

Graduate Council Retreat
August 18, 2011 Meeting Minutes
(Room: ASB 230)

Dean Perry called meeting to order at 9:00 a.m.

Present: Mary Ellen Allison, Provost Beth Barnett; Cynthia Brennan, Lew Chakrin, Brian Chinni (Recorder), Angela Cristini, Eric Daffron, Julian Gomez; Bernard Langer, Hassan Nejad, Clare Naparano, Anthony Padavano, Steve Perry, Emma Rainforth, Peter Rice, Sam Rosenberg, Elizabeth Siecke, Eddie Saiff and Ashwani Vasisht

Dean Perry opened meeting at 9:00 a.m., introduced the meeting agenda. He explained that the sole purpose of the meeting was to collectively examine, discuss and revise, as necessary, the proposed DRAFT of the Graduate Education Plan and related Goals and Objectives. Provost Barnett initiated the session by offering the participants an overview of the document and explanation of its purpose. She then deferred to Steve who facilitated the review process.

The focus of the retreat was to finalize the *Graduate Education Plan* DRAFT document. Therefore, the minutes can best be reflected in the resulting document enclosed. Under the skillful facilitation of Steve Perry, the participating members of the Graduate Council carefully and collectively examined all aspects of the document, including: the mission statement, goals, objectives, achievement targets and means of measurement. Feedback was gathered and applied, once consensus was achieved across the Graduate Council. Provost Barnett made all necessary changes to document for all to examine, discuss and, ultimately, approve while it was presented live via LCD/screen in front/center of the room. Extensive consideration and discussion was given to each of the aforementioned items within the document.

The review concluded at approximately 12:20 p.m. Steve asked the GC members if there were any additional items for discussion today. Given that there were no additional items, Steve moved to adjourn the meeting. All agreed.

The next Graduate Council meeting is scheduled for September 15, 2011 (10 a.m.) in the York Room of the Mansion.

Steve Perry motioned to adjourn the meeting at 12:25 a.m.

Minutes submitted by Dr. Brian P. Chinni

DRAFT

Graduate Education 2011-2014

Goals and Outcomes

Revised June 2011

Mission

Graduate education at Ramapo College of New Jersey builds on the expertise of its outstanding faculty and the strengths of the undergraduate curriculum. Graduate programs are rooted in the institutional pillars (interdisciplinary curriculum, international and intercultural understanding, and experiential learning) while providing in-depth study in a particular field. Graduate studies at Ramapo College respond to contemporary social, economic, and cultural needs by developing informed citizens and accomplished professionals.

Goals, Objectives, and Achievement Targets for 2011-2012

1. **Faculty engaged in graduate education at Ramapo College are well prepared to teach at the graduate level in their discipline.**
 - a. Set and apply standards for faculty who teach in graduate programs.

Achievement target: To ensure advanced preparation in the discipline or profession, 100% of faculty teaching in the graduate programs will hold the appropriate terminal degree.

Measure: Faculty resumes (see policy on terminal degrees).

Achievement Target: To ensure a high quality education across graduate programs, 100% of the faculty will be regularly evaluated for successful teaching at the graduate level.

Measure: Student opinion surveys; dean's or director's evaluation; peer observations.
 - b. Provide opportunities to receive training and enhance pedagogical skills necessary for teaching graduate students.

Achievement Target: The Office of the Provost and the Faculty Resource Center will offer opportunities for training and skill enhancement twice during the fall and spring semesters. Eighty-five percent of attending faculty will indicate satisfaction with these training opportunities.

Measure: The Office of the Provost will track events and report results of a satisfaction survey following each event.

Achievement Target: Opportunities for external training and skill enhancement will be communicated to faculty teaching graduate students.

Measures: Attendance records; announcements of programs; announcements of resources to support attendance at events.

2. Procedures for graduate admissions and graduate study will be published and adhered to.

- a. Centralize graduate admissions and recruitment through the Office of Adult and Graduate Admissions.

Achievement Target: Graduate recruitment activities will be coordinated by the Office of Adult and Graduate Admissions in collaboration with deans and program directors.

Measure: Graduate Council minutes and Annual Plan for Graduate Recruitment.

Achievement Target: 100% of graduate programs utilize the appropriate admissions procedures outlined by the Office of Adult and Graduate Admissions to process applications.

Measure: Procedures for graduate admissions and recruitment developed and published; accurate enrollment reports showing all graduate students from prospect to enrolled.

- b. Publish procedures and meet standards for graduate registration.

Achievement target: Separate procedures and standards for graduate registration and payment will be published on the College's website.

Measure: Website (graduate student landing page).

Achievement target: 90% of graduate students will register by the established registration deadline; program directors will communicate deadlines to all students enrolled in the program.

Measure: Banner reports of registration activity; communications from program directors.

- c. Publish and adhere to standards and expectations for graduate study.

Achievement Target: Program directors contact 100% of non-matriculated students who have completed two courses to advise them that they may not register for additional courses until matriculation has occurred.

Measure: Banner reports of admission status.

Achievement Target: Program Directors will monitor the academic standing of all students within the program.

Achievement Target: 100% of graduate programs will have a degree evaluation.

Measure: Banner report

3. **Graduate programs are evaluated financially as stand-alone cost-revenue centers that must generate excess revenue over expenses.**

- a. Program feasibility, implementation, and continuation decisions will be based on business planning.

Achievement target: 100% of new graduate programs will develop, in collaboration with the dean and enrollment management, and submit a five-year business plan as part of the feasibility phase of program development.

Measure: Archive of business plans.

Achievement target: 100% of new graduate programs will meet revenue and enrollment targets specified in their business plans.

Measure: Annual evaluation of business plans.

Achievement target: 100% of continuing graduate programs, in collaboration with the dean and enrollment management, will set and meet annual revenue and enrollment targets through the development of a three-year business plan.

Measure: Annual evaluation of business plans.

- b. Marketing recruitment and admission for graduate programs will be coordinated by Enrollment Management.

Achievement target: In consultation with the Office of Adult and Graduate Admissions, 100% of new and continuing graduate programs will build marketing expenses into their business plans.

Measure: Annual evaluation of business plans

Achievement target: The Marketing budget for each graduate program will be managed by Enrollment Management in close coordination with the program Director.

Measure: Review of budget for the Office of Adult and Graduate Admissions.

- c. Library resources for graduate programs will be coordinated with the Dean of the Library or designee.

Achievement target: In consultation with the Dean of the Library, 100% of new and continuing graduate programs will build library resource expenses into their business plans.

Measure: Annual evaluation of business plans including library resources relating to the program.

- d. Career development resources for graduate programs will be coordinated with the Cahill Center.

Achievement target: In consultation with the Director of the Cahill Center, 100% of new and continuing graduate programs will build career development resource expenses into their business plans.

Measure: Annual evaluation of business plans

4. **Graduate programs will engage in annual planning and assessment of student learning.**

- a. Each graduate program will develop and publish student learning goals and outcomes and will assess student learning.

Achievement target: 100% of graduate programs will submit assessment plans and reports.

Measure: Tally of plans and reports in WEAVE On-line.

- b. Each graduate program will use assessment results to improve curriculum and student learning.

Achievement target: 100% of graduate programs will make programmatic adjustments, if recommended, based on assessment results.

Measure: Assessment