

GRADUATE COUNCIL
Minutes of Sept. 28, 2007

Present: Karen Bell, Kevin Caskey, Barbara Chorzempa, Laurel Garrick Duhaney (Dean), Elizabeth Hester, Daniel Kempton, Gweneth Lloyd, Jan McLaurin, Bernadette Morris, Jonathan Raskin (Presiding Officer), Anat Shaftan, Jane Sileo

On leave: Debra Miller

Guest: Vika Shock

The minutes of the September 7, 2007 meeting were approved with minor corrections.

Announcements:

- The School of Science and Engineering was contacted in regards to a vacancy on the Graduate Council. A response was sent to Jon and Laurel, providing the name of a faculty member on sabbatical for the fall 2007 semester. They were then asked to send a representative who would be available to serve. A discussion ensued regarding how membership on the Graduate Council is established (e.g., a person is nominated for membership and then the faculty member has to put it in writing that he/she would like to serve on the Council) and a recommendation was made to respond in writing to the School of Science and Engineering. We also discussed whether it is appropriate to elect someone who is on sabbatical to serve on committees.
- Research and Creative Project Awards- There is a student seeking funds to complete her research project and is asking for funding earlier than the date posted on the web (thus bypassing the review process). A professor also inquired about securing funds for graduate research projects, and was informed about the application process. Another inquiry was made asking for the Graduate School to set aside funds for an office on campus, and then if the student received the award, the money could be presented to her. The Council remained firm on adhering to the process for applying for funding for research and creative projects.
- Karen Bell made an announcement regarding the School of Education accreditation visit (NCATE) April 12-18, 2008, and stated the Council members may be interviewed as part of the accreditation process.

Old Business:

- MBA Business Administration and Public Accountancy Program Revisions: One small minor change was made to the program. Graduate Council members felt the proposal was clear, concise, and well presented. A motion was made to approve the revisions to the MBA Business Administration and Public Accountancy programs. It was seconded and was approved by a vote of 10-0.

- A review of the H grade was provided as well as the academic standing criteria. Vika provided information on how the H grade works in Banner. Members were asked to share this information with departments that have these courses.
 - The H grade will not affect student's GPA. It counts as hours attempted.
 - There's no process to automatically change an H grade to a letter grade in Banner.
 - The H grade can only be used in a course that allows the H grade mode: a grading mode that allows regular letter grades, the H-grade, but not a regular I-grade.

Laurel requested that Council members ask program coordinators in their schools:

- what the program deadlines are for each programs (i.e., 5, 6, or 7 years to complete the degree). She will use this information to run a query each year, noting students' progress in completing their degree. If they are close to their deadline, students can then be contacted with a reminder of their degree completion date.
- How many programs require a comprehensive exam, and are they part of their thesis requirement?
- A recommendation was made to invite Jon Lewit to answer questions related to Banner.
- For a student that receives an H grade but then decides to not take the thesis option, he/she can receive a permanent incomplete for the course. A change in plan of study must then be completed to replace the thesis course.
- When students are not registered, an H or I will not allow students to have access to their New Paltz e-mail. Because of this, it can be difficult to communicate with students. Bernadette Morris offered to find out more about this from staff in Computer Services.
- Council members agreed students should receive the H grade until they receive their degree.
- Procedures for submitting theses were reviewed once again (e.g., signature page, submission to the library). Members were asked to inform their colleagues of the importance of submitting timely paperwork for students completing a thesis (i.e., the change in grade form or grade submission form once the thesis advisor receives confirmation that the library has received the thesis). Vika suggested creation of a workflow for the approval process. A customized form can be created for this purpose, and Bernadette will contact Joan Connelly for assistance.
- Laurel asked for feedback regarding continued registration. She proposed that the Graduate School ask all students who have not completed their thesis to register for 1 credit while working on their thesis to show a commitment towards completion of the degree and to give credit to faculty for advising thesis students. This could alleviate the problem of students being asked to register for additional 3 and 6 credits of thesis for several semesters as they continue work on their thesis.
- Dan raised the questions, "Who keeps track of our alumni? Is there a way to find out and then relate the information to the departments and/or programs?"

New Business

- Course proposal: Materials Development for the Foreign Language Classroom. Council members were asked to review the course to be discussed next meeting.
- External research project was described for the Council to vote on whether the research can be conducted with students and faculty in the Speech and Language department here at SUNY New Paltz. It is an anonymous survey. Hearing no dissent from the Speech and Language dept., the Council will allow for the student to conduct the research.

Other:

Karen asked that we discuss the recommendations made for changing the plans of study.
- In order for us to accept transfer credits, we need to have a New Paltz course equivalent appropriate to the program's plan of study. Judgment would be left to the discretion of the program coordinator to determine the degree to which the transfer course replaces an existing course. The New Paltz course is the course that gets printed on the student's transcript.

- It might be possible to create a special topics course using the title of the transfer credits. Bernadette will check on this and get back to the council. Laurel cautioned that there needs to be a way to record the courses we note as special topics though.

The meeting was adjourned at 2:43PM

Respectfully submitted,

Barbara Chorzempa