

GRADUATE COUNCIL MINUTES

January 30, 2009

Present: Laurel Garrick Duhaney (Dean), Karen Bell (Interim Presiding Officer), Barbara Chorzempa, Liz Hester, Ying Lin, Gweneth Lloyd, Jan McLauren, Bernadette Morris, Judith Rance-Roney, Narcyz Roztock, Anat Shiftan, Vika Shock

Excused Absence: Tabitha Holmes & Daniel Kempton

1. Approval of Minutes

Minutes of December 5, 2008 were approved with changes

Changes to the Minutes:

- a. From: "Barbara Chorzempa introduced a new project "Literacy Alive." The purpose of this project is to foster literacy among inmates."

TO: Barbara Chorzempa introduced a service project "Literacy Alive" that is being conducted by the New Paltz chapter of the Education Honor Society, Kappa Delta Phi. The purpose of the project is to promote literacy by having members of Kappa Delta Phi tape record female inmates who wish to share such recordings with their child/children.

- b. Gweneth Lloyd was present at the last meeting

2. Announcements

- a. Karen Bell was welcomed as the interim Presiding Officer while Jon Raskin is on leave.
- b. The Graduate Faculty meeting in November was successful.
- c. New Initiatives for Graduate Council for Spring 2009 were outlined.
 - Graduate admissions policy. Go back to the departments to get some feedback about what we would like to do with the graduate admissions policy. LGD asked the Council to review the graduate admissions standards at other

universities, common standards of the universities both in our local area and beyond. We intend to have general common standards across the university.

- Distance and blended course development. We would like to encourage distance or blended courses at the graduate level. We need to develop guidelines and standards for these courses. Dean Benjamin and Stella Turk should be included in the discussion. Representatives to the exploratory committee will need to be appointed. One representative from each of the schools/colleges will be sought. We might consider bringing a representative from Athabaska University In Canada, where all courses are offered via distance / online. Distance means televised off site vs. online offerings. Garrick Duhaney asks that we go to our departments to discuss distance education formats. What is the tenor of the discussion? Is it supported? We should especially look at courses that cross departments where scheduling conflicts abound. There may be some scheduling concerns that Bernadette may need to visit.
- Graduate School marketing. Narcyz reminded us that we should further discuss marketing. Consideration of intersession courses is in discussion.
- International student enrollment. One Graduate Council initiative might be with international student policies. Beth Vargas has been involved in the discussion. What is the proficiency in English? Is it sufficient?
- Graduate Orientation. Orientation development could commence this semester. Gweneth Lloyd has volunteered to work with Judy Rance-Roney.
- Mission statement. Is there a mission statement for Graduate Education? Where are we moving forward in the future? What is the web presence

d. Tabitha Holmes will be representing Jon Raskin's area on the Graduate Council.

e. The Council was reminded by Bernadette Morris to give a grade in for Graduate Theses in a timely manner. This is especially crucial for international students.

f. Report on Academic Warning/Probation/ Dismissal

- On academic probation – 15; Academic warning – 38; Dismissed - 3
- The numbers are always of a concern especially regarding international students.

3. Old Business

a. The following courses were approved after the December meeting electronic correspondence.

- From the School of Education: SPE 753 Practicum in Early Childhood Special Education
- From the Department of Communication Disorders, the following concentrations were approved: M.S. Communications Disorders and Speech and Language Pathology
 - Program Proposal: M.S. in Communication Disorders, Speech Language Pathology Concentration (090S) including courses CMD520, CMD525, CMD526, CMD534; CMD553
- From the Department of Psychology: Revisions were completed for the Ethics and Professional Orientation course to reflect the NCATE standards required by the Professional Education Unit. Courses were approved: COU590 (Thesis), COU781 (Ethics and Prof Orientation: SC Internship 1) and COU782 (Ethics and Prof Orientation: SC Internship 2)

b. Frequently Asked Question Document(s) Development: Bring in questions that you consider important to this process for the following audiences:

1 for prospective students; 1 for faculty who advise students; 1 for students in the program.

Consider looking at Chris Whittaker's document concerning certification.

4. New Business

a. **New courses for approval consideration:**

- School of Education, Dept. of Secondary Education, "World History Institute." This has been taught as a Special Topics course and is seeking permanent approval.
- School of Business: Minor course revisions do not come to Council. Approved by Council.
 - School Project Management for MBAs (New Course Proposal) Review and bring back to Council

b. **Registering for Continuing Credit for Comprehensive Exam Workshop**

Discussions:

- A form was distributed for the zero credit workshop for the Comprehensive Exam Workshop for students who want to take a semester to study for comprehensive exams after coursework is finished. Students will still be active students. It will also allow us to track students in the system and students will be allowed to use the library, Blackboard, etc. This is a one time deal. The second semester, students must pay for a credit of continuing registration. Students get forms from department or Records, get signatures, and then take it to records and registration for registration. A grade of "S" will automatically be assigned. If the student did not do any work, the faculty member needs to contact Records to change the status to "F."
- International students were of concern because of the need to carry a full credit course load of 9 or 12 credits. However, if the student is at the end of the program and only one course needs to be taken, Immigration allows the student to drop below the credit threshold.
- Missing grade reports were reflecting Continuing Credit courses. Now students will get an "S" grade automatically unless Records is notified that a student has not continued/completed. Unless otherwise notified. (799 course ... 1 credit continuing reg.) (599 will also default to S)
- The form will be modified because of the confusing language in item B that suggests a formal study requirement. A revised form will be emailed to all Council members.

c. Social Security numbers are no longer collected. If we ask for that information, we are in violation of law. Please check all graduate forms in your office for compliance issues.

d. Procedures for Teaching and Graduate Assistantship New Line Approval

A descriptive sheet was distributed to the Council for information on types, standards, and processes for Graduate and Teaching Assistantship Lines. Timelines and procedures for Requesting lines were included. Modification will now require submission to Chair before submission of Dean. Justifications must be included. The process was put in writing for clarity and a standardization of the protocol for lines. A more descriptive document title was suggested: "Procedures for Approval of TA and GA Lines."

An additional modification of language might include that existing lines need notification, but no justification is necessary. Modification: Students are eligible for

credit tuition waivers: full lines are given 6 credits of tuition waivers or 3 credits for a half time line.

Revisions will be sent to Council members for final review.

e. Applying for Advertising Support Funding from the Graduate School – Revisiting the Guidelines

The department chair would initiate the request and then approach the Dean with the request. This request for funding is for faculty and administration only. A question was raised on the modification of the form to include "Funding Requested" or "Requested Amount" for clarity. Also add, "Where appropriate, submit a detailed budget." Modify with the addition of Dean "of Graduate School" signature. The Council suggested revising #3 to divide into separate procedures.

Revisions will be completed and emailed to all Council Members.

The meeting was adjourned at 2:50 p.m.

Respectfully Submitted,

Judith Rance-Roney

