TO: PCPS Dean’s Conference  
FROM: Diane S. Muniz  
DATE: September 29, 2009  
SUBJECT: Summary of the September 29, 2009 Meeting  

Present: Dr. Dona Carpenter, Dr. LeeAnn Eschbach, Mr. David Hair, Ms. Andrea Mantione, Dr. Michael Olivette, Ms. Dianne Posegate, Dr. Carol Ann Radle, Dr. John Sanko, Dr. Bill Wallick, Dr. Gloria Wenze  

Guests: Ms. Mary Kay Aston, Mr. Joseph Roback, Dr. Tom Smith  

The Dean opened the meeting with a quote by Herbert Spencer, “The great aim of education is not knowledge but action,” and commented on the great action being done by PCPS.  

The minutes of the April 30, 2009 meeting were approved.  

Dr. Pellegrino introduced the new PCPS Chairs. Dr. Dona Carpenter, Acting Chair, Nursing Department Fall 2009; Dr. LeeAnn Eschbach, Chair, Counseling & Human Services Department; Dr. Bill Wallick, Acting Chair, HAHR Fall 2009 and Program Director for the HR On-Line Graduate Program and Dr. Gloria Wenze, Acting Chair, Education Department. The Dean congratulated Dr. Wenze who served as team leader for the 4-8 program which passed initial approval by the State of Pennsylvania.  

Mr. Joseph Roback and Ms. Mary Kay Aston addressed the group to discuss the Admissions Office’s new responsibility for graduate admissions. Mr. Roback noted that Ms. Caitlyn Beasley, Associate Director of Graduate and International Admissions, is the contact person.  

Mr. Roback mentioned some of the things that are taking place or will take place in the future. Currently the Admissions Office has a graduate and international inquiry form on-line; they will use Recruitment Plus for tracking and recruiting graduate and international adult students; there will be an on-line graduate and international application form; all programs and information receptions, as well as the forms to register for these, are on-line. It was noted that anytime someone uses the on-line form, there is a direct feed to a data base which creates an inquiry record. The Admissions Office is working with Study Group, an organization that recruits graduate and undergraduate international students for The University.  

Plans for the future include—visiting other universities to see what these schools are like and to establish relationships with these feeder schools; visiting Embassies to continue the relationships that have been established; updating Fact Sheets; redoing branding and publications; creating a new international web site; reviewing what has been done, how it was done and determining how useful it was. If any Program Directors or Chairs have recommendations for schools that Admissions should reach out to, please let them know.
Mr. Roback explained that it is an exciting time, however, it is going to take time to get all things in place. One important fact that was noted is that each Graduate Program Director will have the final say in the admissions process. The Program Director will make the decision on the student. The job of Admissions is to make sure all the checks and balances are in place, but the Program Directors are basically in control of their own students.

Mr. Roback thanked all of his staff for their hard work. He also thanked the chairs, program directors, faculty and members of the staff for being supportive in what they are trying to do. He opened the meeting up to comments and questions.

Dr. Eschbach commented that plans are taking a step in the right direction by not assuming that all graduate programs are the same. She noted that we all recruit from different places; we want different students and we are working with different processes.

Dr. Wallick asked if there is any sense of when the plan will be finalized. Mr. Roback responded that the plan is never finalized, but it is a working document. Mr. Roback explained that the staff will be working individually with each Program Director. Ms. Aston explained that there are 25 programs needing their own unique communication plan. This will take time, but it will be done for each program.

Mr. Dave Hair asked if Financial Aid is being addressed. Mr. Roback explained that it is being looked at and currently it is at the Vice Presidential level.

Ms. Dianne Posegate asked if housing is a part of the larger discussion. Mr. Roback said it is being looked at and it is something that is important. Dr. Pellegrino suggested that Leahy Hall be renovated and the top two floors be assigned for graduate housing.

Dr. Tom Smith, Director of the Counseling Center, was invited to have an open dialogue about suicide and to address salient topics of suicide as it relates nationally and how it relates to the University of Scranton. In the last couple years we have had two students die through suicide. Suicide has a systemic affect across the campus. On a daily/weekly basis the Counseling Center deals with students that are contemplating thoughts or have had prior attempts of suicide. We all need to become more aware of what students deal with on a daily basis. At times the first line person to come upon a student who is struggling with suicide is a faculty member. He reminded everyone that the Counseling Center is available to help, and everyone should feel free to call for help. If anyone is interested, you can contact Dr. Smith and he can provide you with helpful hints on what to say to someone who is talking about suicide.

Dr. Smith also noted that through Advocacy Alliance, an organization that serves 26 counties in PA, support groups meet on a monthly basis. The Advocacy Alliance is located in the 800 block of Jefferson Avenue.

The Dean mentioned that safety is a problem, especially with OT and PT students/faculty/staff. In the near future, the PT/OT faculty and students will be meeting with Mr. Rob Farrell and Mr. Tim Briggs to discuss the safety issue. She asked Dr. Smith how we can handle the anxiety. Dr. Smith suggested that faculty and staff be given the time to air and legitimize their concerns.

Updates: Several full time tenure track faculty positions were approved for AY 2010-2011—three Education positions; one OT position and one Nursing position. A University advertisement will be placed in The Chronicle. Ad copy is needed. The Dean would like to meet with the Chairpersons of each search to review the search policies as stated in the Faculty Handbook.
The Dean informed the members that Ray Schwenk has resigned. This position, Assessment & Accreditation Specialist, will be advertised as a staff position for PCPS. This person will be available to assist in accreditation and assessment for the entire College.

Freshmen retention rate—The rate is good, but it could be better. The Dean would like everyone to be aware of this issue. From fall 2006 to the present, PCPS had 141 students who did not return.

The Conference on disABILITY will be held on October 7th. The Dean expressed her gratitude to Barbara Wagner and Lisa Burns who have been doing a wonderful job on the Conference.

On October 21st Father Matthew Ruhl will speak on “Charity vs. Charitable.” Dr. Eschbach will prepare questions for discussion during the break out session. If anyone has any graduate or senior students who would like to help, please ask them to e-mail Dr. Eschbach. The presentation will be available as a web cast. Dr. Pellegrino expressed kudos to Dave Hair for making all the arrangements for the Byron Center.

The annual Blessing of the Books will take place on December 1st. Donation boxes will be placed at various locations around campus.

Circle of Scholars is going well. The next Circle meets on October 23, 2009.

Dr. Michael Olivette held a brown bag lunch meeting on September 24, 2009 to discuss the guidelines for submitting proposals to the Leahy Research program

The annual PCPS Community Celebration with the Board of visitors will take place on March 23, 2010. This is the time for everyone to showcase their faculty and student research and service projects. Chairs were encouraged to invite both full time and adjunct faculty.

The Advising Center will begin to survey students about their advising experience. Students will be looking at five different outcomes and some satisfaction factors.

Ms. Andrea Mantione commented that the Leahy Center has representation from every PCPS department.

The Chairs were asked to remind faculty teaching service learning courses that the students need to complete the service learning contract on line.

c:    APC
      PCPS Faculty & Staff
      Rev. Scott R. Pilarz, S.J.
      Dr. Tom Smith