

**Graduate Council Meeting**  
May 13th, 2021 @ 12:00 pm  
Via WebEx  
**MINUTES**

**Meeting link:**

<https://ramapo.webex.com/ramapo/j.php?MTID=mfeb2b5216500ee9e76b9827486d06758>

**Meeting number:**

178 347 9041

**Password:**

f39mBvEWJg3

1. Call to Order -
2. Role Call - Beth Walkley , Brian Chinni, Eddie Saiff, Ed Petkus, Kathy Stathis, Peter Campbell, Scott Frees, Diane Couzens, Debbie Schultes, Leigh keller, Susan Gaulden, Kathy Burke, Tim Casperson, Juan Cabera, Fernanda Papalia , Ben Neil, Ashwani Vasith, Steven Rice, Chris Romano, Kathleen Ray, Karen Norton, Julie Good, Aaron Lorenz, Susan Hangen, Connie Crawford,
3. Approval of April 8th Meeting Minutes
  - 3.1. Motion - Kathleen Ray
  - 3.2. Approved - AYE
4. **Enrollment Update** - Chris Romano, Anthony Dovi, Carolyn Ucci
  - 4.1. CR - Review of Summer Enrollment - 30% up for Summer overall
  - 4.2. CR - Overall Graduate Registration for Fall ahead 30% as well
  - 4.3. CR - Closer to goal this year earlier - year over year/ 54%/65%
  - 4.4. CR - New Students for fall is down for Graduate, 4+1 implications
  - 4.5. CR - Effects of Covid-19 graduate goals from 2020, adjustment for 2021
  - 4.6. CR - Marketing Plan review and placement occurring now for programs with lower applications
5. **Graduate Academic Probation** - there are cases in several programs where students have fallen below the 3.0 GPA floor. Given the challenges of this year for students, and the number of newer Program Directors we have, a reminder of our current procedures and norms would help us as a group.
  - 5.1. Current Policy:  
<https://www.ramapo.edu/catalog-2020-2021/masters/academic-standing/>  
<https://www.ramapo.edu/provost/policy/graduate-academic-standing/>
  - 5.2. Considerations: What is the probation term when a student is not limited to full time in Fall and Spring? Is a summer session, while taking one course, considered a term? Should we consider a credit-based definition, not tied to a timeline?/
    - BC - Historical context of student examples where students fall into probation

- BC - Proposal to achieve consistent communication in instances when occurrences occur
  - FP - Registrar runs reports and send lists to Directors for reachout for those students who would be on probation
  - BC - clarifying how to inform the appeal process; connect system aligning to graduate flag/notification
- 5.3. Sample letters to students, standardized templates.
  - FP - explanation of letters and notification process
- 5.3.1. KMB - request to see letters/copies of Registrar letters
  - FP - process to alter letters for graduate
  - SG - policy revision for graduate based on our size
  - AD - 4+1 student and the policy affecting double-counting courses and GPA
  - SF - defining terms - within the policy
  - ES - historical reference regarding credits
  - SG - graduate context
  - BC - strategically allowing for success through the policy, and and opportunity to recover or go to part-time
  - SG - to look at grade distribution for guidance
  - BC - to connect with FP regarding letters and share with council
- 6. **Information Item:** Cross-listed course revenues
  - 6.1. MSDS students are currently enrolled in MSAC and MBA Summer '21 courses
  - 6.2. Students are billed at the MSAC/MBA rate, revenue allocated to MSAC and MBA.
    - SF - student registered for MSAC course but is in MSDS program, student is being charged MSDS rate and revenue is going to MSAC program
    - CR and BW - flat tuition, combining fees
    - SG - health insurance update on new vendor and rates
    - BC - flat fee status update?
    - SG - data and proposals per program
- 7. **Students obtaining dual graduate degrees:** At the undergraduate level, policy courses may fulfill multiple degrees, however courses fulfilling the primary major may not exceed one half of the credits required in the secondary major or minor.
  - 7.1. Should we have a similar policy at the graduate level, and if so, is 50% the correct level of overlap?
  - 7.2. Survey of dual-enrollment programs at other institutions.
    - SF - research and thinking about this for Ramapo College
    - SG - curriculum map proposals for dual degrees
    - CR - commitment to both - when you apply and enroll
    - BC - how policy may affect Higher Ed concentration in MAEL?
    - SG- mini-masters to feed to full-masters
- 8. **New Business**
  - 8.1. KN - how to run full-program audits on all enrolled students

- FP - batch management and uploading data into UAchieve, may be a summer project with ITS

## **9. Adjournment**

- Motion - B Chinni
- Seconded - K Ray