



Missouri State
UNIVERSITY

MSED Joint Committee Meeting Minutes

April 8, 2019 | 2:00 p.m. | Pummill 200

I. Call to order

Dr. Nixon called to order the meeting of the MSED Committee at 2:03 p.m. on April 8, 2019.

Present: Karen Engler, Evan Frodermann, Sarah Nixon, Gay Ragan

II. Approval of minutes

March 4, 2019 minutes stand approved.

III. Secondary Education: Dr. Karen Engler

- A. Dr. Engler attended two GradCAS meetings. Notes from the meetings were distributed to the committee.
 1. Nothing can be added to GradCAS that is not in the Graduate Catalog.
 2. Vicki Kramer will now send an email to Program Coordinators with names of students that have started, but not completed, an application and have selected an emphasis area so the Program Coordinator can reach out to the student. Please remember Program Coordinators may view the list of applicants at any time.
 3. All notes, communications and/or emails should be documented in GradCAS.
 4. Dr. Masterson strongly suggests that programs use signature lines for the Program Coordinator and student on advising documents, e.g. Program of Study.
 5. At the March MSED meeting, Dr. Ragan brought up that applicants should not be routed through Vicki Kramer. However, there is currently no email notification to Program Coordinators notifying them of student applications, thus the reason for routing student applications this way. The need for GradCAS email notifications will be added to the Graduate College survey. (The Graduate College survey was distributed by Dr. Engler.)
 6. Lakan Drinker from the Graduate College sent a survey to Program Coordinator's and Dr. Engler to determine ways to improve. The committee decides to ask that Lakan Drinker attend the May 6 meeting to discuss the survey and GradCAS changes.

IV. Old Business

- A. Disposition Outcomes for Advanced Programs
 1. The committee has discussed the Tampa Bay assessment in past meetings. Dr. Nixon contacted Dr. Denise Cunningham since CEFS is using the Tampa Bay assessment. The department has not yet analyzed the data but expect to do so over the summer. MSED Committee can look at it in the fall.
- B. A chair-elect is needed for the committee for 2019-2020.
- C. The committee reviewed and made some edits to the program description. Changes must align with the catalog. Consistency in terminology is desired. Dr. Engler will make the changes in a tracked document and forward to Program Coordinators to continue any needed editing.

V. New Business

- A. No new business.

VI. Adjournment

Dr. Sarah Nixon adjourned the meeting at 2:59 p.m.

Respectfully submitted by: Vicki Kramer