

# Graduate Programs Faculty Meeting

## Thursday, February 18, 2010

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Present: Anthony Citrin, Greg Galardi, Ellie Kunkel, Cheryl Blue, Beverly Urbach, Sheri Grotrian, Kyle Ryan, Christi Hutchison, Liz Kearney, Kristi Preisman, Bill Lambrecht, Mary Goebel-Lundholm, Mark Beischel, Johann Murray, Laura Roberts, Greg Seay, Linda Staples, Greg Zost, Loretta Zost,

1. Welcome from Dr. Seay

2. Committee Reports

a. Course Introductions – Report at end of the meeting

b. Proctoring

Dr. Greg Zost distributed a report summary for the Graduate Proctoring Committee. Dr. Drew selected the option “All courses would have a culminating activity which is comprehensive and the student’s identity can be verified.” The committee will meet further to discuss and finalize course culminating projects, activities, or exams. Final recommendations from the committee will be forwarded to Dr. Seay in March.

c. How to succeed in graduate school

Discussion involved keys to success, cohorts beginning the program each summer, and requiring all graduate students to use LiveText. The presentation will be ready for summer courses.

3. Syllabi Update

The APA requirement for each course has been added to the textbook list. Faculty were reminded to add a statement to syllabi to encourage students to retain the APA text for other course references. **(Note: the 6<sup>th</sup> edition is being required at this time.)**

Faculty were reminded to send copies of all current syllabi to the Graduate Programs Office for accreditation purposes and to update the Graduate Programs web site.

4. Master Shell Update

Faculty were asked to remove all dates from gradebooks in the master shells. Dr. Seay is working on reassignment of master shell responsibilities. Faculty will be notified when finalized and advised for deadlines for revisions to be made to the shells.

5. Course video presentation clips and/or voice over PowerPoints

Drs. Citrin and Preisman have volunteered a class for the MSED program, and Drs. Goebel-Lundholm and Galardi have volunteered a class for the MSOM program. Faculty

may receive pay for voice over and presentation clips development this summer. Dr. Seay will check with Laura about student view of Blackboard for faculty.

6. Summer teaching assignments

7. Information

- a. Monday, February 22<sup>nd</sup> – all students must use NeSIS to access catsonline. PSC's home page has a video introduction.
- b. 10 Ken Boxley tuition, fees, and textbook scholarships will be awarded to students beginning the cohort program this summer. Two one-half tuition SEED scholarships will be awarded to students beginning the MSOM program in Fall 2010. Full information is posted on the Graduate Programs web site.
- c. Faculty will soon receive textbook order forms for summer courses – due to Bookstore by March 12<sup>th</sup>. Fall textbook orders are due to the Bookstore by April 2<sup>nd</sup>.

8. Course Introduction Video

Dr. Citrin's course introduction video was presented. Two minutes for the video is max. Faculty should be 4 to 4 ½ feet from the camera. Faculty are to make arrangements with Laura Roberts to complete their introduction as soon as possible. A Video Introduction Format was distributed.

Meeting adjourned.