

**Graduate Council Meeting  
February 9, 2012 Meeting Minutes  
(Room: York Room, Mansion)**

Present: Beth Barnett; Cynthia Brennan, Kathy Burke, Lew Chakrin, Brian Chinni (Recorder), Angela Cristini, Eric Daffron, Michael DiBartolomeo, Irene Kuchta (ARC), Hassan Nejad, Anthony Padovano, Steven Perry, Chris Romano, Sam Rosenberg, Eddie Saiff, Elizabeth Siecke, Anita Stellenwerf, and Ashwani Vasishth

Dean Perry opened meeting at 10:02 a.m., introduced the meeting agenda and distributed copies of related documents for individual and collective review. The meeting topic included:

- Collective examination of the Graduate Education Plan (DRAFT)

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

1. Steve Perry introduced Provost Barnett; the Provost explained that the changing of course enrollment caps must go through Dean's office as a matter of protocol, as this decision is under the purview of the Dean.
2. Next, Steve introduced Vice Provost Eric Daffron. Eric explained that the NJ Council of Presidents unanimously approved the MA in Special Education program that was developed by Dr. Julie Norflus-Good. However, the College was informed that it did exceed mission again and, therefore, will need to obtain an external consultant to conduct a review of the College. This review would be more focused on the administrative capacity of the institution and its ability to successfully implement the program, less the substance and quality of the proposal
3. Steve Perry requested that the Council review the 12/11/12 meeting minutes; all approved.
4. Next, Steve Perry introduced the focal topic of the meeting – the Graduate Education Plan. He requested that all refer to the document and initiated the review of its contents. The results of the review are as follows:
  - a. Graduate Program Mission Statement - all approved the current mission.
  - b. Goal No. 1/Objective a. – regarding Objective a., Beth explained that she will work with the Dean's Council given the fact that there is no policy currently regarding terminal degree status of faculty. Furthermore, Beth explained that the measure does not present a time schedule for observations to be conducted by the Deans or Directors. A brief discussion ensued. As a result of discussion, Beth recommended the Council establish a committee that would be charged with the examination of this matter and, ultimately determine criteria for faculty credentials,

observation and evaluation. Steve requested that Kathy, Angela and Lew meet and formulate recommendations for the next Graduate Council meeting.

- c. Goal No. 1/Objective b. - Eric explained that Objective b. is intended to maximize the Faculty Resource Center to in support of Graduate Program faculty. Lysandra made an attempt and, unfortunately, only one attended. Angela expressed concern regarding time conflicts for adjuncts. Beth expressed concern regarding the need to ensure that the pedagogy of Graduate Programs best aligns to the unique needs of the adult learner. Angela explained that she is currently addressing this need within the MSET Program. Kathy expressed that perhaps we combine the two Objectives under Goal No. 1. Steve questioned how we should proceed. Discussion ensued. Beth offered a re-word of the objective. Steve noted
- d. Goal No. 2/Objective a. – all approved as written.
- e. Goal No. 2/Objective b. – Chris provided clarification regarding the quota “90% of continuing graduate students...” specifically that new Graduate Programs cannot be held to this standard. Kathy explained that there are challenges regarding the timing of reimbursement relevant to the Nursing Program.
- f. Goal No. 2/Objective c. - Cynthia explained that degree audits on Banner have gone well; it has not an issue. In addition, Cynthia expressed potential concern with degree conversion in Nursing program. Cynthia questioned degree audit and MAEL program. Brian confirmed all has been successfully implemented.
- g. Goal 3/Objectives a.-d. – Steve facilitated the review of each objective and modified as necessary. Objective a. - Measure 1 was modified from 5 years to 3 years; Measure 2 was determined to not measurable at this time; therefore, unchanged. Measure 3 - Beth explained that these plans will not reflect the current fiscal year, given the timing. Objective b. – Chris explained that we are currently at 50%, given that the new Adult Programs that do not have a plan at this time; all new Graduate Programs have a marketing plan. Beth explained that this will have to wait again given the timing. Chris explained that the Graduate and Adult Program budgets are limited; therefore, we must use and build in marketing money for these programs. Objective c. - Liz confirmed that there have been resources dedicated to her Library budget for new programs. Beth explained that we need to be sensitive to this need. Objective d. - Chris explained we need to consult with the Center. Beth and Chris suggested that the Center be redefined to support Graduate Program students. Some discussion ensued regarding the need to foster a “Graduate culture. On campus. It was recommended that a survey be developed to more precisely measure needs. Chris will draft with deadline for feedback; update and distribute to Graduate Students; and provide summative data report.

The next Graduate Council meeting is scheduled for Thursday, March 8, 2012 (10 a.m.) in the York Room of the Mansion.

Steve Perry motioned to adjourn the meeting at 11:32 a.m.

Minutes submitted by Dr. Brian P. Chinni