

Graduate Council Meeting
March 11th, 2021 @ 10:00 am
Via WebEx
MINUTES

1. Call to Order - 1002am
2. Role Call - Leigh Keller, Chris Romano, Scott Frees, Peter Campbell, Eddie Saiff, Kathy Burke, Kathy Stathis, Susan Gaulden, Julie Good, Brain Chinni, Ben Neil, Ed Petkus, Steven Rice, Aaron Lorenz, Diane Couzens, Meghan Gregory, Joe Connell, Susan Hangen, Ashwani Vansith, Kathleen Ray, Karen Norton, Juan Cabrera, Connie Crawford, Debra Schultes
3. Approval of February 11th Meeting Minutes
 - 3.1. Motion - E Saiff
 - 3.2. Seconded - (several)
 - 3.3. All in Favor - YAY
4. Announcement
 - 4.1. Graduate Student Representative to PAC - Jillian Silver (Nursing)
5. Handbook and orientation for graduate students - Chris Romano, Joe Connell, Megan Gregory
 - 5.1. [Existing Handbook and Policy Information](#)
 - CR and SG - recommendation for general handbook and links to specific program handbooks
 - 5.2. ARC input - Stephen Rice
 - SR - review of links document regarding handbooks
 - SR - comparing handbook ideas across institutions
 - KMB - Nursing students do read and follow the handbook provided
 - KMB - Nursing handbooks updated frequently
 - KR - required to have handbook from CSWE and updated yearly
 - 5.3. Video modules
 - Meghan gregory walked through video modules as an example
 - CR - how to get video content and resources to graduate students
 - Brian, Julie, Scott, Kathleen, Connie subgroup
 - JC - recommendation to customize information for 4+1 ramapo native students and outsiders
 - AD - connection with SLATE and connecting modules and next steps in admitted student portal
 - SG - on day orientation graduate student event for Summer and Fall
 - 5.4. GPLA changes
 - 5.5. Graduate Assistantship opportunities
 - 5.6. Publishing cross-listing opportunities
 - SF - how to build in updates into the general handbook
 - BC - digital signature to verify completion of module
6. Personnel/staffing-related issues relevant to GC

- 6.1. Faculty can only teach 4 credits of overload per semester
 - SG - policy vs practice, need to adjust
- 6.2. Program Staffing Summaries: in-load or overload assignments
 - SG - overload payments analysis
 - SG - Kathy Stathis budget allocation based on Program Director submissions
 - SG - undergraduate in-load and out-of-load clarification
 - SG - identifying what is in-load for faculty - max 24 credits then overload kicks in
 - 6.2.■.1. SF - Question about process for program directors to adapt to the procedure
 - 6.2.■.2. SG - updates to come and discussion continues from budget
- 6.3. Faculty who receive course releases/reassigned time in the fall or spring cannot teach overload in the same semester (AFT CBA);
 - SG - course release and overload clarification
- 6.4. Discussion / Changes to GLPA Policy
- 7. Tuition/Cost Modeling Sub-Group Report - Chris Romano
 - 7.1. Fixed Tuition Model
 - CR - Budget office working on analysis ongoing; waiting on update
 - 7.2. Instructional cost modelling and program evaluation
- 8. New Business
 - 8.1. Graduate Thesis requirements - whether specifics should be outlined in program-specific handbooks or in thesis-specific syllabi
 - SR - looking at handbooks regarding thesis requirements
 - SR - recommending a document outlining requirements and details
 - BC - broader handbook with specific program requirements
 - KMB - agree with thesis requirements in syllabus and handbooks
 - KN - for MBA, they outlined the culminating project in syllabus and handbook at onset
 - 8.2. Simultaneous graduate degree completion - current policy and potential future considerations
 - SG - need to update integrity of degree requirements
 - BC and SF - many students upon last semester of 1 program are ready, at times, to apply for another masters
 - SG - need for Fernanda to chime in
 - SF - reasons to think about the opportunity
 - 8.3. By-Laws for Graduate Council
 - SF - decision item to table it
 - AL - google doc exchange of bylaws doc?
- 9. Other Announcement / Information Items
 - 9.1. CR - graduate projections will be completed in the next few days
- 10. Adjournment
 - 10.1. Motion
 - 11:06am

10.2. Seconded