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August 31, 2012 ALEC Graduate Committee Meeting Minutes

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ALEC Graduate Committee Meeting Minutes

August 31, 2012
9:30 – 11 a.m.

Attendees: Balschweid, Bell, Bird, Cannon, Greenlee, Husmann, Matkin, McElravy, Terry

Introductory Remarks

Matkin welcomed Dr. Will Bird to his first graduate committee meeting.

Matkin—reminder that L.J. McElravy will be coming to the meetings as a graduate student representative if there are items that need to be kept in a confidential nature regarding graduate student admission, or any other issues around specific graduate students then the committee will ask McElravy to step out while we take care of those business items.

Agenda and Minutes

1. **Minutes – Matkin** presented minutes from April 6, 2012 for approval—**Cannon** motioned—**Terry** seconded—minutes approved with one edit to change “flush” to “flesh”.
2. **Agenda Review – Matkin** presented the meeting agenda for any changes. **Balschweid** had a change to the item under “Unfinished/Ongoing Business”—List of faculty with Grad Status in ALEC should be listed as an “Action” item instead of an “Information” item.

Unfinished/Ongoing Business:

1. **Master’s and Doctoral Checklists – Matkin** presented the Master’s and Doctoral level checklists—Review/Approval item—applicants are using the old checklists now. Starting in February 2013 if there are any changes the committee wants to make to this checklist, we need to do it before February 2013 when the applications for next year will begin. The ALEC vision statement on the checklist was updated. Discussion—**McElravy** suggested putting a note to people who take the GRE “It is advised you take the GRE before January 1 so that the institution receives and verify your scores on time”. **Balschweid** suggested one formatting change – make fonts at bottom consistent. **Discussion**— **Matkin** suggested we examine the two essay questions on the doctoral checklist. The responses to these questions are not always helpful in the evaluation process. We need to change them to help us focus on what we need to know about them to help us make our decisions. **Matkin** will bring specific question suggestions to the next meeting. It was discussed whether or not to put a minimum GRE score on the document, and to look at the application evaluation sheets used to rate an applicant.

This discussion was tabled to be put on the next meeting agenda. Cannon expressed some discomfort in voting until she has a chance to look the checklists over.

No Action—Item tabled until next meeting.

2. **ALEC 845 – Matkin** asked Cannon to give an update ALEC 845—**Cannon**—we have a variety of students in the course. The majority are masters or soon to be pursuing master's degrees.

9—Students in all

2—Masters of Applied Science who are extension professionals working on a grant both of them have interest in doctoral programs.

A variety of people who have had research courses before, but the movement into this course as an introductory research methods course seems to be in line with what all of these people are hoping to get out of the course. The two MAS students were still under the impression it was a proposal development course. It isn't that, but what they will do is write a proposal in this class so that they will get that experience. We are also talking about what methods are available to you to conduct social science research and the process of research. Dr. Cannon expressed gratitude for the support of Matkin and Bird in teaching this class. She plans to contact the rest of you faculty in the room to see if there is a Wednesday evening you would be willing to come and spend a half an hour with the students to talk about your research and how you view research.

Dr. Cannon relayed the following: One of the assignments in the course is to write a research philosophy statement. Even for those not interested in careers as a traditional faculty member, I think for them to have an understanding of how they look at research in their jobs. There are several of them that are taking the course to learn more about research methods to apply that in their work. We have both Julie Obermeyer and Kim Afrank who are in Career Services and really see how understanding the research processes is essential to helping them do their jobs better. Rick Carter is also a master's student who does a lot of reading of research, but needs and wants to understand the process behind it to help him in his job. Even if they are not going to be typical faculty members, they are interested in research sort of in the long term related to their works. I want them to start thinking about their philosophy of research. I think perspectives from each of you might help them understand that we are all different in terms of how we approach research. I want to expose them to as many perspectives and philosophies as possible. Bird has agreed to do one lecture on sampling. We are approaching this on a collaborative prospective. Matkin will present on qualitative methods.

3. **Master's Degree Options Sheet – Matkin** presented the Master's degree options sheet—we brought this to the committee last semester, and there were a couple of suggestions that we implemented. **Discussion**—Bell expressed concern about whether numbers are low for leadership graduate students. Not as many leadership students in ALEC 805 in the last 2-3 years. Bell is concerned what affect this would have on the department's position. **Matkin**—this would be a good conversation to have when we

review applications next February. We will put this on the agenda as a future discussion item.

Action—Double check the UNL e-mail address on the document. Update it to the new @unl.edu address. If there are any other changes to the document, let Greenlee or Matkin know. This sheet will go on the web for advising purposes.

4. **Graduate Faculty Status – Matkin** presented the list of faculty with graduate status in ALEC—the primary reason to look at this list is to look at advising and committee capacity. It also brings up who is missing on this list. The list came from Eva Bachman, Graduate Studies Doctoral Specialist. These are people who have graduate faculty status, or associate graduate faculty status in our department. Anyone who has a tenure track or tenured position automatically has graduate faculty status.

Discussion—Need to make edits of who is missing from this list. Anyone who has applied for graduate faculty status with us should be on here. For example Brad Barker - even though he has an associate professor position, he applied for graduate status through our department so he would be on here.

Action -- Add Dr. Roger Terry to the list. Need to develop a process to remove or renew the Graduate Associate status members whose 4-year terms have expired. Dr. Linda Moody and Dr. Connie Reimers-Hild are both in this position. Some discussion of considering the contributions and potential future contributions of each. Also may need to check to see if job titles have changed perhaps making some ineligible for Associate Graduate faculty status at the end of their term. Matkin will work with Balschweid to work out the process for this.

Bell also brought up emeriti faculty who needed to be added to the list indicating it would be important to recognize them but separate their names from the faculty who might be advising: Horner, Dillon were mentioned. Greenlee will investigate to make sure we have all emeriti faculty on the list. Matkin suggested indicating on our list on the web who is willing/able to advise.

Motion—**Husmann** moved to remove David Kwaw-Mensah and Kelly Phipps from the ALEC Graduate Faculty Status list—**Cannon** seconded—vote passed.

New Business:

1. **Doctoral Ed.D. Program -- Matkin** presented the clarification or continuation of the Ed.D. Program. The only place that outlines the difference between the Ed.D and the Ph.D. is in the old ALEC brochure. **Balschweid**--I brought this up to see if the department wants to still recognize or utilize this program. I wanted to start the conversation about why do we have the Ed.D., and what's the purpose and get a conversation going about that. **Discussion**—Purpose of the Ed.D. Program. How do we advise students coming into the Ed.D.? Program. Proposing edits to the description of the program. **Matkin**—does the committee want to establish a subcommittee to examine the information about the Ed.D.? It was suggested that perhaps we do not have many Ed.D. students because the requirements are not clear and we do not publicize or discuss this option with students very consistently.

Motion—Matkin moved to have a subcommittee formed to work on the Ed.D. description. Those members are Matkin (temporary chair), Cannon, Husmann, and McElravy. This committee will bring the information back to the ALEC graduate committee. Husmann seconded—motion passed.

2. **Annual Review of Graduate Student Progress -- Matkin** presented the idea of a subcommittee to develop policy around an annual review of graduate student progress. We have struggled with all of the inactive students that we have. ALEC has a total of 86 graduate students, 46 of those 86 are considered inactive. This means they haven't enrolled in a class in the last three semesters. Out of the 40 that are left, we have several that are enrolling in classes, but are not completing them (either withdrawing or taking an incomplete). That keeps them from being considered inactive. We are at less than 50% of our current graduate student total number who are active students. Some of these folks have left, but the process of taking them off the books is not clear.

Discussion—Husmann out of those 40 how many are Ph.D. versus MS? **Matkin**—we have 54 MS students 21 are current which leaves 33 inactive. We have 32 doctoral 19 are current, and 13 inactive.

Matkin—I would suggest that we put together a subcommittee to talk about an annual review of graduate students' progress towards degree.

Motion—Matkin moved to appoint a subcommittee to investigate a policy around annual review of graduate students' progress towards degree. **Bird** seconded—motion passed. The members are Matkin (temporary chair) Cannon, Bell, a GSA representative to be determined.

3. **ALEC Graduate Handbook -- Matkin** presented the issue of the ALEC Graduate Handbook being out of date. We need a committee to get together to update the handbook.

Motion—Matkin moved to have a subcommittee formed to update the ALEC graduate student handbook. **Husmann** seconded—motion passed. The committee members are Matkin (temporary chair) Bird, Terry, a graduate student.

Announcements/Updates—All

Matkin—we have two students who requested campus visits. Both of them have a business or marketing background and are interested in our master's program. The schedule is as follows:

Damon Hudson—Monday, September 17 from 10 a.m.-Noon
10-10:30 a.m. meet w/Gina
10:30-11 a.m. meet w/other faculty
11 - 11:45 a.m. Graduate Reception
11:45 – Noon Wrap up with Gina

Patrick Solomon—Thursday, September 27 from 1-3 p.m.

1-1:30 p.m. meet w/Gina

1:30-2 p.m. meet w/other faculty

2-2:45 p.m. Graduate Reception

2:45 – 3 p.m. Wrap up with Gina

Future Items

- Extension Graduate Program Discussion (Bell)
- ALEC 901 (Cannon/Matkin)
- Application Checklists—tabled from last meeting (people bring changes to these & vote on them)
- Master's assistantship job descriptions
- Putting minimum GRE score on web checklist for grad programs
- Evaluation Sheets for application process
- Philosophy about graduate admissions numbers--Discussion around the numbers of students in the ALEC MS program—is this a concern, or do we continue on getting the numbers down

Next meeting: October 19, 2012

Meeting Adjourned: 11 a.m.

Minutes presented by: Jennifer Greenlee