

Program Directors Meeting

October 22, 2008

12:00 Noon – Russell Union, Room 2047

Present: Dr. Amy Heaston (Provost Office); Dr. Cassandra Arroyo (JPHCOPH); Dr. Lynn Woodhouse (JPHCOPH); Ms. Cynthia Frost (Library); Mr. Jonathan Harwell (Library); Dr. Greg Harwood (CLASS); Dr. Terry Diamanduros (COE); Dr. Donna Hodnicki (CHHS); Dr. Randy Carlson (COE); Dr. Barbara Mallory (COE); Dr. Mohammad Davoud (COST); Dr. Yan Wu (COST); Dr. Eric Kartchner (CLASS); Dr. Doralina Martinez-Conde (CLASS); Dr. Deborah Thomas (COE); Dr. Cordelia Zinskie (COE); Mrs. Deborah Champion (COL); Ms. Naronda Wright (Admissions); Dr. John Murray (CLASS); Dr. Tom Case (CIT); Dr. James Stephens (JPHCOPH); Dr. Chuck Harter (COBA)

1. Guest Presentation: Library

- Mr. Fred Smith stated that GILL Express would still be available.
- He also announced that the library has 30 Group Study Rooms available and three of those rooms are designated as graduate student study rooms. The graduate study rooms are located on the first floor.
- Ms. Cynthia Frost spoke about the Document Delivery Service for Distance Learners. This service is available through a user's Iliad account. Students can request documents using the service and, depending on whether the student is on-campus or off-campus, the requested document will be delivered or available for pickup at the library. This service is available to faculty as well.
- Mr. Jonathan Harwell discussed Library Liaisons. The library has a liaison for each college that can assist students in finding information for theses, dissertations, using the world catalog, etc. Dr. Woodhouse stated that the JPHCOPH has utilized these Subject Specialists and are extremely pleased with their services. Dr. Thomas asked that the handout distributed about the Library Liaisons and Subject Specialist be sent electronically so that the material could be disbursed to the students. Mr. Fred Smith agreed, and suggested that this information be distributed to students during orientation as well. After the meeting, Dr. Mack sent these electronically to the graduate program directors.
- The Learning Commons is a new addition to the library. This area serves as reference support as well as Research and Software related IT support.
- Zach's News is an online resource that supplies a blog, news page, and library announcements regarding resources, services, and building renovations.
- Dr. Mallory inquired as to how long GILL Express would be available. Mr. Harwell answered that this will be determined as the state budget situation becomes clearer.
- Dr. Stephens said that he had been told that new journals could not be added at this time and wanted to know if this was true. Mr. Harwell confirmed that this was true; however if there were journals that were no longer needed, they could be replaced by new journals of equivalent cost.

2. Dr. Mack made the following announcements:

- Admissions has cancelled the November 12, 2008 Open House. However, the Graduate Fair is still on the schedule.
- He thanked the library for providing the Graduate Study Rooms, and said that he has toured these spaces and they are excellent rooms with wonderful resources.

Information about these rooms will also be announced in the upcoming Graduate Education Newsletter.

- Dr. Mack discussed the anticipated changes to the ETD guidelines. The committee reviewing the guidelines would like to require “consistent” margins, fonts, etc. instead of actually specifying what they must be. The goal of these changes is to make the process less constraining while still retaining quality.
- A handout was distributed entitled, “Graduate Application Summary for Spring 2009”. The total number of applications (new ones plus those rolled over from last semester) is currently up 50% from last year.

3. Hobson’s Connect Discussion:

- Dr. Hodnicki inquired as to whether Hobson’s Connect will be used to contact some of the Incompletes. Dr. Mack said that this would be the case and that more detailed information about the Hobson’s process would be discussed at the training sessions.
- Dr. Arroyo said that the training session for JPHCOPH was excellent. It provided a sense of relief that the Program Directors no longer have to email the students information after the initial entry. Dr. Stephens added that he was impressed with the tool as well. It will require less work on faculty’s part and it will help to increase enrollment.
- Dr. Hodnicki asked if staff were permitted to attend the training. Dr. Mack said that this would be a good idea for staff who would be entering student information into Hobson’s.
- Dr. Hodnicki also inquired as to whether email between Program Directors and students are automatically recorded in Hobson’s. Dr. Mack said that it would not be recorded unless it was sent from within Hobson’s Connect; however, this would require a more advanced level of program director access. These additional tools may be added at a later date once everyone has been trained and access needs are determined.
- Dr. Mack asked that everyone create an interest page in Hobson’s before they attend training. This will give each individual a better understanding of how this tool operates.
- Dr. Hodnicki questioned whether the Program Director’s creating an interest page would trigger the communications plan and, in turn, show up under the Incomplete Applications. Dr. Mack said that it would trigger the communication plan, however there is a link on the bottom of the email to “opt out”.
- Dr. Mack briefly discussed the different communication plans and how they are different. There is an “Interest” plan, an “Applicant” plan, an “Accepted” plan, as well as a separate communication plan for GOML students.

4. The meeting was adjourned. The group was asked to email Dr. Mack with suggestions for next month’s meeting.