Graduate Council Meeting Minutes
Friday, September 13, 2013, 1:00-2:45 pm, HAB 803

In attendance – Karen Bell, Thais da Cunha, Laurel M. Garrick Duhaney, Tom Festa, Lawrence Fialkow, Matthew Friday, Gweneth Lloyd, Rosemary Millham, Bernadette Morris, Vika Shock, Jane Sileo

Excused – Narcyz Roztocki and Helise Winters
Guests – Dan Kempton and Michael Viega

Minutes from April 12, 2013 were approved unanimously

Announcements
a. Reminder about the Sacred Music of Tibet at New Paltz
b. GSRCP awards – applications need to be by October 1, 2013. Please announce in our departments
c. Laurel will be attending a WONK meeting and will present key findings and recommendations from the Graduate School Strategic Plan.

Proposal to add representative from Music to the Graduate Council – Dan Kempton

A proposal was made to add a representative to the Graduate Council from Music Therapy because of its distinctiveness from other programs within FPA. The Music Therapy program is Board certified and candidates are both musicians and clinicians requiring NYS licensure to practice. Consideration of the proposal is under way with no objections from Graduate Council members. The graduate faculty will have to vote on the motion and if it carries the by-laws will need to be amended.

Important to note is the connection with Laurel’s outreach to Chinese students and a planned outreach to students in India this fall 2013. Laurel indicated that marketing for all graduate programs will continue as part of the strategic plan, and music therapy will be included in international recruitment outreach endeavors.

Update on action items approved at the Graduate Faculty Meeting of Wednesday, April 24, 2013, 3:00 pm – 4:30 pm in the Old Main Building, Room 1907

a. By-Laws clarification on membership and term durations discussed and completed; two consecutive 3-year terms are the maximum service to Graduate Council. Vika Shock will adjust the membership list and report years of on-off service of members to the Council. LA&S needs a replacement for Inge Anema, whose term has expired. Business needs to replace Narcyz Roztocki, whose term has also expired and FPA needs to replace Matthew Friday, whose term also has expired. These Schools will need to hold elections to replace these former members.

b. Changes to the By-Laws of the Graduate Council were approved by the graduate faculty at the spring graduate faculty meeting. These changes include:
   1. The graduate faculty sections were unclear and mixed with Graduate Council policies in the older document and therefore portions were rearranged to clearly distinguish the graduate faculty portion of the by-laws from the responsibilities and membership of the Graduate Council.
   2. The Graduate Council membership include the following changes:
      a) “Up to five professional faculty members serve ex officio with full voting rights”
      b) That membership is “renewable for a second term” (3-year minimum membership)
      c) That “professional faculty from distinct administrative departments, where deemed necessary, will remain on Graduate Council”
   3. A clear distinction for the graduate faculty section needed to be included. The previous document, for example, stated “The Presiding Officer of the Graduate Council” where it is expected to read “The Presiding Officer of the Graduate Faculty”.
   4. The responsibilities of the graduate faculty include the following additions - “coordinate” and “promote” – to establish and maintain graduate education programs.
5. Several locations in the original document erroneously used “Graduate Council” instead of “Graduate Faculty”. These have been amended in Articles VI, VII, IX, X, XI and XII.

The Graduate School Strategic Plan

Discussion of the Graduate School Strategic Plan and next steps:
The focus of the strategic plan includes the following targets – 1) marketing and recruitment, 2) new programs, 3) discontinued programs, 4) online versus seated programs, 5) revised programs, and 6) student engagement and support.

Targeted areas to work on include – 1) ways to increase graduate student enrollments, 2) program development and refinement, 3) and work to uphold the revised mission for the school.

Tasks – a Council member will be invited to join an implementation task force to look at goals, priorities, and initiatives from the Strategic Plan and assign duties/responsibilities for implementing parts of the strategic plan, etc. The original committee participating in the development of the SP included Karen Bell, Stella Turk, Aaron Knochel, Daniel Freedman, Vika Shock, David Basch, Helise Winters, Chih-Yang Tsai, Linda Smith, and Laurel Garrick Duhaney, chair.

The strategic plan was shared with the Provost, Academic Dean, and Cabinet and was well received. The focus is on new and continuing part- and full-time students. The Graduate School missed its full-time student enrollment projection by only a few students but did not meet it targeted enrollments for part-time and continuing students.

Yield remains a problem. How do we increase yield? One method is to make the personal phone calls.

We need to be cognizant of the Graduate School difficulties and work to resolve the issues.

Program Revisions & Discontinuances

- SUNY and NYSED approved curricular changes to our MSED Visual Arts Education program leading to professional certification [program Code: 25277 and HEGIS#: 0831.00]
- NYSED approved our request to postpone discontinuance of our MA Art Studio program [Program Code: 82116 and HEGIS#: 1002.00] from May 2013 to December 2013
- MS Electrical Engineering – Program proposal is being revised in response to Council’s feedback; Resubmission of proposal forthcoming

Approval of Minor Course Revisions – completed by the Graduate School

- MUS521 Applied Music: Piano This course is repeatable for credit (3x limit / Maximum hours 9 credits)
- MUS522 Applied Music: Voice This course is repeatable for credit (3x limit / Maximum hours 9 credits)
- MUS523 Applied Music: Misc This course is repeatable for credit (3x limit / Maximum hours 9 credits)
- MUS543 Music Therapy for the Elderly Change of title to “Music Therapy for Older Adults”
- EED516 Teaching Reading and Writing/Language Arts in the Elementary Schools Request to exclude non-matriculated students was approved

Review of New Course Proposals
- **ENG527 Development of Modern English** – Some questions arose (i.e. why is it repeatable, clearer evaluations are needed for online segments) however, it looks like a very good course - the hybrid version looks richer and contains a wider approach in text, and the linguistic connections are great additions.

**Tabled:**

**Review of New Course Proposals**
- **ENG589 From Gutenberg to Google Books: Studies in Books, Readers, and Culture**

**Other Business**
- Brief summary of C-TEN and STEN initiatives – Karen Bell
- Independent Studies
  Should we institute a policy to limit the number of Independent Studies that a graduate student is permitted to take?
- Non-Matriculated Graduate Student Application & Fee Proposal
  Discussion of whether we should require a non-matriculated student application and application fee structure

Meeting adjourned at 2:51 pm.

Minutes for the 9/13/13 meeting were respectfully submitted by and taken by Rosemary Millham.