

**Minutes of Graduate Council Meeting
February 8, 2008**

Present: Barbara Chorzempa, Laurel M. Garrick Duhaney (Dean), Elizabeth Hester, Dan Kempton, Gweneth Lloyd, Kate McCoy, Jan McLaurin, Debra Miller, Judith Rance-Roney, Jonathan Raskin (Presiding Officer), Anat Shifftan

Guest: Vika Shock

The meeting was called to order at 1:02 PM.

Approval of Minutes

The minutes of November 30, 2007 will be approved at our next meeting.

Announcements

- Dean Garrick Duhaney welcomed Kate McCoy to Council. She is sitting in for Karen Bell who has NCATE responsibilities.
- Council will be meeting with NCATE representatives.
- Deb Miller was welcomed as she rejoins the Council.
- Judy Rance-Roney was also welcomed back to Council.
- Annual Graduate School Open House is to be held February 21st from 5:00 – 7:00 PM at the Terrace. All Council members are encouraged to attend.
- Change to website for Graduate Council - V. Shock said this website is now in my.newpaltz.edu under the Faculty/Staff Services tab.
- GA/TA information is also in my.newpaltz.edu under the Student Services tab
- Dean Garrick-Duhaney requested that minutes be sent to her with a copy to brownd@newpaltz.edu before the meeting.

Old Business

- Graduate Students Association – Ben Olsen came to see Laurel. He is a representative from the Student Association responsible for academic matters. They discussed having a Graduate Student Association (GSA). Olsen proposed that 2 of the at large positions that the Board has could be reserved for graduate students. Dean Garrick Duhaney thinks the group should have representation from every group on campus. It may not be workable to have a separate association, but the graduate students will have a ‘seat at the table’ and some funds set aside for their use. David Rooney, David Eaton and Ray Schwarz will be critical in this process. V. Shock indicated that Kierstin Egge, an MFA Ceramics student, came to the TA workshop to talk about the GSA to see if she could get some students to assist her with this project. She has been working on the idea of a GSA for about a year. J. Raskin requested that information be sent to him and other graduate program coordinators and they can forward the information to their students. Raskin will add it to his Blackboard site. The Council discussed that graduate students needs are different from undergraduate needs and should be addressed. L. Garrick Duhaney indicated that the ‘sell’ must come from the students and the Council will act as a guide. J. Raskin thinks the GSA needs to be separate so it can appropriately address graduate student needs.
- Revised Course – New Media/3D + 4D (Art Department) – The package was distributed to Council. This course has been revised and the revision has been approved.

- Draft Thesis Guidelines – A list of thesis and independent study courses was distributed to Council. Dean Garrick Duhaney asked members to let her know if their courses are not on the list.
 - Item 1) b. K. McCoy inquired, “Who is responsible for IRB matters – the student or the advisor?” J. McLaurin answered that it is the student who must prepare and submit the application, but that the advisor should review the document and sign it before it is submitted to the IRB.
 - Item 2) a. Revised to read: The Graduate School permits theses of 3 or 6 credits.
 - Item 6) D. Miller indicated that the number of credits initially chosen for thesis should not be changed. For example if 6 credits are chosen, it should not drop back down to 3 credits at a later date.
 - Item 6) a. Revised to read: Students can register for 3 or 6 credits of thesis at a time; for a 6-credit thesis, students may divide their credits into 3 or 6 credits per term, as necessary.
 - Item 6) d. Revised to read: Students with an “H” grade who are not taking any other classes must register for 1-credit of Continued Registration for every fall and spring semester that follows until the thesis is completed. If the student is working on the thesis during a summer session, the student must register for the 1-credit Continued Registration for that summer session, as well.
 - Item 8) c. Revised to read: Students and advisors must ensure that any “H” grades are changed to credit-bearing letter grades; until this is done, the student cannot graduate.

Dean Garrick Duhaney expressed the need to D. Miller of a report of students with H grades which she will distribute to the graduate coordinators.

New Business

- Academic Progress Report – Last semester the Council worked on policies regarding good standing. Students with GPAs below 2.5 are dismissed.

Statistics for last semester:

16 students had 2.5 GPAs or below

18 students received notices of Academic Probation (GPAs of 2.5 – 2.74). These students are able to register if they meet with Laurel, but a block is put on their future registration if not.

23 students received academic warning (GPA of 2.75 to 2.99) for the first semester in which a warning was received. Registration is not blocked.

11 students were in their 2nd semester of academic warning. Registration was blocked.

L. Garrick Duhaney stated that the policy is working well.

- Minor Course Revision – Music 548, Music Therapy Ensemble – The course description was changed.

- New Course Proposals for Review – The following course proposals are to be reviewed for the next meeting:

Curriculum Methods SLPII – CMD599

Disaster Mental Health – PSY 567

- Research and Creative Projects – J. Raskin inquired as to the availability of funds for summer. J. McLaurin indicated that proposals are submitted and approved for activities that have already occurred. Subcommittee members and the Council concurred that next Fall, activities will be considered that occurred in the spring or summer.
- Graduate School Marketing Plan – In the last semester or two, there has been a decline in matriculated and non-matriculated student numbers. We have a good deal of competition from universities and colleges both inside and outside our region. L. Garrick Duhaney will develop a marketing plan but this task also falls within the purview of the departments. It will be comprehensive. Examples of issues to be addressed: Should courses be taught in the intersession? Should more courses be offered in the summer or online? Should more blended courses be offered in which some work is done online and some time is spent on campus. We are losing students to higher cost programs because of the convenience and accessibility of their offerings. We are trying to market the graduate programs to our own graduating seniors. One way of doing this is through the Graduate School Open House. D. Kempton said increasing summer offerings is important, but faculty need to be provided fair compensation. D. Miller is exploring ‘parts of term’ courses. Dean Garrick Duhaney discussed a petition that was signed by 50 students asking why alternative settings weren’t explored when making arrangements for the time period in which Old Main is being renovated. She responded that such settings were explored and determined to be unworkable. However, another time zone for classes was created and this was the best solution given the circumstances. This information should be provided to the students.

The meeting was adjourned at 2:45 PM.

Respectfully submitted,

Jan W. McLaurin, Ph.D.