Graduate Council Meeting
October 15, 2010
Began promptly at 1:00 PM

Present: Inge Anema, Karen Bell, Stella Deen, Larry Fialkow, Mathew Friday, Dan Kempton, Gweneth M. Lloyd, Rosemary Millham, Jan McLaurin, Andrea M. Noel, Narcyz Roztocki, Rose Rudnitski, Vika Shock

1. The minutes for September 24, 2010 were approved.

2. Announcements
   a. Research and Creative Projects Awards applications. Eight applications were received and the subcommittee is being led by Narcyz Roztocki.
   b. Graduate program funding requests. October 1st was the deadline and we received three applications. We had two from Fine and Performing arts and one from the School of Education Master’s of Professional studies in Humanistic and Multicultural Education. The spring deadline is March 1st. Please encourage applications by letting your colleagues know about the deadline. Applicants may apply only once per academic year.
   c. OmniUpdate training opportunity. Matt Skillman in Computer Services is happy to hold small group training sessions for those wanting to update their websites. You can do this through MyNewPaltz or learn to do it yourself with Matt. That will enable people to update their own websites whenever necessary. Please let Dean Deen know if you would like to participate. Jon Raskin’s website can be considered a model for a high quality site.
   d. Rose Rudnitski announced that she is on the undergraduate research committee. They had a very successful poster session in Albany last year. This spring there will be a graduate research poster session. She made the suggestion that those who received funding should participate in this research fair. She also suggests that we, as a campus, choose who goes to represent New Paltz. Corinne Nyquist has information on this and will report it at faculty meetings. Rose will also keep us informed.
   e. Rose Rudnitski has been appointed to serve as part of the chancellor’s transformation team on shared governance. The first meeting is next Wednesday. Dean Deen says she will save time to talk about the feedback that the Grad Council might provide on a future agenda. Rose believes we need to raise our profile as a Graduate Council.
   f. Ceramics is having a chili bowl sale today in front of the LC.
3. Old Business
   a. The Graduate Faculty meeting. The meeting, headed by Karen Bell was productive, although not as well attended as hoped. There was some discussion about the various list serves and whether or not all departments received the meeting notice. Karen Bell will send everyone minutes and asks people to share those minutes with colleagues. What follows is a summary of ideas generated at that meeting.
      i. There was a long discussion of online offerings. Our Business School is offering courses in various formats. These should be considered by other Schools.
      ii. Many people asked questions related to 7 and 9 week summer sessions and other formats for online courses. The original reasons for the set number of weeks for summer online courses were based on Banner constraints and scheduling problems. There was some discussion about a 3-week winter session. A question was asked by a Council member about whether or not courses with major time changes such as to weekend courses need to file for a course Revision. Yes, they do. This has not been done in the School of Education in the past. Rose argued that we are trying to be more sensitive to students’ needs especially now with lower enrollments. Does requiring such forms make things “over-regulated”? Conversation ensued about whether these courses should be required to go through a course review process. Karen Bell advised that we should alert people about the location of the forms on the website. Stella Deen argued that a course revision form is required whenever there is a change of format. This type of change is considered a “change in frequency” and therefore requires the submission of a Minor Course Revision. This requirement will be clarified at the next associate deans meeting.
      iii. More advertising of all types is needed for graduate school offerings. Gradschool.com is recommended by Matt Friday. We should also use our website more fully. Again, Jon Raskin’s use of the website was used as an example. He also has a contact link inside his website which receives much traffic, as does his Facebook account.
iv. Graduate Entrance exams – This requirement has been dropped or modified by some schools. Our Business School is now allowing the GRE instead of just GMAT.

v. Timing of Courses. We need to be more flexible with course times in order to meet student needs.

vi. More assistantships of all types are needed, as well as more scholarships. Dean Deen said this information will be brought to recruitment fairs this year.

vii. Dean Deen was advised to spend IFR money. The Grad School will therefore now target some programs that are having difficulty and put scholarship money towards students in those areas.

viii. Post-master’s certificate programs may help increase graduate enrollment. All certification programs need to go through the regular approval process by System Administration; however, these programs are eligible for an expedited ten-day review. There is a difference between post- baccalaureate and graduate certificates.

ix. Karen Bell will send the full report from the Graduate Faculty meeting to everyone.

b. Status of institutional online education policy
   i. Dean Deen has spoken with the Educational Technology Committee and asked that they revisit the website statement on policies related to online courses, which was formulated in 2000. The wording needs to be more inclusive and updated. It also makes no mention of Grad Council. She asked if they would improve it, but the committee was too busy to look at it at this time.

   ii. Dean Deen spoke about the survey of graduate students about their preferences for course format and asked if we want to survey students in different programs. She is currently working with Giordana Grossi to design another survey to ask accepted students who didn’t come to New Paltz, why they made that decision.
Discussion continued about whether we need to know what our competitors are doing in regard to encouraging grad students to choose their programs. For example, are their programs shorter and does this matter? Are grad students in a hurry to be finished and enter the working world? How important is the quality of education in comparison to the length of the program?

Council members were asked to forward ideas about questions that should be on a survey to Dean Deen.

c. **Matriculation letter requiring a deposit**
   Interim Provost Duhaney was not happy with requiring a deposit because, in her opinion, it might deter people from coming to New Paltz. There was a lengthy discussion on how this might impact different departments, what amount should be charged, and whether we should revise or rescind the motion passed at our most recent meeting. Vika explained that this coming semester students will be asked to confirm their intention to enroll, decline our offer of admission, or request a deferral of matriculation via my.newpaltz.edu. A deposit would be due 2 weeks from the date of the matriculation letters. The discussion ended with a request that Council members talk to their schools and departments about how this might impact them.

d. **“Affirmation of Charges” form for continued registration**
   We would like to use this for the coming semester. Please ask people to come in and sign this form.

**Meeting adjourned 2:37 pm**

Minutes Respectfully submitted by
Andrea M. Noel