Graduate Associate Deans and Representatives Meeting  
9:00 a.m. – 11:00 a.m., January 26, 2011, BEH 318  
Notes

Attendees noted in Green

<table>
<thead>
<tr>
<th>AS</th>
<th>BA</th>
<th>BCS</th>
<th>ED, EI</th>
<th>EN</th>
<th>GS/SGS</th>
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<tbody>
<tr>
<td>Robert Potter</td>
<td>Charles Kroncke</td>
<td>Gail Donaldson</td>
<td>Harold Keller</td>
<td>Rafael Perez</td>
<td>Kalanithy Vairamooorthy</td>
<td>Ted Van Vleet</td>
<td>Michael Barber</td>
<td>Rita D'Aoust</td>
<td>Deanna Washington</td>
<td>Barton Lee</td>
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<td>Lisa Avari-Cooper</td>
<td>Wendy Baker</td>
<td>Wanda MacLean</td>
<td>Diane Briscoe</td>
<td>Marsha Brett</td>
<td>TBA</td>
<td>Dawna Ishler</td>
<td>Kathy Zahn</td>
<td>Jason Beckstead</td>
<td>Kay Perrin</td>
<td>Carol Kerrigan</td>
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USF-St. Petersburg | USF-Sarasota/Manatee | USF-Polytechnic | Graduate School

Other Attendees: COED: Miranda Sloan

Review and Approval of Minutes: The December minutes were reviewed and approved.

Dean’s Report: Dr. Karen Liller presented the following:

- **Enrollment Updates and Recruitment**: The Graduate School is currently meeting with colleges to determine strategies for Master’s recruitment and enrollment. The Graduate School is available to assist departments with recruitment and other activities to increase enrollment.
- **Challenge Grant News**: 2010-2011 final presentations will take place on Friday, January 28 from 10:00am-12:00pm in MSC 3707. The 2011-2012 recipients have begun research and will present later this year. All information regarding current and past Challenge Grant recipients may be found on the Graduate School website.
- **New PSM Program with Funding**: PSM programs focus on curriculum, leadership, and internship. The Graduate School is currently working with departments to develop additional PSM programs.
- **Working with Foundation on Donors**: The Graduate School is working with Foundation to determine donors for the 30th Anniversary celebration on March 4, 2011. The Graduate School is also reaching out to alumni and other sponsors to help support the 30th event.
- **Visit to HCC about Partnership**: This week, the Graduate School administration will be meeting with HCC personnel to determine details regarding the new partnership to provide community college teaching experience to doctoral students. It has been determined that the Graduate School will pay for student waivers and HCC will pay the student stipend.

Associate Dean’s Report: Dr. Richard Pollenz updated the group on the following:

- **ETD Update**: The ETD submission process has been streamlined to 4 steps. In addition, the single checklist has been replaced with 2 checklists, one for Master’s and one for doctoral. The ETD website has been updated and reorganized for easier navigation. The NORC survey may now be completed online. Beginning Spring 2011, students will submit manuscripts directly to the USF ProQuest website. Finally, beginning Spring 2011, off-campus students may complete the online assessment through Blackboard to fulfill the ETD workshop requirement. In Fall 2010, the Graduate School developed and initiated an ETD Student communication plan, which is designed to communicate with students via e-mail regarding important ETD deadlines, events, and other pertinent information. The Graduate School will be implementing a new ETD fee structure beginning Summer 2011. Fees will be based on cost to review. Late submissions will also incur additional fees.
- **I-Grade Update**: The I-Grade form has been revised. It is the responsibility of the faculty to determine the progress of the student. Cindy Pumphrey is the new Graduate School contact for I-grade forms and issues. Additional details regarding the revised I-grade form and procedures will be shared at the February Program Coordinators Brown bag meeting.

Admissions Update: Dr. Elizabeth O’Connell updated the group on the following

- **Application Update**: Applications for Spring 2011 are down, however, the Graduate School anticipates an increase for the summer, fall semesters. The new application system should be live by May 2011.
- **Bologna Degree Update**: Launched by the European Union countries, this initiative attempts to harmonize educational systems and programs among 47 countries that have signed the agreement. Several countries have created a review process and have completed progress reports regarding changes to their systems, improvement initiatives, etc. The Graduate School is researching the progress of this initiative and its implications for admissions standards for USF’s graduate programs. The Graduate School will invite an authority on the Bologna Process to campus in the near future to provide an overview of the Bologna process for graduate faculty and staff.
• **Speak Test Update**: Job categories for international students have been revised and now provide a “non-contact” category for international teaching assistants who do not meet the minimum requirement for English speaking proficiency. Updated information is available on the Graduate School website. The fee for the SPEAK test is $100.00. It will be charged to students taking the test. Departments may choose to cover the cost of the test for students.

**Recruitment/Marketing Update**: Malcolm Randolph presented the Recruitment/Marketing Update

• **Recruitment Efforts**: The Graduate School continues to advertise USF graduate programs throughout the state of Florida. Advertisements for graduate study at USF have been published in student newspapers in the Tampa Bay region and in the major universities throughout the State. In addition, international student recruitment efforts are increasing. Admissions staff recruitment trips to Europe and the development of international exchange programs are among the new initiatives.

• **Postcard Campaign**: The Graduate School has launched a postcard campaign to encourage current USF undergrads to apply to USF graduate programs. In January the GS sent postcards to USF seniors with 3.0 GPAs encouraging them to apply to the Graduate School at USF.

• **Recruitment Website**: The website is currently being reorganized and updated for easier navigation.

• **Partnership with International Study Abroad Office**: The Graduate School is working with the USF International Study Abroad Office to globally disseminate information about graduate programs at USF. The GS will meet with USF students who will be studying abroad to brief them on GS opportunities and encourage them to be ambassadors for USF. The GS will also meet with international exchange students studying at USF to inform them of graduate school opportunities and encourage them to apply for graduate study here after they complete their studies at home.

• **Social Networking: Marketing unit expanding presence** on Facebook and Twitter in an attempt to recruit graduate students and create an informational forum for current graduate students.

**Graduate Council Update**: Carol Hines-Cobb updated the group on the following:

• **Policy Updates**: The Graduate Council approved a revision to the Transfer of Credit policy to address USF Institution system issues. The revised policy has also been condensed and further clarified. A policy regarding Professional Ethics was also discussed, but has been sent back for further revision to differentiate the policy from academic dismissal versus dismissal for violations of ethical conduct. The Council also reviewed the new proposed ETD fee revision (see notes under Associate Deans’ report) and was supportive of the plan.

• **Curriculum Updates**: The Graduate Council approved changes to the M.S. in Real Estate program and the Careering Counseling Concentration in the Counselor Education M.A. program. In addition a new concentration in Athletic Training in the M.S.M.S. program and a new Graduate Certificate in College Student Affairs were both approved. The Committee will also begin working on a three-year program review process. The review is not intended to be punitive, but rather an opportunity for programs approved three years ago to present the program to the Council, providing information on various components yet to be determined by the Committee.

**Adjourn**

There being no new business, the meeting adjourned at 11:00 p.m.