**Agenda**

**Graduate Programs Council**

**October 3rd, 2012 – in Rm 308**

**Present:** Susan Hydro, Cassandra Jackson, Claire Lindberg, Nicole Magno, Kelly Fischer, Melissa Pieller, Matthew Hall, Stuart Roe, Shri Rao, Nita Ball

**Excused: Marcia Blicharz**

**Absent: Todd McCrary, Brenda Leake, Jessica Solano**

The meeting began with the introduction of new members and an explanation from Susan Hydro about the college’s handling of the graduate policy manual.

Hydro shared that the school created a policy manual and put it online on the academic affairs website. After realizing there was contradictory information with overall school policies and graduate policies, revisions were suggested to CAP (Committee for Academic Programs). The college then created an online repository of sorts that contains all school policies. This information is now available if you search for policies on the main TCNJ website. This consolidation of policies from across the school contains the graduate school policies for students and faculty (course approval, program approval etc…), however, some of these policies still need to be revised and updated. There was extensive review of these policies by the GPC and Susan Hydro. These revisions are still under review.

Minutes from the GPC meeting on September 19, 2012 were approved.

Susan Hydro then reported on:

* Change to application review process
  + A pilot for online application review was just completed by the Counselor Education Department.
    - Faculty responded well to this application process because documents were more easily accessible for review
    - Online review happened through PAWS
    - This pilot highlighted several changes to application process that needed to be implemented by the graduate studies office (e.g. imaging documents first and upload them to PAWS – this imaging was typically done later in the review process) that are still being worked out
  + Online application review will roll out to all departments
    - Procedure:
      * There will be a folder on the shared drive which will contain names of applicants that need review
      * Documents will then be reviewed online through PAWS
      * After online approval is given, a final compilation of the files for each accepted student will be sent in hard copy to each department for records
* Graduate Column is coming out in a few weeks
  + If there are any pieces of info that need to be included please let Susan’s office know

We then began talking about the Graduate academic calendar and revisions suggested by Nancy.

* Currently graduate classes last one week longer than undergraduate – however no exam period is specified for graduate classes. This impacts the way the academic calendar is put together.
* Some issues discussed about having this difference in schedules:
  + Claire explained that she has had issues in Nursing. When her classes go to take a final exam they sometimes find an undergraduate class is already meeting in their room for a final exam.
  + Graduate students also have no reading days
  + Final projects/exams tend to be different at the graduate level – for example final presentations can sometimes take several course meetings not just the last meeting.
* The group examined the final exam policy for undergraduates and realized the policy either needs to be updated to explain that graduate students are exempted from portions of this policy or that there needs to be some language added about how graduate students are included in this policy
* Shri asked the group to look at the wording of the amendment to the calendar and the group proposed new wording (to be approved at our next meeting). Some possible wording to work with:
  + Since there is no final exam period designated for graduate students, final projects and exams are left to instructor discretion. At a minimum, the last week of graduate classes should be designated for final exams or projects.
  + For graduate courses, the last scheduled week of classes should include final, cumulative activities including but not limited to: (give examples)

Graduate institution comparator list

* The group began to examine the graduate school comparator list
* Hydro explained some of the statistics and information used to compile the list. She suggested it as a place to start and that we change the list based on further review.
  + Some of the information used to make comparisons: tuition, level of enrollment, similar majors etc…
* Shri suggested we start by defining our identity (in terms of graduate programs) and then look at the institutions that have similar features
* Melissa explained her process for choosing TCNJ. She said she looked at things like pass rates, experiences with faculty, research interests of faculty etc…
* Shri suggested begin by looking at the characteristics of the graduate program and compiling a matrix with the following categories:
  + - Quality of publications
    - Pass rate – state/national assessments
    - Hands on experience you get in the program – internships and experiences
    - PhD program
    - Employment rate
    - Centers and Grants – external funding
    - Faculty research interests
    - Emphasizing teacher/scholar model
    - Study abroad
    - Number of full time faculty – percentage of adjuncts teaching core courses

Election of Chair and Vice-Chair

* Co-chair
  + Shri Rao
  + Matthew Hall
* Vice-chair
  + Stuart Roe
* All positions were elected by unanimous vote