

Graduate Programs Council Meeting
Minutes
October 19, 2011

In Attendance: Shri Rao, Esther Ball, Marcia Blicharz, Jody Eberly, Todd, McCrary, Jacqueline Norris, Leslie Rice, Jean Slobodzian, Jessica, Solano, Mark Woodford

Excused: Susan Hydro

1. Guest Speaker- Libby Alcaro: Discussed various ways in which Coordinators could use PAWS to facilitate their contact with students.

A. We were advised that it is possible to contact groups and even subgroups of students in our various programs by having listservs established through PAWS. We would need to let Libby know the cohorts that we would like created by providing appropriate codes for students. It takes about three days to turn the listserv around. It is refreshed nightly so that students who have graduated, de-enrolled etc. are always updated.

B. It is possible to create a listserv on our own by using the enrollment database and launching a query on the subsets of students we would like to have access to.

C. IT also has the ability to create widgets for us through "MY TCNJ" and eventually these addresses become a part of our email contacts.

For additional information and assistance we should contact Libby at alcaro@tcnj.edu.

2. Minutes from September 21, 2011 were read and approved.

3. There was no Dean's Report presented.

4. Shri Rao reminded everyone that links and key advising materials from graduate coordinators should be forwarded to Susan so that the Graduate Studies Office can incorporate that information into their website and direct students to our programs in an efficient and effective manner.

5. The Graduate Student Conduct Policy was reviewed and approved. Susan Hydro captured our discussion from the September 21st meeting and made appropriate changes to the document. It was decided that James Norfleet and Ceil Callahan would be invited to our next meeting to move the document along through governance.

6. The Graduate Student Comprehensive Exam and Appeals Policy was reviewed. The concern over the use of the term “class session days” was discussed again and determined that it did not align with the Undergraduate policy. We agreed that the spirit of our intentions were captured in the phrase “Every effort will be made to hold hearings within 30 business days after the request.” Further discussion pertained to what the “30 days” referred to. It was a concern that this could mean a loss of time and money to students in certain programs where courses are only offered once a school year. In these cases students might have to wait a year before they could re-take a course. The committee agreed that ten business days should be the standard response time for each step beginning with the “Discussion with faculty member” to Appeal to the dean of the school in which the course is being offered.” (III. A-D of the policy). Fifteen business days should be the response time for “Appeal to the graduate complaint committee (III. E of the policy).

A question was raised regarding exactly what was the “Council of Graduate Deans” as described in section II. of the policy. Susan Hydro will be contacted via email for clarification so that this document could be approved and moved along.

7. The Online Policy Manual was discussed as a concern because Graduate Programs Council documents were not included. The manual will be reviewed by the committee to assure that GPC materials are represented.

Respectfully submitted,

Jacqueline Norris