

**Graduate Council**  
**January 13, 2011 Meeting Minutes**

Dean Perry called meeting to order at 10:00 a.m.

Present: : Mary Ellen Allison, Provost Beth Barnett; Cynthia Brennan, Kathleen Burke, Lew Chakrin, Brian Chinni (Recorder), Eric Daffron, Julian Gomez; Bernard Langer, Hassan Nejad, Steve Perry, Emma Rainforth, Peter Rice, Christopher Romano, Sam Rosenberg, and Ashwani Vasishth

Dean Perry opened meeting at 10:00 a.m., introduced the meeting agenda and related topics. The meeting topics included:

1. Provost Barnett's report;
  2. Presentation of Graduate Programs Recruitment Plan (Chris Roman, Peter Rice and Julian Gomez);
  3. RN-MSN Transition; and
  4. A collective examination of the RCNJ Graduate Education Standards and Procedures Manual (all GC members), specifically the Thesis Course extension process and limits;
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1. Provost Barnett's reported on:
    - a. Special Education Masters Proposal – expressed that the program proposal was determined feasible and given approval to move forward. Dr. Julie Norflus-Good will be scheduled to present the proposal to the Graduate Council at its next meeting (2/10/11).
    - b. Graduate Courses and Adjuncts – expressed that the Council needs to determine a more effective way to schedule and arrange adjuncts. The specific concern is that the College is required to compensate adjuncts a certain percentage of the contractual amount if the adjunct is not notified two weeks prior to the cancellation of a course. In addition, we need to maintain the integrity of the curriculum and provide students the courses that they need. Provost Barnett requested that we discuss these issues, and establish a GC sub-committee to determine a process that will serve to alleviate these concerns.
    - c. Thesis Course Extension – expressed concerns regarding the 2-year thesis extension; far too long. Therefore, the Provost will not accept the revised Graduate Education Standards/Procedures Manual in its current form. The Provost offered suggestions, such as the provision of another course and/or continuing advisement. Cynthia Brennan expressed concern that the guidelines had to be posted today; therefore, it will remain status quo until we (Graduate Council) resolve.
    - d. Graduate Education Mission Statement – expressed that she and Vice Provost, Eric Daffron, have mutually determined that there is a need for a Graduate Education Mission Statement. The Provost requested that the

Graduate Council (GC) establish a sub-committee that will be charged with the responsibility to draft and propose to the GC, ideally, by semester's end. The Provost and Vice Provost will also be working on a mission change for the College.

Steve Perry offered a summary of the Provost's concerns, and closed this portion of the meeting expressing that the most pressing issue is that of the Thesis Course extension, to which the GC would return later.

2. Steve Perry introduced next agenda item – Graduate Program Recruitment Plan, and deferred to Chris Romano:
  - Chris introduced Peter Rice and Julian Gomez to the GC members, explaining that the Graduate Admissions Office has established a plan to support recruitment efforts. Peter offered an overview and introduced Julian. A presentation followed that included: planned recruitment activities; application, acceptance and admissions process; and related schedules. Peter expressed that we specifically need to discuss and determine an acceptable graduate application deadline; he suggested May 1<sup>st</sup>. Kathy Burke expressed concerns, specifically that the May 1<sup>st</sup> deadline may not necessarily appeal to adults (who more typically deal in 6-week blocks). Peter expressed that he assumed this would require some discussion. Lew Chakrin asked Peter if there is a standard application deadline for graduates. Peter indicated that it is typically March 1<sup>st</sup> and, therefore, thought that May 1<sup>st</sup> would strike a balance. Peter explained that the overall goal is to increase the size of the graduate prospect pool – and – that the College's undergraduate recruitment efforts have been rather successful. Hassan Nejad asked if enrollment goals for each program had been established, to date. Chris explained that this is in process and, hopefully, that these goals would be established by semester's end.

Julian proceeded to present a summary of planned recruitment activities for each program. These activities included: graduate open houses; participation in industry-specific conferences (as budget allows, which is quite limited); visitations to corporations, schools and hospitals/medical facilities; and on-campus programs/events. Hassan asked if there is currently a procedure for recruitment of RCNJ undergraduates – and – that we should strive to recruit prior to their graduation. Peter explained that we currently have no formal system in place, only a few activities (i.e., open houses). Chris expressed that, perhaps, we should entice the undergraduate students to take a graduate course. Ashwani Vasishth expressed that the open houses need to be scheduled earlier, specifically given the application deadline of May 1<sup>st</sup>. Peter agreed, however, the May 1<sup>st</sup> application deadline does not apply this year. Finally, Sam Rosenberg asked if graduate tuition rate was higher for out-of-state students. Chris

indicated that is currently is a higher rate and there is consideration of a “flat” graduate tuition rate for both in-state and out-of-state students. Chris closed the discussion by thanking Peter and Julian, and explained that they would be updating the GC regularly (every couple of months).

3. Steve Perry introduced next agenda item – RN-MSN Transition and deferred to Kathy Burke:
  - Kathy introduced the concern regarding the offering and/or transfer of undergraduates courses at the graduate level courses. This is of particular concern to Nursing, due to the intricacies of the RN-MSN transition and overall program design. A discussion ensued that addressed various related procedural and bureaucratic issues. Kathy expressed that she needed approval to move forward with the submission of a proposal to the GC that would serve to resolve this matter. Steve requested that we reserve time in the next (2/10/11) GC meeting for the presentation of Kathy’s proposal. All agreed.
4. Steve Perry introduced next agenda item – a collective examination of the RCNJ Graduate Education Standards and Procedures Manual, specifically the Thesis Course extension process and limits.
  - **Thesis Course Extension.** Steve suggested that we begin our review by addressing the Provost’s concern of Thesis Course extension limits. A discussion ensued. Lew suggested that we limit to a one-year (two additional semesters) extension. Steve closed the discussion, suggesting the Brian, Cynthia and Steve would revise language in the Manual and distribute for review/approval by GC. All agreed.
  - **GLEX.** Chris questioned whether it was necessary for the entire GLEX policy be included in the Manual. A discussion ensued. Chris expressed that he would refine the language and distribute for review/approval by GC. All agreed.
  - **Graduate Manual Revision Process.** Steve explained that Brian would be provided the most recent version of the Graduate Education Standards and Procedures Manual, make the recommended changes and distribute revised document for collective examination and approval.

Hassan questioned the process for establishing a sub-committee for formulation of the Graduate Education Mission Statement. Bernie suggested that we put this on the 2/10/11 GC agenda for discussion. 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 February 10, 2011 (10 a.m.)

Steve Perry motioned to adjourn the meeting at 11:25 a.m.

Minutes submitted by Dr. Brian P. Chinni