

Program Directors Meeting
January 21, 2009
12:00 Noon – Russell Union, Room 2080

Present: Mrs. Susan Davies (Graduate Admissions); Mrs. Mary Pascarella (COGS/Graduate Admissions, Hobson's Connect) Dr. Barbara Mallory (COE, Ed Leadership); Mrs. Susan Aberson (COE); Dr. Eric Kartchner (CLASS, Foreign Languages); Dr. Michael Moore (COE, Reading); Dr. Terry Diamanduros (COE, School Psychology); Dr. Grigory Dmitriyev (COE, Curriculum Studies); Dr. Deborah Thomas (COE, Dean's Office); Dr. Greg Harwood (CLASS, Music); Dr. Bruce Schulte (COST, Biology); Dr. Doug Thomson (CLASS, English); Dr. Trent Davis (CLASS, MPA); Dr. Tom Case (CIT, MBA-IS); Mrs. Deborah Champion (COL); Dr. Frank Goforth (COST, METEET); Dr. Onyile Onyile (CLASS, Art); Dr. Dan Czech (CHHS, Kinesiology); Dr. Lynn Woodhouse (JPHCOPH, Assoc. Dean); Dr. Kari Fitzmorris (JPHCOPH, DrPH); Dr. James Stephens (JPHCOPH, MHSA)

1. Susan Davies – Graduate Admissions

- Susan announced that Dawn Lipker would be employed until about the end of February. Human Resources is about to begin a second search for the Graduate Recruiter position. The first search was unsuccessful.
- Mary Pascarella was introduced to the group as the Hobson's Connect person. Her office is in Lewis Hall.

2. Mary Pascarella

- Mary distributed samples of reports that are available in Hobson's (see Attachment # 1)
- She announced that these reports would be sent to each Program Director every Wednesday at approximately 9:00 AM as a .csv export file. If anyone wishes to save the reports, they will need to be saved as Excel files. She also noted that there are instructions on data filtering available in Excel.
- A Hobson's training handout with instruction information was distributed as well.

3. Susan Davies – Graduate Admissions

- Susan showed an example of a Graduate Admission poster that was produced by the Office of Marketing and Communications. They had 1,000 produced and will send them to feeder schools and businesses. She would like the program directors to provide a list of five schools/businesses where they would like one of these posters sent (form is attached, see Attachment #2).
- Graduate Admissions has also had college brochures created by Marketing and Communications and has 2,000 of each. If anyone would like to take these brochures to an event or to send them out, please contact Mary Pascarella.
- Graduate Open House and Southern Grad for a Day were cancelled due to the personnel changes and restraints in Admission. Graduate Assistant Interview Day will occur on Friday, March 27. Any department who would like to participate should send

a short job description to Graduate Admissions. The job descriptions will be distributed to all interested students. The program directors asked for a copy of the job descriptions as well.

- Dr. Onyile asked if the colleges would be notified of their allocations by that time. Dr. Mack answered that he has discussed with the Provost the possibility of notifying the colleges of a certain percentage of their allocation by that time.

4. Hobson's:

- Dr. Czech inquired as to whether Hobson's Connect is able to pick up and correspond with those applicants who submitted an application before Hobson's was put into place. Mary stated that it does pick up those applicants. Hobson's interacts with Banner and updates nightly.

5. Reports / Websites:

- Dr. Mack announced that the University is still looking at Joomla to be the application used to manage departmental sites. This is a free application. It is an open source, and is like a "website in a box".
- Marketing and Communications is working on creating a new look for the GSU site. We are unsure at this time whether this will be done internally, or whether the university will hire a firm to complete this task.
- Dr. Mack distributed a copy of the enrollment report in Excel (see Attachment # 3). He explained to the group that another format of the enrollment report is in the process of being created in Business Objects as well as in Hobson's. He announced that GPAs would be added to the report in the near future; and asked what information the Program Directors would like to see added. Dr. Woodhouse stated that she would like to see information about the number of applicants, the acceptance rate, percentages, demographic information, and zip codes. Dr. Czech suggested including a breakdown of specialty and concentration areas, not just majors. He would also like to see demographic information, state of residence. In addition, Dr. Czech thought it would be beneficial to have the GPA of the students from two years prior, based on demographics.
- Dr. Mack discussed how effectiveness is sometimes hard to see. The COGS website was used as an example. He stated that the COGS site is now much more effective, simply due to the coding. The number one page that is visited is the Program Description page, which is driving the students to the various programs.
- Dr. Stephens would like to know what percentage of the students that are visiting the site are GSU graduates. Dr. Mack suggested that Google Analytics can provide this data. He stated that the person obtaining the data would need to know the basics of html and be able to edit the code. This will enable the department to see who searched the site, where (based on IP address), when, the length of time on the site, search terms, and what page(s) were visited.
- The data obtained from Google Analytics concerning the COGS site is as follows:
 - Most visits occur during the week, between 10 AM – 2 PM.
 - 80 – 90% have high-speed Internet access.
 - 95% use Internet Explorer, Firefox, or Safari.

- Almost all have high-resolution monitors (1024 by 768 or better).
 - Dr. Mallory said that she would be interested to see data on whether the students were searching for online, campus, or blended programs.
 - Dr. Mack asked the group if they would like the full report of Google Analytics on the COGS site. The following Program Directors expressed interest: Dr. Mallory, Dr. Onyile, Dr. Kartchner, Dr. Goforth, Susan Aberson, and Deborah Champion.
6. Program Director Comments:
- The MPA program is having a recruitment night and would like to know if Hobson's can be used to send out correspondence to students about this event. This answer is 'yes.'
 - Dr. Kartchner suggested that there is a glitch in Hobson's because it does not send correspondence to students based on their preferred name.
7. Final Announcements:
- Dr. Mack commended the Master in Music program and the Master in Fine Arts program for their increase in graduate enrollment.
 - Dr. Mack announced that cancellation is near and asked that students be encouraged to pay their fees if they have not done so already. The tuition dollars can help offset the budget cuts, so it is very important that we do not lose students due to cancellation.
 - Susan addressed the question concerning whether students should be allowed in class if they have not paid their fees, and how faculty will know if the fees have been paid or not. Cancellation will occur on January 31. At this point, if the student has been canceled, they will no longer appear on the class roster and they should no longer be allowed to attend class.
 - Dr. Mack announced that Graduate Appreciation Week is scheduled for March 30 – April 3. The Research Symposium will be held on March 31 from 9 AM – 6 PM. Any scholarly work will be permitted. One first place award of \$250 will be given to a student from each college. In addition, one second place award in the amount of \$100 will be awarded to a student in each college. These students will be given a certificate as well. The submission deadline for participation in this event is March 1. Dr. Mack asked that anyone interested in being a judge this year to please contact him. The evaluation rubric is in the process of being created. Dr. Kartchner asked for more information on the Symposium. Dr. Mack suggested that PowerPoint presentations without results are discouraged. Dr. Dmitriyev asked if a dissertation would be considered a scholarly work. It was agreed that this would be admissible. Dr. Mack announced that there would be no keynote speaker or employment workshop this year due to low attendance last year. However, if students are in search of a job, please send them to the Current Student link on the COGS website as there are several links that will assist them with job searches.
 - Dr. Mack told the group that the Quality vs. Quantity and Roles & Rewards subcommittees would not be actively meeting at this time.
 - It was determined that demographic information on the Hobson's reports would be helpful. Mary Pascarella was asked to provide these data at the next Program Director's meeting, in addition to the types of data and reports that could be retrieved from Hobson's. Susan added that the first Hobson's training was more general;

however, the second training session would allow users to see more detail of the functionality.

- Dr. Mallory expressed concern that students, once accepted, seem to disconnect with the College of Graduate Studies and this trickles down to more time being spent by the Program Directors having to explain things to the student that they should be speaking with COGS personnel about. She suggested that the students should be made aware that they are still required to have an active relationship with COGS while they are enrolled. Dr. Mack stated that COGS does send out several emails to all students several times per semester. This communication breakdown is typically a concern with online and part time students, but COGS will certainly try and help resolve this issue. Dr. Thomas suggested that this may be an issue because many students still do not access their GSU email accounts.
 - Dr. Moore asked that the criteria for Graduate Faculty Members and Affiliates (by college) be sent to him.
8. The meeting was adjourned at approximately 1:05 PM. The next meeting is scheduled for Wednesday, February 18 at 12:00 noon in Russell Union, Room 2080.

Attachment # 1

Hobson's EMT Report Examples

Prepared by: Mary Pascarella
Graduate Communications Coordinator
Office of Admissions
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(912) 478-2302
marypascarella@georgiasouthern.edu

1-Day Pending Applicant Report

This is an email sent each morning at 9:00 a.m. to the Program Director only. It will be sent ONLY if a file becomes pending. The email will not have a description in the body of the email – it will have only an attachment. The email will include all files that became pending one day ago and will be the most complete as of 10:00 PM the night prior. When the Program Director receives this email it will serve as a notification to go into Xtender and review the file and make a decision.

The email will have this information:

From: EMT Connect2 Export File

Subject Line: "Program Name" Pending Applications Day 1

Body of email: date file exported, how many rows exported

Attachment: (name of file) – "Program Name" Pending Applications Day 1, date & time stamp

Weekly Prospect Export

This file is sent to the Program Directors and shows all prospects for the degree program. The email will have the below information. A sample report is also shown below:

From: EMT Connect2 Export File

Subject Line: "EMT Connect Export File: "Program Name" Date and Time Stamp.csv has been exported

Body of email: exports results summary; date file exported, name of attached file, how many rows exported.

Attachment: (name of file) -, date & time stamp. The attachment is a CSV delimited file and can be opened directly into Excel.


Application Status Key: C (complete) | I (incomplete) | B (no application) | P (Pending - complete in Xtender) | D (Decision - Complete in Xtender and status pending upon decision)

Last Name	First Name	E-mail	Phone	Application Status	Application Status Date	Applicant Program	Applicant Entry Terms	Graduate Assistantship Application
Korsah	Kwadwo	kkorsah1@student.gsu.edu	7709528811	D (Decision)	11/7/2008	MS-BIOL (Biology (M.S.))	Spring 2009	
Charles	Jillian	jillianccharles@hotmail.com	7707886791	I (Incomplete)	8/4/2008	MS-BIOL (Biology (M.S.))	Spring 2009	
Nazarian	Narineh	nn7@humboldt.edu	8188253360	W (Cancelled)	9/17/2008	MS-BIOL (Biology (M.S.))	Spring 2009	
Castellone	Reid	castelre@bc.edu	8437634006	W (Cancelled)	9/22/2008	MS-BIOL (Biology (M.S.))	Spring 2009	
Jonnalagadda	Sneha Reddy	sneha4_reddy@yahoo.com		D (Decision)	11/6/2008	MS-BIOL (Biology (M.S.))	Spring 2009	10/6/2008
Reynolds	Moir	mo_4515@yahoo.com	7065372437	C (Complete)	1/6/2009	MS-BIOL (Biology (M.S.))	Fall 2009	
Marley	Philip	philip_h_marley@GeorgiaSouthern.edu	2294397442	I (Incomplete)	7/21/2008	MS-BIOL (Biology (M.S.))	Spring 2009	
Daurio	Nicole	nadaurio@svr.edu	8452929132	P (Pending)	1/9/2009	MS-BIOL (Biology (M.S.))	Fall 2009	1/17/2008
Willis	Ryan	rdwillis@owu.edu	5085776856	I (Incomplete)	12/3/2008	MS-BIOL (Biology (M.S.))	Fall 2009	
Das	Prosen	Drprosendas2504@gmail.com	9.19433E+11					

Data Filter in Excel

For the weekly prospect report, you may choose to filter the data in Excel if you have a large list. The Data filter feature of MS Excel allows you to hide data within a spreadsheet that you do not want to see. It does not delete data; it only hides it from view. It is turned on and off by clicking the Filter icon located on the Excel Data Ribbon.

Turning-on/off the Data Filter feature

1. Click the Filter icon on the Excel Ribbon . When Data Filter is on you will see down-pointing arrows next to each Column Header located in Row 1 of the spreadsheet.

Filtering Data

1. If necessary, click on the Data filter icon.
2. Click the down arrow in the column header next to the column by which you want to filter
3. Click the (Select All) checkbox.
4. Click the checkbox(s) by each data type of which you want to view.

Example: Viewing data by a Applicant Entry Term

Click the down arrow beside the Applicant Entry Term header. Click the Select All filter. Click the Applicant Entry Term you want to view e.g., Spring 2009.

List of Establishments to Receive Tear Off Posters

Spring 2009

GOAL: Send tear off posters to establishments that regularly provide us with prospective graduate students. Examples: certain school districts, businesses, organizations, and nearby colleges or universities.

GRADUATE DEGREE PROGRAM:

PERSON SUBMITTING THIS INFORMATION:

Establishment #1

Establishment #2

Establishment #3

Establishment #4

Establishment #5

Establishment #6

Graduate Application Summary for Spring 2009

College	Degree/Program	Fall 2008	Spr 2009	Increase or Decrease
TOTAL	All Colleges	2268	2338	70
COBA	Total	368	396	28
	MACC	87	84	-3
	MBA	132	152	20
	WEBMBA	87	86	-1
	MS-Applied Economics	22	23	1
	Non Degree	40	51	11
COE	Total	1331	1335	4
	EDD Curriculum Studies	241	230	-11
	EDD Educational Administration	195	214	19
	EDS: Counselor Education	28	22	-6
	EDS: Educational Leadership	35	47	12
	EDS: School Psychology	35	32	-3
	EDS: Teaching & Learning	113	114	1
	MED: Accomplished Teaching	38	39	1
	MED: Art Education	1	0	-1
	MED: Counselor Education	84	75	-9
	MED: Educational Leadership	52	47	-5
	MED: Health & PE	0	0	0
	MED: Higher Education	30	29	-1
	MED: Instructional Technology	143	168	25
	MED: Reading Education	40	50	10
	MED: School Psychology	45	42	-3
	MED: Teaching & Learning	58	90	32
	MED: Other	29	2	-27
	MAT	67	86	19
	Non Degree	34	20	-14
	Certification	63	28	-35
CHHS	Total	197	185	-12
	DNP	12	12	0
	MS Clin. Nurse Spec.	4	5	1
	MS Nurse Pract.	58	60	2
	MS Rural Comm Hlth Nur Spec	3	0	-3
	MSN Nursing		0	0
	MS Kinesiology	91	81	-10
	MS Recreation Administration	5	2	-3
	MS Sport Management	22	22	0
	Non Degree	1	1	0
	Certification	1	2	1
JPHCOPH	Total	102	106	4
	DRPH	27	29	2
	MHSA	11	10	-1
	MPH	63	66	3
	Non Degree	1	1	0
CLASS	Total	185	196	11
	MAEnglish	22	22	0
	MFA	17	19	2
	MAHistory	22	26	4
	MMMusic	18	22	4
	MPA	34	39	5
	Psychology	15	13	-2
	PsyD	11	11	0
	MASocialScience	25	25	0
	MA Sociology	0	0	0
	MASpanish	12	12	0
	Non Degree	9	7	-2
COST	Total	81	94	13
	MS Biology	39	38	-1
	MS Mathematics	23	26	3
	MSAE	17	21	4
	Non Degree	1	8	7
	Certification	1	1	0
COGS	Transient	4	26	22