Graduate Programs Council (GPC)
Minutes
November 2, 2011
FH 321

Present: Jessica Salano, Mark Woodford, Jean Slobodzian, Jackie Norris, Susan
Hydro, Jody Eberly, Shri Rao, Nita Ball

Excused: Todd McRary, Leslie Rice, Marcia Blicharz

- **Approval of minutes from October 17th**

Minutes from Ocotber 17th were approved. Motion to approve initiated by Jean
and seconded by Jody.

- **Old Business**

1. Shri Rao announced that 7 GPC members had sent their votes in favor of the
   Graduate complaint procedures electronically. GPC voted in favor of the
   revisions. Members discussed ways to collect testimony. Susan suggested that
   testimony could be collected electronically through the list serve for graduate
   students and coordinators. Members agreed that Form Genie might be a better
   means to collect testimony rather than email. Susan Hydro offered to create a
   Form Genie survey for collecting testimony.

2. Update on training for graduate coordinators on setting up websites
   Shri Rao announced that Matt Winkel had responded by saying that all of the
   school of education websites would be converted to word press in the spring.
   Spring might be a better time for coordinators to get trained

 New Business

1. Jim Norfleet, Angela Chong, and Ceil O' Calaghan were invited by GPC to
   share their thoughts on GPC's revisions on the interim graduate conduct code.
   Angela Chong thanked GPC for its work and said it was great that there were
   expectations for graduate students with regard to student behavior and they
   had a procedure for due process. She then proceeded to raise a few questions
   on the revisions. She stated that the response to these questions may result in
   substantive changes. Two issues under definition of "student" were brought
   up: the inclusion of "certification program" and the use of the terminology
   such as matriculated and non- matriculated students. She said that there was a
   need to discuss how the use of this language would impact if the
   undergraduate and the graduate code were to be merged. She said that GPC
   needed to decide if they wanted to merge the documents or keep them

separate. Some concerns with regard to the language that were brought up were the following:

- There were some programs in the college which were certificate programs like the CCS which currently do not fall under the purview of the undergraduate conduct code. Considering the possibility that the college might have more certificate programs, the question is whether those programs could or should be subsumed under the graduate code. Shri Rao stated that both graduate and certification programs within the school of education were under the purview of accreditation agencies that required students to meet certain professional standards. This was reiterated by Jackie Norris as well as other members. Thus having a graduate code would be a way for reinforcing this message. A suggestion was made if the language "professional certificate programs" could be used. This would distinguish it from the CCS program. However, a concern was raised that this might not include other certification programs that are not "professional." Shri Rao suggested the possibility of using terminology like "post baccalaureate" or "post master's" certificate programs. The question here was which programs would come under the jurisdiction of the graduate conduct code. Would it necessary apply to all graduate programs or only a few? If so, how do we delineate which programs it would apply to.? Angela Chong suggested that there were a few different routes to take:

    1. To maintain separate conduct codes for graduate and undergraduate

    2. Merge the documents into one but have a separate definition for undergraduate and graduate

    3. Have one working definition that meets all our needs

She did state that each of these would potentially be a substantive change which may need to go through governance. She recommended that GPC seek further clarification on this.

- The other issue that was discussed is the language of matriculation vs. non matriculation. Through the discussion, it was discovered that these terms had their unique definition within the graduate programs. The discussion focused on why non matriculated students should also be covered by the conduct code. Some programs like secondary education have a supervisory certificate program of 4 courses that students complete with non matriculate status. GPC members felt that it was important that the conduct code covered these students too even though they were not matriculated, especially because they are professionals . Jim Norfleet stated that GPC's professional judgment is important here and that the graduate conduct policy should not be forced to fit into the undergraduate policy. Mark Woodford asked if one option could be for the code to include anybody registered for a graduate course. A question also came up about undergraduate students in 5 year programs who may be

taking a graduate course-which code would they come under? Angela Chong said that is why there is a caveat under the definition of "student" that provides some discretion. She also said that if GPC integrated it into the current undergraduate policy, it would be substantive change which would need testimony. Jim Norfleet suggested that any of the three options would need to go through governance. Shri Rao suggested that if any of the three routes would mean going through governance, perhaps GPC should go towards a separate policy. GPC members appeared to agree. A question came up that if the policy was identical to the undergraduate policy except for the change in language, should it go through governance? Shri Rao said she would check with Steering. Meanwhile Angela Chong suggested that GPC will need to cut and paste the rest of the sections of the undergraduate code into the graduate code. Angela offered to take a look at the revised code. Nita Ball suggested that one option for the definition of student is to use the language "all persons enrolled in TCNJ whose academic career designation is graduate". Shri Rao suggested that this could be followed by a sentence in that states that this includes degree programs as well as post baccalaureate and post master's programs.

2. Combing through the online policy manual

Susan Hyrdro shared with GPC copies of the previous policies that GPC had worked on. Jean Slobodzian shared a table that she had made while combing through the online manual. This topic was tabled for discussion for the next meeting.