Graduate Council Meeting Minutes
Friday, October 22, 2010 1:00-2:45 PM
Haggerty Administration Building, Room 802

In attendance: Stella Deen, Andy Pletch (for Larry Fialkow), Mathew Friday, Dan Kempton, Gweneth M. Lloyd, Rosemary Millham, Jan McLaurin, Andrea M. Noel, Narcyz Roztocki, Vika Shock

Excused: Inge Anema, Karen Bell, Rose Rudnitski

The meeting was called to order in HAB 802 at 1:00 pm.

Approval of the Minutes

The minutes of October 15, 2010 were unanimously approved.

Announcements

a. OmniUpdate training session will be held on October 26, 2010.
b. Narcyz Roztocki reported about the Research and Creative Projects Awards subcommittee. Eight applications were received. Two of the eight applications were incomplete and thus not awarded. Five applications were awarded with $400.00 and one application with $200.00.
c. Beginning in spring 2011, all incoming graduate students will have ARN numbers for their first semester of registration.
d. We will begin implementing the Continued Registration policy for spring 2011 registrations.

Old Business

a. Matriculation letter requiring a deposit to hold an applicant’s place
The Graduate Council members continued their discussion about requiring deposits to hold an applicant’s place. There seem to be some pros and some cons of requiring such a deposit. Requiring a deposit, in the amount of $50.00 or $100.00, may help reduce the number of “no show up” students and help in scheduling classes. It may be not applicable to international students who will not pay such a fee until their visa gets approved by the US consulate. In addition, a large number of students may request a waiver of such a fee.
b. “Affirmation of Charges” form for Continued Registration

The Graduate Council members proposed several modifications to the draft. The objective of these modifications was to make the document more readable and student friendly. This will help to streamline the process.

We plan to implement the new document in spring 2011.

The existing document will be used for the current semester.

c. The role of the Graduate Council in the Middle States Review; addressing declining graduate enrollments in the Middle States self-study

Dr. Stella Deen reported briefly about the role of the Graduate Council in the Middle States Review. The Provost may ask the Graduate Council to add some paragraphs in the self study describing what the college is doing to reverse declining enrollments.

New Business

a. Comprehensive plan for improving enrollment in graduate programs (tabled)
b. Establish guidelines for the development of new local certificate programs (tabled)
c. Including 600-level classes in our graduate curricula (tabled)
d. Surveying current students, exiting students, and alumni to learn more about your graduate program (tabled)
e. How to evaluate the quality of graduate programs (tabled)

The meeting was adjourned at 2:45 pm.

Respectfully Submitted,

Narcz Sz Roztocki