MINUTES

Graduate Council Meeting

Friday, November 8, 2013

In Attendance: Tom Festa, Helise Winters, Laura Schultz (for Bernadette Morris), Karen Bell, Michael Viega, Vika Shock, Larry Fialkow, Wendy Bower, Jane Sileo, Rosemary Millham, Kris Backhaus, Laurel M. Garrick Duhaney, Gweneth M. Lloyd, Matthew Friday

Call to order at 1:03

1. Approval of Minutes of Friday, October 11, 2013 – Approved unanimously

2. Announcements:

   - Rosemary Millham described the newly approved Mid-Hudson Master Teacher Program
     - Based on the Math for America model
     - Candidates underwent an interview process, as well as wrote essays scored by State personnel, final candidates were chosen by the state but they also followed the campus committee’s recommendations.
     - Teachers must perform 50 hours of professional activities. The candidates are organized in learning teams to create their own professional development, learning about students; and submit a final report at the end of training. Teachers receive a $15,000 stipend with the understanding that they must perform specific tasks in addition to attending courses.

3. Unfinished Business from the previous meeting

   - The Council continued the review of an appeal initiated by a student from the Communication Disorders program. Wendy Bower and Ann Balant, administrators affiliated with the Communication Disorders program presented their views on the appeal. After they left the Council meeting, members deliberated and, through secret ballot, the Council voted on the student’s appeal to take the exam a third time. Vote counts were as follows: 12 votes against and 1 for.

   - Continued discussion of Independent Studies - Should we strictly enforce the policy to restrict the number of Independent Studies that a graduate student can take?
     - Council members must bring to their departments the discussion on how to create mechanisms that limit the unrestrained use of Independent Studies in lieu of courses that already exist.
     - Michael Viega announced that the Music Department has limited Independent Study offerings before the practicum.
     - Karen Bell brought up the need to allow a waver to accommodate smaller departments that use this alternative for students to fulfill requirements when classes are canceled. Dean Garrick Duhaney noted that though that is a possibility, it is necessary to have strict guidelines to avoid abusing of this option.
Matthew Friday reported that the Art Department policy doesn’t allow Independent Studies if the content is already covered by other courses. Students are only allowed to take two Independent Studies.

A recommendation was made that it must be impressed upon Chairs and Deans the need for strict guidelines and policies to control the number of Independent Study courses that department approve.

- Further review of online course proposals from School of Business for approval

BUS528 Marketing Management – based on previous Council suggestions, the revised document had added a rubric with the description of expectation of discussion board participation, minimum conditions of participation, class limit, more explicit information overall, more specific instructions on using interactive tools/ technology. Council recommended changing the course enrollment from 20 students to 22. The motion to approve the course carried unanimously.

BUS539 Personal Financial Planning – based on previous Council suggestions, the revised document had more explicit instruction for the use of technology tools, how the class was going to be taught, grading criteria was specified, and a calendar and instructions for accommodations were included. The motion to approve the course carried unanimously.

New Business

4. Discussion of Non-Matriculated Graduate Student Application & Fee Proposal

This discussion focused on introducing an application fee for non-matriculated graduate students. We discussed whether the fee should be for the first course and not the second. It was noted that there are other institutions that don’t require it. The fee could be reimbursed when students enroll in a program. The fee’s justification rests on the fact that students would receive advisement prior to applying to one of our graduate programs and that staff would need to enter student information in Banner and processing paperwork submitted. The issue of how the fee could impact students’ commitment toward a program and if the fee makes a difference was brought up. In addition, the Council discussed if the credit toward matriculation has any mechanisms to control the number of credits taken before acceptance into a program. Another question that came up was if the implementation of the fee is worth it vis-à-vis the size of the fee and the mechanisms to track the applications. It was mentioned that an application process that identifies intention to enroll in a program gives coordinators more data to organize programs. A decision is yet to be made in this matter.

Meeting was adjourned at 2:50 PM

Minutes Respectfully Submitted by Thaïs B.P. da Cunha