College of Education  
Graduate Studies Committee  
Program Coordinators Sub-Committee Minutes  
October 21, 2003

**Members Present:** Ken Purcell, Chair; Joe Baust, Sharon Gill, Jacqueline Hansen, Thomas Holcomb, William Koenecke, Robert Lyons, Joe Navan, George Patmor, Ginny Richerson, Jo Robertson

**Members Absent:** Marty Dunham, W. A. Franklin, Arlene Hall, Johan Koren

The committee met in Alexander Hall Conference Room 2108 at 3:30 p.m.. Following a brief description of the purposes of the committee, the chair raised a number of issues relating to the coordinator of graduate programs.

**New Business:**

The following items were discussed by the members present:

- Updating of materials for the imminent *Graduate Bulletin*. Program coordinators were asked to look carefully at their sections of the current *Bulletin* and make sure that any suggested changes are relayed promptly to their department chair, as final copy is due on November 3rd.
- Waivers for students without teacher certification selectively admitted to programs which normally require a teaching certificate. Group had no problem with the concept of signed waivers. Assistant dean Janice Hooks is currently developing language for the new bulletin to cover the waiver situation.
- Program coordinators discussed the current procedures used in processing paperwork for graduate students and made various suggestions for possible ways of improving the process. Of particular concern was the communication between advisors and graduate students. This topic will be revisited at the next subcommittee meeting to be scheduled later this semester.

Each member present completed a schedule form to be used in deciding when to hold additional meetings this semester. The chair will determine the best time for future meetings and will contact members at the appropriate time.

Meeting adjourned at 4:40 p.m.