

MINUTES

GRADUATE FACULTY MEETING

Friday, November 17, 2006

1:00PM, Rm. 001

Attendees: Mary Frances Agnello, Amma Akrofi, Connie Anderson, Devender Banda, Alfredo Benavides, Joe Claudet, Charles Geer, Heriberto Godina, Nora Griffin-Shirley, Douglas Hamman, Fred Hartmeister, Carole Janisch, Peggy Johnson, JoAnn Klinker, William Lan, DeAnn Lechtenberger, Mellinee Lesley, Robin Lock, Aretha Marbley, Sally McMillan, Eva Midobuche, Barbara Morgan-Fleming, Arturo Olivarez Jr., Gerald Parr, Peggie Price, Colleen Reutebuch, Rene Saldana, Doug Simpson, Kamau Siwatu, Walter Smith, Tara Stevens, Mary Tallent-Runnels, Reese Todd, Patricia Watson, Shannon Sanderson, Jay Leist, Eugene Wang

Guests: Michelle Moskos, Patsy Mountz

Recorder: Kay Gleghorn, Esther Lucey

Meeting called to order at 1:00pm by Dr. Joe Claudet. Everyone received Agenda and welcomed to this Friday afternoon meeting held to enhance quality of programs. Next meeting will be Monday, January 8, 2007.

Agenda Item 1: EPSY Doctoral Seminar Course/EPSY Core Course Rotation

1. Dr. Tallent-Runnels provided a handout of 2 year rotation of EPSY core courses -this helps with advising students and explained 3 offerings summer 2007 of EPSY 5379. Dr. Griffin-Shirley stated it would be helpful to know which section was an on-line course.

Open Discussion

- EPSY 5332 has sections online summer and spring and email issues
- Seminar course is 1 hour, required of all doctoral students in EPSY, should be taken first semester, offered every fall, faculty rotate course, no load credit, she offers it the first 8 weeks of the semester, her course is on website
- Offering web access to anyone interested – sign up sheet passed around. Course website includes faculty members' research, IRB, grant writing; doctoral process, ethics, APA, mentor, vitae, faculty information, plus 1 hour at end of course about job hunting. AERA panel session for those presenting.
- What is course number? EPSY 7000, no distance ed course, offered only in afternoons.
- Suggest seminar offered by specific program with this one as example
- Full-time vs. part time students vs. distance ed students to help with advising and scheduling
- Suggest they join professional organizations and many have, offered during day. She is offering to open website for faculty use and access to great sites.

Agenda Item 2. Posting of dissertations/theses defenses

1. Dr. Tallent-Runnels: Dissertation website has not been updated. She suggests postings – a bulletin board announcing/listing the name, research, date and time - for access by everyone to know research topics.

Open Discussion:

Dr. Claudet mentioned the “News & Events” website listing this information, current on web, suggests a physical posting would be a new bulletin board outside the mailroom, to the left, to advertise both proposals and dissertation defenses. Who is to update it and when? Suggested daily by grad education and research office.

Dr. Lechtenberger suggested a section to post “we need participants for research” requests.

2. Dr. Tallent-Runnels spoke with Judy Simpson, Dean Santos, and Joe Claudet about sponsoring an event at the end of fall and spring - only for those who defended.

Open Discussion:

- C&I has cording ceremony, pinning
- Foyer reception area
- Dr. Claudet will work with Judy and Karen for ideas and email faculty for a consensus.

Agenda Item 3. Graduate Assistantships

1. Dr. Tallent-Runnels proposes a 4 year limit over the 3 years to keep assistants.

Open Discussion:

- Tell them no money, they will get degree fast
- Grants help after the 3rd year as do centers
- It is GA/RA/TA years combined to make total of 4 years
- What is the average time for completing? Consider before setting a limit, does it include the time it takes to get a master's?
- Dr. Lan – not enough time for 81 credit hours plus dissertation – his program is 4-5 years to graduate
- Dr. Hartmeister-Jones Fellows program is 3 years – not possible in 4; need 12 months of assistantship by law because if student not employed in summer months then out-of-state rates apply. Suggests funding for 12 months which will cover less people, phase it in: 99 hour rule is law – formula funding issues – ends doctoral course work, not employable, does not include masters courses; exception – COE can decide on a case basis, 9 hours each semester is full time, 4 years including summers; suggests: (a) gathering data on average graduation time. (b) do not change programs, (c) 99 hour rule
- Give grads time limit, more research
- Efficient use of GAs for summer?
- Issue of dissertation committee members consensus
- Advising in programs, work together with data for: (a) how long? (b) add to January agenda.

Agenda Item 4: Faculty and student research opportunities through the College of Education Research Lab – Presentation by Eugene Wang

1. Dr. Claudet stated this Agenda item is to provide an overview of the program and the opportunities of using the lab by addressing the following questions: “How to leverage research lab as a recruitment tool.”; “What help to faculty?”; “Opportunities for grad students?” This is good PR = enhancement issues.

2. Dr. Wang’s overview:

- Update: lab opened spring of 2006 with himself, Dr. Siwatu and 2 GA’s – one in the AM and one in the PM. Work site provides a proctor onsite for course surveys; to complete faculty research; and do transcription. William and Eugene are consultants to faculty. Room 372 has 4 PCs, 2 MACs, SPSS, End Notes, N’VIVO, Ethnograph and one more software program.
- GAs’ are proficient in software.
- Workshops offered 2 times a year on the software – open to faculty and students.
- Dean Santos asked them to be responsible as the COE liaison on IRB processes/issues and they are working on that.
- Building tangible resources – books, software, website building.
- Have large databases available for access: NELS, Early Childhood, TEA AEIS data such as TAKS by campus, district, region, state.
- Restart weekly brown bag faculty research meetings.
- Transcription issues: only one person, slow and tedious process, asking for ways to facilitate the process
- This semester in Dec while GA’s still employed, a brown bag by Heather on End Notes
- Ideas for future training – voice recognition software – not feasible
- Thanks and help with continued growth of lab

Open Discussion:

- Software/hardware issues – working on them.
- One GA doing 20 hours of transcription is not feasible-need to prioritize work; many agree

Dr. Wang asks “How to solve it?”

Dr. Claudet asked about the amount of service calls from faculty. Response is about 2 dozen contacts.

Dr. Marbley asked if work-study students available for transcription? They are used in the LRC and mailroom with detailed duties.

Dr. Akrofi mentioned that transcriptionists need training – many students don’t have the skills; accuracy is an issue.

Dr. Lechtenberger mentioned there are language issues

Dr. Griffin-Shirley suggested a cost benefit analysis. Current rate is \$19 per hour to pay a professional transcriptionist. Should we hire someone for 40 hours or job share?

Dr. Morgan-Fleming stated this is an ongoing need, not ad hoc; thus it is a staffing issue.

Open Discussion continued:

- Currently the GA/RAs are transcribing – using equipment from the LRC
- Dr. Claudet asked if we need continuous transcribers or use work-study students. Who needs it – a show of hands reflected many faculty use transcription services.
- Add this issue to Agenda for January 2007 meeting.

Agenda Item 5: Recruitment

1. Dr. Claudet praised the programs and faculty for their outstanding efforts, never-ending challenge, high quality and asked “Is it enough?” Marketing is the responsibility of all faculty members. He had opportunity while visiting the Hill Country to recruit for EP&L and C&I. He is volunteering to meet with each committee for recruitment ideas. There are partners at TTU for recruitment assistance. Dr. Claudet introduced invited guest speaker, Michelle Moskos, from the Office of Outreach and Distance Education.

2. Michelle Moskos’ Overview:

- They administer K-12, college credit courses, distance education degree programs and have developed a “gateway” on TTU website which has increased awareness. TTU info available to Texas Distance Education.com website which is the central place for state distance education sites.
- TTU offers lots of courses with lots of enrollments vs. the U.T. telecampus. Office of Outreach and Distance Education doesn’t coordinate the programs. Dr. Roslyn Smith is Vice Provost.
- Last year was 1st year of distance education report. Example: Ph.D. in Technical Communication is ONLY offered at TTU. Undergrad and grad students’ information on website.
- TTU Learning Distance Executive Committee – inviting program coordinators to a meeting to increase awareness of distance education along with representative from the President’s office, office of Administration and others; we all need awareness.
- Layer of opportunities in 3 tiers:
 - 1st tier: Monies for general awareness – advertising, alumni, conferences, marketing products
 - 2nd tier: Individual programs can increase awareness. They will help with marketing materials, website set up, advertising opportunities at conferences, provide assistance with sponsorships. Ex: Doc at a Distance Program (Agriculture dept) – they assist that department with mailings and emailings in response to inquiries. TTU is now accessible on GradSchools.com for on-line degrees
 - 3rd tier: Assist overwhelmed program coordinators, remove challenges on them, to promote and answer online inquiries. Ex: Dec. 6, 2006 at 11:30am, a meeting at their building in the multi-purpose room to combine program coordinators in distance learning with IT, Library and Grad School and Undergrad representatives for a low impact luncheon - Challenges and successes to be discussed. Please reply to her email to attend. They want to meet 2 times a year to “bubble up” ideas and student issues. Has a “Policy and Procedures Subcommittee” AND want suggestions to re-design the web portal for student use. Provost is providing support. Dr. Carter has enrollment stats.

Open Discussion:

Dr. Griffin-Shirley informed everyone of the great work on the Special Ed brochures and at the conference booth.

Ms. Moskos suggesting a website to address general questions students ask and specific program issues.

Dr. Olivarez asked about the issue of quality control, who are we training?

Ms. Moskos' response: 2 things: Marketing with Quality, program coordinators and support staff together.

1st – FIPSE grant entitled “Quality Matters”. This is a peer evaluation for online curriculum. TTU Dr. McKenney and associate have access to funds from this grant (used by USM and Maryland) to gather data on learning outcomes, quality of delivery. They will provide training, at the TLTC, in January 2007.

2nd – The Doc at a Distance program and Doctoral program in Technical Communication is doing research at the masters level programs on this grant. They are interviewing students onsite, auditing the impact of the program, creating data to write about. On campus students and distance education students work together on and for research opportunities; these student interactions are good. They are highlighting the doctoral students' research at conferences where they have won awards.

Dr. Spears asked about HSC.

Ms. Moskos replied, yes, we are trying to work with HSC degree programs, trying to link their portals with a little success at this time.

Closing remarks

Dr. Claudet applauded the good efforts by their office. He recommends faculty take advantage of this partnership. Special Ed brochures are available for review. Call Michelle at 742-7200 – Office of Distance Education.

Dr. Tallent-Runnels reminded everyone about available money at the grad school to fund prospective students travel and the COE will match. Contact Duane Crawford at the Grad School.

Dr. Claudet is always looking for agenda items – so please submit them to him. Make time on January 8, 2007, for the next meeting, this may become a monthly meeting, asking faculty to meet with him for recruitment of students and marketing of programs.

Dr. Griffin-Shirley gave an update about a Graduate Council issue: When writing course proposal justifications, please follow the template provided by Cliff Fedler of the Grad School. Contact her with questions as she reviews syllabi and can give her personal input/suggestions.

Dr. Lechtenberger asked who the COE IRB representatives are: Colleen Reutebuch and Arturo Olivarez.

The meeting adjourned at 2:30pm.