College of Education
Graduate Studies Leadership Team (GLST)
November 5, 2012, 2:30 – 3:30 p.m.


Secretary: K. Sagendorf

Discussion Items:

1. Documentation of Annual Review of COE Master’s and Doctoral Students—Examples of progress reports to be provided for discussion

K. Dietz provided examples of other College’s progress reports along with a COE example she created. Discussion followed. S. Moon mentioned her concern with the COE example is that it looks superficial and disconnected from substantive feedback. She suggested that the letter faculty send to students regarding feedback should be sufficient enough for our purposes so a copy should be submitted to the COE Office of Graduate Studies and placed in the students’ files. Members agreed. K. Dietz suggested that her office keep an excel spreadsheet for tracking purposes when letters come in. Members also agreed. P. VanFossen explained that we should have a deadline for the COE Office of Graduate Studies to receive the copy. The members agreed to the deadline of May 31st.

Process:

After fall semester grades are posted each year, the Office of Graduate Studies will provide record copy transcripts of master’s and doctoral students in January to program secretaries for distribution to faculty for student annual review purposes. These annual reviews should take place in the spring semester. Any programs which choose to review students immediately after the spring semester should submit a request to the Director of the Office of Graduate Studies for record copies to be run and distributed immediately after spring grades are posted in May. The deadline for review of all degree-seeking students in the College of Education is May 31st.

Once a student has been reviewed, the program area will send a copy of the written feedback given to the student to the Office of Graduate Studies to file in the student’s folder. The Office of Graduate Studies will track the annual reviews noting that they have been completed and send reminders, as necessary. Department Heads will be given feedback regarding the annual reviews completed.
Follow-up – The Department Heads will let faculty know the decision of providing the COE Office of Graduate Studies a copy of the feedback letter and deadline. K. Dietz will talk with H. Fiocch about creating an excel spreadsheet.

2. GEA Items

- Fellowship allocation information will be forthcoming shortly. Once we understand how many fellowships will be available, the heads will need to determine if all will be offered. Can we afford to use all of the available fellowships this year?

  J. Lehman explained the fellowship allocation. In recent years, each department has received 1 Purdue Doctoral, 1 Andrews, and 3 Ross fellowships. The departments do have to provide funding for 2 or 3 years following Graduate School support and that is why awarding them is limited. In recent years, the department has returned some Ross fellowships unused. S. Moon suggested that we should award all of them by determining different ways to fund the students. Perhaps having an interview process would help with selection of students.

- Bilsland Strategic Fellowships will no longer be handled as they have in the past with students applying to the Graduate School with their ideas. In the future, they will be tied to specific Graduate School initiatives, and the Graduate School will issue a call for proposals for those initiatives.

- There is an endowment in the Graduate School to support Romanian nationals that will be rolled into the dissertation fellowship funding. If we have any Romanian nationals, dissertation fellowship funding may be available to provide assistance.

  P. VanFossen mentioned that Kathy Obenchain has Romanian connections so she can help recruit for the endowment.

Follow-up – P. VanFossen will talk with Kathy Obenchain about recruitment.

3. Fellowship Awardees Get Togethers—Continue these activities?

  J. Lehman mentioned that the last event was the best turn out we have had. Members agreed we should keep with these activities. The next one will be Fall 2013.

4. Other?

- J. Lehman stated that he is now Chairing a subcommittee for the Graduate School dealing with graduate cooperation between West Lafayette and the Regional Campuses. One of the issues is the overlapping of programs with regional campuses and how can we streamline this issue.
Follow-up: J. Lehman would like to travel to Purdue Calumet with faculty from different areas, such as Special Education, Learning Design and Technology, and Educational Leadership, including the chair of the Curriculum and Instruction Graduate Committee, S. Katsberg.

- The call for PRF grant proposals comes out next week.
- An Open House for prospective students admitted Summer 2013 and Fall 2013 will be held on March 19th

Announcements:

- College of Education Open House for newly admitted students on March 19, 2013
- Next Meeting: January 22, 2013, 2:00 to 3:00 p.m., 6115