Attending: Dr. Thomas Starmack, Dr. Cherie Roberts, Dr. Ginny Bonomo, Dr. James Krause, & Dr. Denise Davidson

- Minutes from the last meeting were reviewed and approved

- Dr. Starmack stated that the focus of this meeting was to finalize the GPS (Graduate Professional Seminar). The revised GPS Topical Outline was passed out and reviewed and revised as follows:

  o Dates were selected for Fall 2012 and Spring 2013
  o The Library Tutorial was determined to meet the needs as a good overview and will be included in the GPS with the assessment: Students must earn 80% or retake. The more in-depth learning about library resources will continue through the programs in conjunction with Darla Bressler.
  o Each of the three sessions were framed with specific topics as reflected on the revised GPS outline along with assignments
  o Denise Davidson gave an overview of the APA tutorial and made a recommendation that the Harvard Graduate School of Education’s APA tutorial is adopted and used; the committee unanimously agreed.
  o The committee determined students would complete short quizzes online for the Writing Center, IRB, & APA reviews.
    - NOTE: The quizzes need to be developed
  o A rubric and/or guidelines for the professional plan in terms of format and content needs to be developed.

- The committee agreed that the Graduate Student Overview PowerPoint needs to be added to notifications sent to accepted students and added to the graduate website. Also a notification needs to be incorporated on the website and to newly entered students that the GPS is mandatory starting with new admits. Drs. Starmack & Krause will work with the graduate office to accomplish these items.

- Dr. Krause explained that the IR was in final stages and the data [summer 2011, fall 2011, and spring 2012] that each program has been collecting from student internships/practicums and exit data needs submitted to him immediately.

- The committee agreed one more meeting this semester for final touches on the GPS Topical Outline and discussion regarding AP data was needed.

- The next meeting will be on April 25th 1pm; location TBD