Graduate Council Meeting

December 6, 2013, 1:00-2:45 P.M.

In attendance: Kris Backhaus, Karen Bell, Thais B.P. da Cunha, Dean Laurel M. Garrick-Duhaney (Chair), Lawrence Fialkow, Tom Festa, Gweneth Lloyd, Rosemary Millham, Vika Shock, Laura Schultz (for Bernadette Morris), Jane Sileo, Michael Viegas

1. The minutes of the November 22, 2013 meeting were approved.

2. Announcements:
   Dean Duhaney began by thanking council members for their expressions of condolence.

3. There was an update on the Dean’s discussions with the parents of a student who is appealing a de-matriculation decision. Any further discussions will be conducted directly with the student.

4. In view of previous Council discussions, the policy to limit independent studies to two will now be enforced. Exceptions may be approved on an individual basis. (The exact mechanism for requesting exceptions was not described at this time.)

5. Further discussion of the application process for non-matriculated graduate students. These students include life-long learners, who are typically not degree candidates, as well as some students who will eventually matriculate and earn a degree. In order to promote matriculation, it was agreed that non-matriculated students would be required to apply for admission and that a new form should be prepared to this end. In the new process, the student’s transcript will be reviewed and students will meet with advisors; the hope is that more of these students will feel encouraged to enroll in a degree program. There was discussion of a proposed $25 application fee, which could offset pre-advising expenses and could later be counted towards a matriculation application. On the negative side, there would be costs associated with administering such a fee. The Council decided not to impose the application fee.

6. Discussion of Advanced Certificate in Trauma & Disaster Mental Health Counseling. The proposal was discussed at the previous meeting and some suggestions for improvements were made at that time. The Dean expressed the need for a fast response (the first courses are proposed to run during Summer, 2014). There was discussion of the proposed schedule for course offerings, which entails 3 required online courses during the summer and then one elective during each of the next 2 semesters. Some students may need to start more slowly, so perhaps 2 summers would be necessary. There should be a contingency plan in case first responders are called away or otherwise cannot attend. There was some discussion of individual courses. For COU566, some concerns include perceived confusion in the percentage allocations in the sample rubric, the deviation of the proposed class limit (20) from the campus class limit, and the perceived need
for more online tools. For COU567, it was suggested that there be more roleplaying activity. The program was approved.

7. New Business: Discussion concerning the MS Music Therapy program. Dr. Michael Viega, described the need for an updated MS Music Therapy program. In particular, the present program is out of compliance with certain requirements of the American Music Therapy Association concerning fieldwork and internship. Concerning outside applicants, a goal is to bring them up to a masters level at entry into the program. Proposed changes to the program were described by Michael Viega. These concern the two new Fieldwork courses and changes to Internship 2 and Music Therapy Ensemble. During the discussion, several suggestions were made to improve the proposals, as follows. There is a need to describe Fieldwork 2 differently than Fieldwork 1; to describe the focus, competencies, rubrics, course skills and evaluation for these courses in more detail; more feedback to and from students. Concerning Music Therapy Ensemble, the proposal needs more detail concerning class participation and performance, attendance, and grading.

8. The meeting concluded with some remarks from the Dean concerning graduate enrollments, pointing to schools where enrollments are strong and others where they are declining. This is an ongoing topic of great concern.

Respectfully Submitted by Larry Fialkow