

Program Directors And Chairs Meeting
February 18, 2009
12:00 Noon – Russell Union, Room 2080

Present: Mrs. Deborah Champion (COL); Dr. Marc Cyr (CLASS, English); Dr. Trent Davis (CLASS, MPA); Dr. Cordelia Zinskie (COE, Curriculum Studies Dept. Chair); Dr. Judi Repman (COE, Instructional Technology); Dr. Randy Carlson (COE, LTHD); Dr. Deborah Thomas (COE, Associate Dean); Mrs. Susan Davies (Graduate Admissions); Mrs. Mary Pascarella (COGS/Graduate Admissions); Mrs. Angela Leverett (COBA Graduate Studies); Dr. Lynn Woodhouse (JPHCOPH, Associate Dean); Dr. Cassandra Arroyo (JPHCOPH, MPH); Dr. Greg Harwood (CLASS, Music); Dr. Eric Kartchner (CLASS, MA-Spanish); Dr. Onyile B. Onyile (CLASS, MFA-Fine Arts); Dr. John Diebolt (COGS, Associate Dean)

1. Hobson's Connect – Susan Davies and Mary Pascarella
 - A. Recruitment Posters– These are being sent to feeder programs (colleges and businesses that may generate students for our graduate programs). If there are places where you would like these sent, please forward the contact information to Mary Pascarella.
 - B. College Brochures– Graduate Admissions had 2000 copies of each college brochure printed. If you are in need of any of these materials, please contact Graduate Admissions. These materials were created and printed by the Office of Marketing and Communications.
 - C. Hobson's Connect Reports– Currently two separate reports are being sent to Program Directors: a "Pending" report, which indicates those students in a program that are pending and ready for a decision; and a "Full Prospect" report, which includes all individuals who have expressed an interest in a program, as well as those who have applied to the program. The "Full Prospect" report is sent electronically each Wednesday to Program Directors. There was discussion as to whether this report should be sent to Department Chairs as well, and it was determined that it would be a good idea. Dr. Carlson suggested that it would be helpful for Eagle ID numbers to be placed on the reports. Susan noted that it would be against IT security policy to do that. Susan also indicated that there may be later training that would allow Program Directors to login to Hobson's and create reports themselves if they wish to do so.
 - D. How to Read Hobson's Reports– The following information was presented by Susan Davies:

The EMT Connect Export Files that you will receive each Wednesday include the status of all students who are prospects or applicants for your program. This report is **only sent to program directors**.

The coding that is used on that report corresponds with **coding in Banner**. Under the application status column, you will see these codes:

I = Incomplete

C = Complete

P = Pending

D = Decision Made

No Code/Blank = Prospect (this student has not applied)

The "complete" code in Banner means that all materials have been collected by Admissions. That code in Banner triggers Naronda Wright to prepare the file for the program director. Once the file is prepared, it becomes "pending" in Banner (and you'll see the "P" code). This is the time that a Program Director should go into Xtender and make the decision on the application by searching for "complete" applications in Xtender. Please note that the language on your EMT Connect Export Files will be different from what you see in Xtender.

To summarize, when you receive your EMT Connect Export Files on Wednesdays, and you want to make decisions on applications, you're really just look for the "pending" applications.

Please contact Mary Pascarella if you have any additional questions at 82302 or marypascarella@georgiasouthern.edu

2. Graduate Assistant Interview Day – Mary Pascarella

- A. The event will take place on Friday, March 27th in the Russell Union building. Hobson's Connect is being used as the communication tool to get the information out to the applicants. In order to be eligible to attend the event, the student must have done the following prior to March 1st: Submit an admission application, Pay the application fee, Submit a Graduate Assistantship application, and be listed as a newly admitted or pending student for either Summer 2009 or Fall 2009.
- B. Invitations and reservation information is being posted to the students Eagle Info page.
- C. Mary Pascarella asked for suggestions on a graduate student speaker for the event's lunch. Dr. Schulte suggested the GSO President, Elizabeth Zettler. The College of Graduate Studies agreed to set this up with Ms. Zettler.

- D. Units currently scheduled to conduct interviews during this event are: Russell Union, University Housing, CRI, Student Leadership, Emerging Technology Center, First Year Experience, Honor's Program, and Financial Aid.
 - E. Dr. Schulte asked what could be done for students who were interested in a position, but could not attend the event. Mary asked that the student's information be emailed to her and she could pass the information along to participating departments. Teleconference interviews could possibly be conducted.
3. Additional Hobson's Connect Comments:
- A. Dr. Arroyo said that she has noticed a decline in the number of phone calls and emails that she receives directly from students, which she attributed to the answers being provided by Hobson's Connect.
 - B. Mary Pascarella noted that, since many students view their email via Blackberry devices, there is a text version of Hobson's correspondence that the student is able view.
 - C. Dr. Carlson asked if a replacement for Dawn Lipker has been found. Susan Davies said that they are in the process of conducting the second search for a new Graduate Recruiter. Dawn continues to work 20 hours per week.
4. College of Graduate Studies Update - Dr. Diebolt:
- A. Graduate Appreciation Week is scheduled for March 31 – April 3, 2009. The following events are scheduled:
 - March 31st – Graduate Research Symposium, CIT Atrium 9:00 AM – 6:00 PM; Deadline for submission of scholarly work is March 1.
 - April 1st – Dunking booth and other fun and games, Russell Union Rotunda, 2:00 – 5:00 PM; Proceeds from this event go to benefit a charity (to be named by Graduate Student Organization)
 - April 2nd – Graduate Student Dinner, Jaman Caribbean Café, 6:00 – 10:00 PM
 - April 3rd – Mini Golf Tournament, Hacker's Golf Park, 2:00 – 6:00 PM; Symposium awards will be distributed at this event
 - B. Please encourage student participation in these events. If a student needs a poster printed for submission in the Research Symposium, the College of Graduate Studies can assist with this. The evaluation rubric for judging the scholarly works was distributed (see Attachment A).

- C. Dr. Diebolt discussed the issue regarding Graduate Faculty status– and whether some colleges had established criteria above the minimum. A study was conducted, and it was discovered that no colleges have set additional standards.
 - D. Graduate enrollment for Spring 2009 has increased to 14% of total enrollment. This is up from 12% of total enrollment during Spring 2008. Enrollment is currently at 2336. This increase is very important, especially in times of budget reductions because tuition dollars help offset the budget cuts.
5. The meeting was adjourned at 12:40 PM.