**Graduate Programs Council Meeting**

**November 3, 2010**

*Attendees: Libby Alcaro, Susan Bakewell-Sachs, Claire Clemens, Susan Hydro, Cassandra Jackson, Sinead Mallon, Venkat Ramamoorthi, Leslie Rice, Atsuko Seto*

Libby Alcaro conducted the meeting in the absence of the Chair, Jody Eberly.

1. The minutes from the October meeting were approved with minor changes.
2. Report from Susan Hydro, Assistant Dean of Graduate Studies.
3. October 1, 2010 was the deadline for priority graduate matriculation for Spring 2011.
4. December 1, 2010 is the deadline for the remaining graduate applications.
5. An issue of the Graduate newsletter was sent out.
6. In order to conduct an alumni survey, it is important for each area to consider which information is desired as an outcome of the survey, as well as the timing of the survey.

Leslie Rice, Graduate Program Coordinator for Nursing, noted that the Department of Nursing conducts alumni surveys at one year and at five years.

1. Report from Susan Bakewell-Sachs, Dean of School of Nursing and Health & Exercise Science.
2. At a future meeting (Nov. 11) of the three deans of schools with graduate programs, Susan will share a copy of the newly drafted Comprehensive Examinations Policy for review and input.
3. Those in attendance continued the work of revising and drafting a policy governing Comprehensive Examinations as per the charge by Bill Behre, Dean of Education, which contains the following five points:
* A description of the nature of the exams
* The types of programs that must require exams
* An exam grading procedure and policy
* A grade appeals process for comprehensive exams
* An exam retake policy

Most of the meeting was devoted to shaping the language regarding the appeals process.

Susan noted the GPC still needs to address the grading procedures and policies.