Minutes recorded by: Veronica Richardson


I. Approval of the Agenda: Gonsier-Gerdin, Holland 2nd

II. Approval of the Minutes: Holland, Lozano 2nd

III. Updates Chair:

- Submission of thesis/project: December 5 – OGS deadlines to submit theses/projects. Program coordinators need to send S. Heredia the number of projected theses/projects for the fall semester and students should submit their thesis/project to S. Heredia no later than November 17 for signature.

- Spring Admissions: Approximately 10 applications were received for Special Education. Child Development received a few more than 10. Easy to add CHDV students to classes since this is not a cohorted program.

- B Grade Policy: Remember to inform students of the ATC grade policy for their program.

- Electronic Submission and Review for Fall 2015 Applications: A paperless process for applying to OGS will be in place for fall 2015. Training will be offered on how to review and score online applications. Pending is the decision about offering the supplemental application online. Reviewers can make changes on initial scores and comments (need to be cautious about written comments) and should submit their reviews after reaching consensus among members of the program screening committee. OGS considers an application complete if there’s a supplemental application and one transcript.
• Students: GPSE students miss too many deadlines despite efforts on the part of faculty and information posted on OGS website and shared at advising/program nights. This semester staff will send messages to faculty and all MA students about important deadlines.

This semester many students were dropped for lack of payment. Staff will work to identify these students from the list of admits and keep the program coordinators informed of their status. Students need to provide a written explanation for adding/dropping a class after census. There was discussion about the need for students to assume greater responsibility for meeting deadlines. It was pointed out that many of our students work full time and find it challenging to get the help they need from a campus that operates from 8am-5pm.

Staff is working to update program forms (e.g., 500 petition) and identify students not currently enrolled in our programs. Many take a leave and don’t notify faculty advisor and/or OGS.

Reminder from Dean Sheared: Faculty should not leave things outside their offices due to confidentiality issues and that students are not allowed to leave items for faculty in their boxes in the mailroom.

IV. Recruitment:
• Reminder: Update your CoE profile and include your research interests. It was suggested that there be a link from the faculty profile to a few of their publications. This would give students a better understanding of the type of research faculty engage in and help them to identify an advisor.
• AERO recruitment event: Grad Day, October 30. SSOAR is also charged with addressing recruitment.
• School Psych students created and displayed posters on this campus and UCD promoting their program and Information Night. This effort resulted in a large number of attendees.
• Suggested that we engage in activities (e.g, recruit at professional conferences) to recruit students as opposed to limiting ourselves to campus recruitment activities.
• Dean Sheared reminded us that recruitment materials should include information that distinguishes our grad programs from others.
• Reminder: Profile alumni on CoE web-page (see BMED and Counselor Ed for examples).
• CoE Facebook can be used to disseminate information about grad programs. Currently, there are 108 “likes.” Once you “like” you need to “share” the information to reach a larger audience.
• S. O’Donnell is training new student assistants. One of them can be responsible for maintaining Facebook information. FB postings can include program related announcements, research opportunities with faculty, updates about the profession etc. Twitter is best for sending out reminders. Send Facebook information to the GPSE Chair for approval. Chair will forward request to S. O’Donnell.

REMINDERS:
1. Continuous enrollment forms due by October 31.
2. Mandatory violence training for graduate students. October 17 deadline; training online – must pass with a score of 75% or better; $5.00/fee; hold will be placed on spring registration if students fail to take or pass the training. See OGS website for information.
3. Provost’s Student Research Showcase, Tuesday, October 28, Redwood Room, 9am-3pm.

Meeting Adjourned: 2:45p.m.