

Graduate Programs Faculty Meeting

Friday, October 29, 2010

Present: Anthony Citrin, Ellie Kunkel, Sheri Grotrian, Kyle Ryan, Liz Kearney, Mary Goebel-Lundholm, Mark Beischel, Greg Seay, Jessica Stanley, Linda Staples, Greg Zost, Loretta Zost

1. Welcome

Dr. Seay introduced Jessica Stanley as the Graduate Programs office assistant. The 2010-2011 meeting schedule was distributed. All other communication will be through campus email.

Graduate Programs has created a Faculty Handbook for faculty who teach graduate courses. Copies were distributed and will be delivered to part-time faculty. Faculty are encouraged to notify Dr. Seay or Linda for corrections/additions.

2. Course Video Introductions

Dr. Seay encouraged faculty to make sure all introductions have been created and are included in our course shells. New introductions should be created next summer for fall semester courses.

3. How to Succeed in Graduate School

The PowerPoint presentation has been completed, and video will be created to accompany the presentation. A suggestion was to add this presentation to each shell instead of just including it in Blackboard orientation.

4. Course video Presentation Clips and/or Voice-Over PowerPoint Presentations

Faculty are encourage to create these for all appropriate courses. Dr. Preisman will be asked to share the ones she has created at a later date.

5. Program Reviews

Mary Goebel-Lundholm is Committee Chair for the Master of Science in Organizational Management review. Kristi Preisman is the Committee Chair for the Master of Science i Education review.

Copies of the preliminary revisions for the MSED program were distributed. Dr. Kearney reviewed the suggested revisions. A wordsmithing meeting will be next Thursday,

November 4th at 11:00 a.m. in TJM 228 or TJM 230. All education faculty are invited to attend and participate.

If unable to attend and have comments/suggestions/additions, please contact Dr. Preisman or Dr. Kearney.

The next step is to add which course meets each standard. Dr. Seay expects this review to be completed by the end of fall 2010 semester.

6. Updated shells due dates:

Fall	July 1
Spring	November 1
Summer	April 1

Discussion held. Faculty are to have the shells ready 30 days before the deadline. Distance Education is to have the shells available for faculty 30 days prior to the course start date.

8. Information

- a. Faculty are asked to review the Textbook List on the Graduate Programs web site to make sure the textbook(s) and ISBN numbers are correct. Discussion held.
- b. No summer teaching assignments have been decided.
- c. Every faculty member should send an electronic copy of each syllabi to the Graduate Programs office every semester. An updated electronic copy of each generic syllabi should be sent in addition.
- d. Certificates of Achievement – Discussion held.

Meeting adjourned.