

**GRADUATE COUNCIL MEETING**  
**SEPTEMBER 13, 2018**  
**10AM YORK ROOM**

**Attendees** – Tim Landers (acting Chair), Ed Petkus, Connie Crawford, Eddie Saiff, Michele Dunn, Anthony Dovi (acting Secretary), Chris Romano, Stefan Becker, Aaron Lorenz, Ann Marie Moreno, Kathy Burke, Rich Russo, Jackie Braun, Peter Campbell

T. Landers (meeting Chair) opened the meeting at 10:02 a.m. and reviewed the previously distributed agenda:

1. Approval of 4/12/18 GC Meeting Minutes (T. Landers)
2. New Member Welcome (TL)
3. Appreciation for outgoing Chairman, Brian Chinni (GC)
4. Nominations & Election of Secretary and Chair (TL)
5. Automatic Cohort Enrollment (TL)
6. Course Audit Policy (AM)
7. Other Business - Update to Grad Council Agenda

**1) Approval of Minutes** – After a review of the April 12<sup>th</sup> minutes, T. Landers moved that they be approved as presented. The motion was seconded by E. Saiff and unanimously approval.

**2) Welcome of new members** - The GC welcomed new members Jackie Braun, and Peter Campbell, Dean of the School of Contemporary Arts.

**3) Appreciation for outgoing Chair, Brian Chinni.** T. Landers acknowledged Chinni's years of stewardship as Chairman and Secretary and asked that the following statement is included in the minutes along with emails of appreciation from GC members:

“After serving three years as Graduate Council Chair and the prior five years as Secretary, Brian has graciously decided it's time to step aside from his leadership role. The Council is indebted to Brian for his stewardship over the last eight years, a time that included the launch of two new Masters programs, the mothballing of two others and the emergence of Ramapo's graduate culture. Throughout his tenure, Brian led the Council with an unfaltering commitment to fairness and academic integrity. Under his watch, robust debates were routine, and every viewpoint received the same degree of respect.” “Please join me in thanking Brian for his leadership...Let me take this space to thank Brian for all he as done. Everyone who knows Brian knows he is a leader and a colleague and both are unmatched...Brian, the graduate culture that you helped foster will remain in perpetuity...Your commitment to our GC and especially to Ramapo College will always be recognized... Brian is the salt of the earth! He is an amazing educator, colleague, and leader!!”

**4) Nominations & Election of Secretary and Chair** - Tim Landers opened the floor to nominations. Ed Petkus moved to nominate Tim Landers as chair; the motion was seconded by Peter Campbell and unanimously approved. A. Lorenz moved to nominate A. Dovi for Secretary; the motion was seconded by Eddie Saiff and unanimously approved.

**5) Automatic Registration** – T. Landers initiated a discussion regarding the implementation of auto-registration for all cohort-based programs to improve efficiency and add to the College’s graduate concierge service culture.

In response to question on feasibility, M. Dunn said the Registrar’s office would need to understand better what problem the GC was trying to address and then to explore how it could be automated.

K. Burke explained that that goal is to streamline the onboarding process from deposit to registration, a process that can take valuable time away from program Directors. C. Romano shared the auto-registration experience in his doctoral program and stated that offering it here would fit nicely as part of our concierge model. A brief discussion followed and focused on auto-registering for each term rather than the entire program. T. Landers, A. Dovi and Michele agreed to meet in the coming weeks to discuss feasibility and logistics.

**6) Course Auditing Policy Revision** – A. Moreno discussed her concerns regarding graduate alumni wanting to return to Ramapo to audit classes. T. Landers circulated an excerpt from the 12/14/17 GC meeting that recommended changes to College’s Course Auditing policy that was to be forwarded to Deans Council for review. The GC unanimously agreed to recertify the minutes and actions from the 12/14/17 meeting and requested that the recommendation be resubmitted to the Deans Council.

The audit discussion expanded to include the possibility of offering continuing education units (CEUs) that are part of the licensing requirements for many professional associations, e.g., accounting, nursing, and social work. Chris Romano stated that there is significant interest and opportunity in CEUs either for credit or certification.

M. Dunn voiced concern about the CEUs currently in place, which may not comply with current College policy. C. Romano offered to initiate conversations with the Provost about building a CEU platform and share feedback at upcoming meetings.

**7) Other Business** – T. Landers stated he would like to incorporate a “special topics” section to the agenda as an avenue for open discussion on market trends, best practices, internal and external issues affecting all grad programs, etc. The council was in agreement with Tim’s proposal.

**Adjournment** – E. Petkus moved to adjourn, A. Lorenz seconded the motion; the meeting ended at 10:39 am.

Minutes submitted by Anthony Dovi