Survey

The group reviewed the survey. Respondents indicated websites were the primary source of researching graduate school options. Also, the response rate was high in regard to the students’ first hearing about graduate studies at Purdue from alumni. Recruiting more effectively to alumni might be beneficial for future graduate enrollment growth. Financial aid support continues to be an issue as 36 of 54 responding indicated that Purdue did not offer them any financial assistance. It was noted that some of those
responding could be part time students, which would not give a complete picture of available financial aid. Also, noted in this survey was that prospective students want to have personal connections with the College when applying and after being admitted.

**Action:** Kathy Dietz will check with the Graduate School to see whether future surveys can have this financial aid question include part time/full time status and degree.

4. **Master’s Courses Over Five Years of Age Used toward a Doctoral Degree**

Each department requires that courses must be less than five years of age to be considered for use on a plan of study for an advanced degree; otherwise, a waiver request must be submitted and approved. Recently, the Graduate School has indicated that no master’s degree courses are to be listed on a doctoral plan of study as of August 1, 2010. The Office of Graduate Studies will not know which master’s courses are being used on a doctoral plan of study and whether a waiver needs to be submitted for approval by the C&I Graduate Waiver Subcommittee/EDST Graduate Chair.

After discussion, it was decided that the chair of a student’s committee would approve courses over five years of age used on a student’s doctoral plan of study, and no waiver request would need to be submitted. Students should note in the comments section on a doctoral plan of study any master’s courses that meet specific foundation/research or program requirements.

**Action:** Graduate chairs will inform the program areas at their next meetings of this change.

5. **GRE—Revised Test to be Released August 2011**

(http://www.ets.org/gre/revised_general_institutions/)

A revised GRE General Test will be launched in August 2011.

**Action:** As soon as more information is available from the Educational Testing Service regarding scoring, the departments will compare the new GRE scores with the older version scores to determine recommended scores for Ph.D. applicants.

6. **GREs**

GREs are required when applying for a Ph.D. program in the College of Education. When master’s students “continue on” in the same program to the Ph.D. level, there has not been any formal process to track that the GREs have been taken. If a student formally submits an application, the Office of Graduate Studies could easily track this, and the file would not be complete for review until the GRE scores (and other required material) are received. In addition, this would ensure that GRE scores for all admitted students for a particular Fall are included in the U.S. News Report. It was suggested that having master’s students submit a new application might be beneficial for the programs in order to formally review a student. However, it might make sense to waive
the requirement for strong master’s degree students who have demonstrated the capability for doctoral work and will continue on.

**Action**: The graduate chairs will bring this issue to their program area for a decision and will provide feedback at the next GSLT meeting.

7. **Spring Event for Fellowship Awardees for “Intellectual Community”**

A luncheon was given for this year’s and last year’s fellowship winners the week before Fall 2010 classes began. An event for the spring is to be planned.

It was suggested that external fellowship recipients, such as Fulbright Scholars, be included in this group and possibly those students who are fully funded by their own countries, if students can be easily identified.

Suggested ideas for activities, included meeting with COE administrators, gatherings to discuss significant professional development experiences, meeting with senior graduate students from the program areas of the Fellows, and/or a question and answer session. Possibly giving them a book of Purdue history or something similar would be a nice gesture. Also, having food at the events is always welcomed by students.