

GRADUATE COUNCIL MEETING
SEPTEMBER 24, 2010

Present:

Matthew Friday, Rosemary Millham, Narcyz Roztock, Dan Kempton, Andrea M. Noel, Karen Bell , Vika Shock, Jan McLaurin, Bernadette Morris, Inge Anema, Stella Deen, Gweneth M. Lloyd, -----

Rose Rudnitski---excused

1. Call to order

The meeting was called to order at approximately 1:00 PM

2. Approval of minutes:

Motion to approve the minutes was made by Bernadette Morris and seconded by Rosemary Millham.

3. Announcements:

Emily Puthoff has resigned from Graduate Council due to increased level of responsibility and has been replaced by Matthew Friday. Proposed by Stella Deen and agreed upon by council, a "Thank You" card will be sent to Emily Puthoff as an expression of appreciation for time served and contributions to council.

Stella Deen reminded council of the upcoming graduate faculty meeting scheduled for October 4th, 2010 from 3:00pm-4:00pm in CSB 110. Karen indicated that the focus of the meeting will be on exploring ways to strengthen existing programs and also strategies for increasing enrollment.

Jan McLaurin distributed a brochure publication highlighting the activities of Research and Sponsored Funds.

Bernadette Morris reported that by the close of business next Friday (October 4th, 2010), New Paltz students will be able to access their transcripts on demand.

4. Old Business:

Status of Institutional Online education Policy.

The newly formed sub committee comprising of Karen Bell, Rosemary Millham and Vika Shock charged with the task of exploring institutional online education policies and identifying best practices in online programs reported that they recently met. The committee reported that

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they have begun to look at policies and standard formats while Karen Bell will explore security measures. Rosemary Millham cited the Colorado State University program as a model program for online test taking accountability process.

5. New Business:

- a. There was extensive discussion centered on maximizing student enrollment following acceptance. Various “buy-in” strategies were explored. Some of the key points included setting an acceptance-response deadline with an associated fee, sending a follow-up letter requesting their intent and considering undergraduate “buy-in” strategies. Concerns were expressed regarding deadline implications especially for programs with rolling admission. There was general consensus among council that there is a definite need for a “buy-in” approach. Dan Kempton made the motion that the acceptance letter include a response deadline and fee deposit (deposit would be put towards first semester of tuition) within two weeks of receipt of acceptance letter. Motion was unanimously accepted. Stella Deen and Vika Shock will draft a follow-up letter.
- b. Brief discussion regarding management of ARN by especially first semester graduate students. Typically their attitude seems to suggest that they do not think advisors’ input is necessary. Motion made by Rosemary Millham that ARN is required for all newly matriculated graduate students. Council unanimously agreed.
- c. Significant discussion ensued regarding challenges associated with the content and function of the Plan of Study. There is a need for some revision of the current plan which should include clear and well delineated agreement terms.
- d. Open discussion about continued registration policy for students in the category of either completing their thesis or those pending successful completion of comprehensive examination reflected differences in programs. Some programs (English, Psychology, MFA and Biology) require thesis while others do not. The designation “H” grade remains an administrative / management challenge for all involved. Several suggestions were made. Dan asked/suggested that all graduate coordinators be sent a copy of the policy on continued registration and a list of students with “H” designation. Stella Deen will ask graduate coordinators to inform students with “H” designation that they must register for continued registration each semester, or the Graduate School will automatically register them. Continued registration is also required for students who have not successfully completed their comprehensive exam, but who have finished the Comprehensive Exam Workshop. Rosemary Millham asked/suggested that a short statement be added directing students with “H” designation to see the advisor.

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- e. Role of Graduate Council in Middle States Review. Stella Deen suggested that a sub-committee be formed to write a brief report of accomplishments of council. It is believed that there may already be such a report written earlier by Jonathan Raskin. Stella agreed to look in the whereabouts of that report. The question remains as to the specific role council may be asked to play in the review.
- f. Establishment of guidelines for development of new local certificate programs. Initial discussion began but due to time further discussion tabled for next meeting.

Meeting adjourned at approximately 2:55pm

Minutes respectfully submitted by Gweneth m. Lloyd, Psychological Counseling Center