GRADUATE COUNCIL
MINUTES
November 11, 2005

Present: Laurel Garrick Duhaney (Dean), Jon Raskin (Chair), Pam Atkins, Karen Bell, Barbara Chorzempa, Anthony Dos Reis, Michael Guiry, Dan Kempton, Jan McLaurin, Mary Roehm, Debra Miller, Judy Rance- Roney

The meeting was called to order in HAB 802 at 1:02 pm with the Chair restating that taking of Minutes rotate by the membership alphabetically.

1. Approval of the Minutes from October 28, 2005 included amendment of Section 3.g.2. Article IV D corrected to Article VI D. There was also amendment of 3i and 3j.

   3i was amended to:
   “Accounting Information System” Course Proposal
   A motion was made to approve the course after consultation with Anthony Dos Reis. The motion was approved unanimously.

   3j. was amended to:
   Photo Silkscreen Course Proposal
   Rimer Cardillo and Patti Phillips were sent feedback from the Graduate Council on the course proposal.

2. Announcements and Updates
   a. Dean Garrick Duhaney announced that new Graduate Program Proposal guidelines are on the Graduate Council website to be in effect immediately. Two new programs previously submitted for review will follow the old program proposal guidelines.
   b. Names of two commuter graduate students have been offered by the Dean to Vice President for Student Affairs Dr. David Rooney for membership consideration on the SUB Advisory Committee. Dean Garrick Duhaney requested recommendations of graduate students of all graduate departments.
   c. The Graduate School has been awarded funding under a contractual agreement for Teaching Assistants (TAs). A plan will be formulated as to how this money will be distributed to TAs.
   d. A discussion followed which illustrated the importance of graduate departments understanding procedures for attaining Teaching Assistantships.
   e. Dean Garrick Duhaney will give a presentation about the Graduate School to the College Council 3:00 pm November 17, 2005.
   f. Dean Garrick Duhaney announced plans for the Graduate Schools’ first Open House for all graduating seniors of New Paltz.

3. Old Business
   a. Revision of By-Laws: Jan McLaurin represented the Administrative Matters and General Policy Subcommittee by recapping revisions to the By-Laws made during the October 28, 2005 meeting. The following motions were made:
   1. A request to be written to the Provost by the Dean of the Graduate School and/or the Presiding Officer of the Graduate Faculty to revise Section B. 2. a. of the “Baseline Expectations Necessary For Consideration for Discretionary Salary Increase” document to include the Graduate Council and several other examples of university-wide
committees and to read, “Membership and regular participation through the academic year on at least one university-wide Committee, such as the Graduate Council,....., and ...., or” The Dean will obtain examples of university-wide committees to include in this request. The motion for this request was unanimously approved.

2. That a report of the Graduate Council be made once a semester to the Faculty and Professional Staff Meetings as is consistent with reporting procedures of other university-wide committees. The motion for this report was unanimously approved.

3. The third motion by Mary Roehm to invite all graduate students to a reception held by the Graduate Council was tabled for later discussion.

4. Jan McLaurin distributed the revisions, with deletions noted in color, of the document “BY LAWS OF THE GRADUATE FACULTY OF SUNY NEW PALTZ” (see attached). The motion to approve these changes was unanimously approved.

4. New Business

a. Independent Study: Discussion suggested that the Graduate Council clarify general guidelines for Independent Study. Specific guidelines would be made within each graduate school and academic department.

b. Thesis Banking: A discussion was lead by the Chair Jon Raskin that the college support the extra time faculty devote to thesis advising by course reduction, credit or salary for those faculty who carry significant MA Thesis advising loads.

c. Filing Plans of Study: A lively discussion was lead by Debra Miller regarding the importance for faculty advisors to initiate a student’s Plan of Study by the first semester of matriculation. Preferably the student’s Plan of Study would be on file by the end of the first month and reviewed or revised at a later date in an effort to insure against deficiency notice. This notice is often initiated too late into the student’s last semester and thus does not allow the student to change their schedule in time to adjust for graduation. Anthony Dos Reis and Dan Kempton discussed the fact that course availability is often unpredictable which renders a Plan of Study impossible to anticipate. Further discussion described the differences between programs as ‘prescriptive’ vs. ‘wide-open’ thus the importance of the Plan being tailored to specific departments. It was further noted that the Plan of Study is a legal and binding contract between the student and the graduate school. This issue will be discussed further by the Council.

d. A ‘Graduate Program Assessment Plan Checklist’ was distributed by Dean Garrick Duhaney who requested that Council members critique the checklist and provide feedback to the Dean on line. Discussion will continue about this Checklist November 18th.

e. Four New Course Proposals were distributed to Subcommittee and will be reviewed at the November 18th meeting.

The meeting was adjourned at 3:00pm. The next meeting of the Graduate Council is scheduled for November 18, 2005 2-4pm HAB 802.

Respectfully Submitted,

Pam Atkins