

Graduate Coordinator's Meeting
January 25, 2007 Thursday
7:30 a.m. Old Main Room

AGENDA

Report on Council of Graduate Schools meeting, Dec 6-9 2006, Washington D.C

The following presentations from that meeting are available at the CGS website.

<http://www.cgsnet.org/>

- Setting Expectations and Resolving Conflicts
- Fundraising
- Increasing the Number of Graduate Students From Underrepresented Populations
- Assessment and Review of Graduate Programs - Master's
- Evaluating International Bachelors Degrees: Bologna and Beyond
- Enrollment Planning for Doctoral Institutions
- Establishing and Sustaining Professional Science Master's Programs
- Enrollment Planning for Master's Focused Institutions
- Assessment and Review of Graduate Programs – Doctoral
- Creative Approaches to Preparing Graduate Students for Teaching
- Plenary I: America's Fiscal Future: Implications for Graduate Education and American Competitiveness
- Plenary II: Impact of Globalization on Graduate Education
- Plenary V: Graduate Student Parents: The Underserved Minority
- Plenary VI: Graduate Education 2020
- Concurrent Sessions Presentations
- Financing Graduate Education: Current Trends, Future Concerns
- The Broadening of Graduate Education: Generational, Gender, and Ethnic Issues
- Exit Surveys for Master's Students
- Interdisciplinary Approaches in RCR Education
- Graduate Student Support: Perspective from the Federal Agencies
- Graduate Education in China: What Does the Future Hold?
- Fundraising at Master's Institutions
- New Initiatives in Graduate Education: Requirements of a Service Economy
- Studying Completion and Attrition at Master's Institutions

Updates to Graduate Regulations

- Eligibility for GA

Regulation 1310 Appointment Criteria effective Spring 2007

Criteria: ~~The academic requirements for graduate student assistantships shall be the same as for other graduate students, except that a B average (3.0 on a 4.0 scale) for the last 60 semester hours of undergraduate work or a GRE score of 1000 on the combined verbal and quantitative sections or a GMAT score of 550 or above shall be required for assistantship appointments for master's degree students. Students must be admitted to a graduate program to be awarded an assistantship AND have a minimum of 120 undergraduate hours if in an integrated program.~~ **To be eligible for an assistantship, students must be fully admitted as a degree student in a graduate academic program or have a minimum of 120 undergraduate hours if in an integrated degree program. Teaching assistants whose native language is not English must (a) have a recommended speaking score of 26 or higher, but not less than 23, on the TOEFL iBT; (b) or receive a passing score on the Test of Spoken English (TSE) and submit the score prior to arrival on campus; or (c) be evaluated on campus.** Students applying for assistantships for the first time after having taken graduate courses must have a minimum 3.0 graduate GPA based on a minimum of nine (9) graduate semester hours. Students-at-large **or certificate-only students** are not eligible for assistantships. University employees, other than student employees, are not eligible for graduate assistantship appointments. The purpose of graduate assistantships is to provide support for full-time degree seeking graduate students. A full-time student with a graduate assistantship can hold appointments for up to 20 hours per week. The 20 hours includes the assistantship hours or a combination of assistantship hours and other student employment hours. Exceptions to Graduate School regulations must be individually approved by the Graduate School.

- Appeal of Denial of Admission

Regulation 1190 Appeal of Denial of Admission to a Graduate Program effective Spring 2007

Graduate admissions to Illinois State are decentralized. So long as the student meets university minimum requirements, the admission decision rests with the specific academic program to which the student has applied. Students who have questions about a denial of admission should begin by speaking to the Graduate Coordinator of the program, who will tell them why the admission was denied (for example, the student's grades or test

scores fell below program admission requirements; there were not enough spaces for all applicants and other applicants were more qualified; or there was not a good fit between the student's educational goals and the opportunities in the graduate program.)

Students who wish to appeal a denial of admission after discussion with the program's Graduate Coordinator should make a written request to the Chair/Director of the department or school that houses the program. The Chair/Director will review the decision and notify the student of the outcome of the review.

The final opportunity for substantive review of the admissions decision is a written appeal to Dean of the College that houses the program. The Dean or designee will review the decision and inform the student, the Graduate Coordinator and the Chair/Director of the program of the outcome of the review.

Because the admissions decision rests with the academic unit, the Graduate School conducts only a procedural review; it does not undertake a reconsideration of the student's application materials. Students who wish to request that procedural review should make a written request to the Director of the Graduate School. That request must include a copy of the Dean's letter to the student. The Graduate Admissions Committee will examine only whether the program followed established guidelines and procedures when it reached the decision to deny admission. The committee will report its findings to the student, the Graduate Coordinator and Chair/Director of the program, the Dean of the College and the Director of the Graduate School.

Students who believe that a denial of admission was discriminatory should contact the Office of Diversity and Affirmative Action.

- Council also approved a change to permit TOEFL exceptions after two years of successful study in the US, conditional upon US residency. That regulation is on hold until a mechanism can be identified to verify residency.

Information items and reminders

- Diversifying Faculty Illinois (DFI) combines the former ICEOP and IMGIP initiatives with the goal of diversifying faculty by supporting graduate students. State support is available for masters' and doctoral candidates, and may be held along with departmental support or separately. For eligibility and deadlines, see www.dfi.siu.edu
- Graduate and Undergraduate Research Symposia
Mark your calendar (and your department calendar) for the Graduate (March 30) and Undergraduate (April 20) Research Symposia. E-mail messages soliciting faculty volunteers to provide feedback will be sent to you shortly. Please forward the message along to your fellow faculty. Please volunteer and encourage other

- members of your department or school to sign up. Volunteer online at the symposium website: www.grad.ilstu.edu/symposium
- Meeting time/days for next academic year. Thank you for the responses to the poll. They are being collated and reviewed. There will be an announcement soon with the meeting times and dates for next year.
 - Questions on online GA applications? Michelle Bohm is here and available for questions.
 - Follow up on questions regarding students who are unable to access online applications. Lines have been added to websites instructing students to contact the university.
 - File not found? Some students have contacted us to say that they were getting a “file not found” link when they used their department’s website to link to the GA application. On investigation it turned out that the program website was still linked to the old application site at the Graduate School. Please check your website to make certain that any and all GA application links go to www.jobs.ilstu.edu
 - Tuition waiver applications. These are online at http://www.grad.ilstu.edu/financial/applications_for_assistance.shtml
Students follow conventional procedures for filing.
 - Welcome to coordinators who began terms this January, and thanks to all who will be finishing their terms this spring. Please keep us posted on changes in coordinators. If someone will be beginning over the summer we would be glad to do an individual orientation meeting then instead of waiting until fall.