

**THE GRADUATE SCHOOL AND SPONSORED RESEARCH PROGRAMS
MINUTES**

December 19, 2008

10:00 a.m.

Meeting Minutes

Call to order: Dr. LaDelle Olion, Dean of The Graduate School and Sponsored Research Programs

Present: Peggy Shropshire, Kaity Parson, Katrina Hoffman, Mark Powell, Shenetta Dudley, David Camps, Deborah Robinson, Doreen Hilton, and Kimberlee Hyman.

Achievements of Sponsored Research: Continue to honor open door policy, trying to serve the many needs can be challenging and also exciting once we get the final awards letter. Working with and encouraging faculty as they are in the process of the developing proposal encouraging sponsoring graduate and undergraduate students during the process and aware of the summer research internship opportunities with 28 graduates and 26 faculty members for students throughout the summer. Sponsored Research is unsure as to the status of the program will be in the summer due to budget funding. Also continuing to support faculty while attending research training seminars to expand research expertise and upon return from the seminars submit a written report as to how they will utilize the information they have received and we plan to track the progress to see if these plans of action are taking place. Instituting *Grand Grounds* to invite ourselves to departments of interest and do an overview as to what Sponsored Research & Programs does capabilities and the technical assistance we can provide to them, 3 have been completed so far. Also make them aware of current internal changes such as admission process and approval process. Emphasis should target programs that have had a great turnover because that is where the most requests have come from. Institute Grant writing training and the focus is to continue to track faculty in Science, Technology, and Mathematics and computer science, however it is opened up to anyone at the university. This year there was a waiting list which was good. An annual report booklet will go out to department chairs and administrators. Upgrading website will be the focal point. The school of business, Dr. Tavakoli spearheaded a data base which is up an operational which identifies faculty capabilities however there is a glitch as to how to go in an access information as well as import information from it. Sponsored Research will be contacting the School of Business so they can add information to it.

Achievements of the Graduate School over the last 6 months: Dr. Hilton as an Assistant Dean is quite an accomplishment for the Graduate School as well as FSU. Enrollment is down, need to register 1800 students to. Another Accomplishment is moving 2800 people, getting the offices restricted and getting everyone in the right place. Additional staff will be joining the team. The official name is The Graduate School, another accomplishment is shutting down one of the websites and only having one and forms have been refigured and modified and will be added to the website, all of these things are essential to coordination and organization. The

important factor in the office currently knows what your individual roles and responsibilities are. Dr. Hilton and Dr. Olion will be working with everyone individually and getting your input as to your individual job responsibilities so when someone is out you are not falling apart and also when a visitor arrives there will be no confusion as to who can help and where to send that person and the students will not be frustrated.

The admission process has been printed and is available to go up on the website for each of the school and colleges that basically tells the faculty members the step by step process by which students will be admitted into the graduate school here at FSU, When you are working with two vice chancellors of academic affairs as well as two deans that is a major accomplishment.

Shredding is now down to one box which is a major accomplishment. We are centralizing a file system and getting everything alphabetized. I am down to one file cabinet. We will have a centralized file and if it is labeled and no one is here you will be able to go to those files and find them. That is why I am looking forward to coming in next week and looking at things we can eliminate and keep what we need.

The thesis and dissertation documents are acceptable and over to the office so people who have ED.D. and Masters are looking for their bound dissertations, we can accommodate them. When the other PO is approved we will have it done, and into the office. It will be pretty much cataloged. Everything will be under lock and key for Sacks when they come in because we will have to do a lot of documentation.

Another thing is the faculty development grant where we were awarded 400000 for the university. The graduate office is administering and MS. Shropshire is working with Olion and two committees, as well as course design proposals that are being reviewed, have about 30 or so of those with travel and research grants that people are out doing. This will try to be done before going home today. The graduate faculty application for all people teaching graduate courses needs to be approved so when we meet in January we can vote on it. The signage that Ms. Robinson is working on is real big. We will have signs in the hallway and something with the door and the Kiosk as well.

Coming together in the past as well as a family and staff trying to get things done, we have had some bumps and can always improve, however I would like for us to work with one another and everyone likes one another which is good. We are yunder a lot of stress as well as myself and Mr. David Camps but we have policies rules that should be followed and just understand that students are not angry with you they are angry with us. This is not personal that you need to be aware of, don't argue with people because they do crazy things. There have been shootings on campus, so please continue to smile and when Mr. Camps, Dr. Hilton or I is here please pass the difficult cases to us because that is what we are here for. We must continue to work together and there is no other person that deserves anymore respect than the other. Treat everyone with respect from Mr. Anderson to the yard helpers. We will also do more evaluations because we

want to see areas of improvement. We all have to work and treat others with respect. I am pleased with the positiveness with us working with students and they will be able to fill out surveys and tell us how we are doing.

The new thing for the next round is SACS. We will need a report done within a year within a year and have evaluations done so we will ask the SACS office to come and tell us what we need to do. They will put a lot of pressure on us like do we have documentation such as as data collected and changes made to problems that were brought forth. We are losing information by sending it all over campus. We can cut down on a lot of time by scanning and sending it to the different departments and we have cut down on complaints. Ms. Hoffman and Ms. Parsons you are able to respond to students quicker especially those that are trying to get Financial Aid. The catalog is coming, the student handbook is coming, faculty handbook is coming we are working on the website. We are trying to reserve resources and funds are being cut by 3 to 7 percent. We are not trying to cut any positions. We are in a good position and we really need to work on getting our numbers up, although we do have more students than the records show. We do not want to lose any positions because we all need to work here.

In closing remember we all get upset with others sometimes its better just to think it over and come back tomorrow before making a decision. Sometimes you will need to step back from things so you will not get angry with others. Dr. McLemore said suck that up come back tomorrow and you will be in a better mind set to handle things tomorrow because when you are angry you say things you do not mean. Overall I am very pleased with the staff, I am observant and aware of what you do, I notice how you handle student's faculty and one another. I am very appreciative of that. We must be better prepared and positioned to do the things we need to do.

Mr. Camps: I do wish a safe and happy holiday for all. I have received a thank you card from the family that we supported.

Ms. Robinson: Everyone have a great holiday.

Dr. Hilton: Next week I will be getting organized and I finally have all my things in my office. Thank all of you for your help.

Ms. Hoffman: I will be working on Monday and Tuesday toward deadlines and I will be certified officially by August.

Adjourned at 12:30 p.m.