College of Education
Graduate Studies Leadership Team (GSLT)
Minutes of March 25, 2013

Present:  H. Jung, S. Katsberg, J. Lehman, Y. Mantzicopoulos, S. Moon, A. Samarapungavan, P. VanFossen, K. Dietz

Discussion Items:

1. Survey of COE Graduate Student Life

The results of the survey were reviewed. Overall, the members felt that it was a favorable outcome. The majority of responders of the survey indicated the climate in their departments was positive. In regard to climate, it was reported that Stephen David hopes to arrange monthly coffee hours focused on international graduate students, but could include international undergraduate students, and study abroad students, to interact informally. It was also reported that the International Committee will be holding open forums for international graduate students to discuss any topics regarding graduate education.

A few main concerns of graduate students were parking facilities, pay of graduate assistantships, office or personal work space, and limited on-campus computer facilities, all of which would not be able to be resolved by the College of Education but could be expressed to higher level administration at the University.

Another concern was limited funds for graduate students who are attending conferences. Currently, the College of Education has award money from the Associate Dean’s budget, in addition to money from a donor and funds from the departments, for students presenting at a conference. Discussion followed regarding giving larger awards, which would result, however, in fewer students being funded. It was suggested that this concern be brought up at a College of Education Leadership Team meeting with Jennifer Jeffries to discuss promoting donations toward conference travel expenses of students.

Another idea in support of students’ attending conferences and making presentations was to assist students by printing posters for them. Cost for a machine could run the College approximately $3,000. This copier could also be used by faculty.

The survey will be disaggregated by departments and sent to the department heads. It was suggested that the survey be repeated in the future.

2. Office of Graduate Studies 2011-12 Annual Report

The annual report was reviewed and discussed. Suggestions were given for clarity for a couple of the reports.
3. **COE Open House**

The Open House for admitted graduate students for Summer and Fall 2013 went well. Nine students were expected with seven attending, 3 Ph.D.’s. and 4 master’s, of whom all were School Counseling admits. The question was raised as to whether the event should be held earlier in the year, although some program areas are reviewing applicants in February and having the event coincide with the Annual Graduate Student Educational Research Symposium (AGSERS) works well. We will look at holding the event again next spring and will review the date next year.

4. **Steps to take when students are not submitting documentation and scheduling appointments with major professor**

If a student is unwilling to submit documentation required by the program area for an annual review, the program area faculty can place the student under academic probation. The student should receive a written timeframe with deadline for submitting the required materials. Even if the student is making progress, submission of these documents is required. It was mentioned to refer to the COE Dismissal Policy which was approved last year.

5. **Co-faculty Advisors**

The issue has arisen in which occasionally a program area will request that two faculty members be listed as faculty advisors for a new admit, particularly if the individual has indicated a desire to work with both faculty members. After discussion, it was decided that only one faculty member should be assigned to a student, which will be indicated in the Office of Graduate Studies records. The student should be informed that two faculty members can later serve as co-chairs.

6. **Recruitment—Google or Facebook Ad?**

There was not enough time to discuss this recruitment item.

7. **Other?**

Dr. Lehman announced that no information had been received from the Graduate School for the summer research grants for students.

The meeting adjourned at 3 p.m.