

**Graduate Council Meeting
October 11, 2012 Meeting Minutes
(Room: York Room, Mansion)**

Present: Kathy Burke, Lew Chakrin, Brian Chinni (Recorder), Donna Crawley (Faculty Assembly Exec.), Eric Daffron, Mike DiBartolomeo, Julie Good, Steven Perry, Emma Rainforth (ARC), Peter Rice, Chris Romano, Sam Rosenberg, Eddie Saiff, and Ashwani Vasishth

Dean Steve Perry opened meeting at 10:11 a.m., introduced the meeting agenda and distributed copies of related documents for individual and collective review. The meeting agenda included the following:

- Reconsideration of the Non-Matriculation policy in relation to a proposed five-year program for the Masters of Arts in Sustainability Studies;
- Reconsideration of the incomplete extension, for 600 level courses; and
- Examination of objectives and achievement targets as drafted by Enrollment Management.

The following provides a summative report of all activities and related actions:

1. Steve Perry introduced Ashwani Vasishth. Ashwani explained that he would like the Graduate Council to reconsider the policy regarding undergraduate transfer credit, as this would serve to support the feasibility of a five-year MASS program model. Chris Romano explained that current transfer policy allows for only a total of eight (8) credits (or two (2) courses). Furthermore, one cannot have two records at the same time. A discussion ensued regarding the potential concern of “double counting” course credit. Sam Rosenberg expressed that the MASS 5-year program model has not been discussed, nor approved at this time. Therefore, if this is considered policy, it must apply to all MA programs. Given this, Sam recommended that this discussion item be placed on a subsequent agenda for further discussion. Ashwani expressed his concern that he is unable to prepare a five-year plan without discussing and, ideally, resolving the issue. Sam explained that the five-year plan is in proposal stage, and the concept of 5-year plan has not yet been approved. Steve proposed that the Council table the item, and allow time to gather additional more information.
2. Steve introduced the next discussion item – the reconsideration of the “Incomplete” grade extension. Eric Daffron explained that the faculty/dean can approve an “Incomplete” grade extension. Currently, this extension is permitted at undergraduate level. However, this is not the case at the graduate level. Eric further explained that the extension is not currently publicized in undergraduate catalog. Eddie expressed that if we do allow, we should probably document in the Graduate Manual. Lew added that it should be publicized in both the Undergraduate and Graduate Manuals. Eddie added that if the Council is going to reconsider this policy and/or or include this extension in the Graduate and Undergraduate Manuals, it will need to also reconsider the Incomplete Grade Form. Eddie suggested that the Form include more specific information, such as definitive time line with more specific plan of action. Steve offered additional clarification, explaining that Eddie is suggesting that the current Form also include an action plan. Steve proposed that Chris update the Form, and submit to Cynthia Brennan for her review and approval. All agreed with this proposed action.
3. Next, Steve introduced Chris Romano. Chris distributed the Fall 2012 Enrollment Report to the Council, explaining that his desire was to inform the members of the current status of graduate enrollment. He added that he was concerned about current enrollment trends. Chris explained that Graduate programs are intended to be the area for growth, as undergraduate enrollment declines. He further explained that while the College has added graduate programs, overall enrollment has declined. Chris then offered insights and recommendations put forth in the recent Consultant report. A discussion ensued regarding the process of identifying high demand programs, and the marketing and promotion of programs. In the end, Chris proposed that a consistent business plan model be applied across all graduate programs. Steve proposed that we collectively examine the Consultant’s recommendations, discuss and determine specific action items, and, once achieved, invite Provost Barnett to a meeting. Steve explained that he would coordinate a reschedule of the 11/8/12 GC via Doodle, at which time Chris will walk the Council through the recommendations.

4. Next, Chris Romano facilitated a review of the refined Enrollment Targets that were to be revisited.
 - a. Obj. 2a, Target 3 – Graduate Open Houses; achieved 100% participation.
 - b. Obj. 2a, Target 4 – Recruitment Calendars. Chris expressed that there is a need for additional support from the Graduate Directors, requesting 3-4 specific recruitment opportunities of each of the respective graduate programs. Discussion ensued regarding strategies.
 - c. Obj. 2a, Target 5 – Intention to Enroll – Chris expressed that, while it might face some resistance, the office would like to include an intention to enroll within the newly created Graduate Acceptance Letter. Discussion ensued regarding timing of acceptance and registration. In the end, Chris explained that he would like to implement an application deadline, as well as an “intention to enroll” within the application process. Chris will further investigate.
 - d. Obj. 2b, Target 1 – Chris explained that the Office is currently working on a graduate landing page. Furthermore, that would like to include a button link on each graduate program page that provides necessary resources;
 - e. Obj. 2b, Target 2 – Registration Deadlines – due to the concern regarding adjunct contracts and the timing of cancellation of courses, Chris agreed to modify language to read “10 days prior to the registration deadline”
 - f. Obj. 2c, Target 3 - Chris expressed there needs to be some form of an “orientation” for each of the graduate programs. Specifically, a scheduled date for in-person and/or web-based orientation, at which time the respective Director can inform students of the registration process, protocols and deadlines; courses; schedules; and other important program-related information. Chris explained that the orientation schedule will be dictated by program Directors, however, must be scheduled prior to the first class.
 - g. Obj. 3b, Target 1 – Chris explained that his Office would like to obtain student profiles, testimonials, etc. from Directors, and include in the respective web site. Chris explained that his office will take the lead in this objective, and seek the support of the Directors.
5. Chris motioned to approve the changes. All approved. Chris will send the updated document to Steve, inclusive of these changes.

The next Graduate Council meeting is scheduled for Nov. 8, 2012; however, it will need to be rescheduled, due to conflicts. Steve will coordinate this change in schedule.

Steve Perry motioned to adjourn the meeting at 11:33 a.m.; all approved.

Minutes submitted by Dr. Brian P. Chinni