Minutes

Graduate Programs Council

October 17, 2012 – Room 308 The Education Building

Present: Susan Hydro, Matthew Hall, Stuart Roe, Nicole Magno, Shri Rao, Melissa Pieller, Brenda Leake

Excused: Claire Lindberg

Absent: Cassandra Jackson, Todd McCrary, Jessica Solano, Nita Ball

The meeting began with a discussion about a new process for taking minutes, we will each sign up for a particular date when we know we can attend. Then, if you cannot make a meeting when you are supposed to do the minutes, you will need to find a replacement.

 Minutes were reviewed, but the vote will be taken electronically as a there were not enough members for a quorum.

**Graduate office report:** Susan Hydro distributed a copy of the graduate column, which is distributed via dean’s offices and electronically.

Online application review is underway. Susan will follow-up with the group regarding deadlines .

**Graduate Code of Conduct Open Forums** we held recently with now students present. Committee member believe that there was ample opportunity to provide feedback electronically, which may account for the turnout.

**Academic Calendar Revisions** – The issue is that the graduate academic calendar doesn’t match the undergraduate calendar. We discussed two options regarding a change in wording regarding the academic calendar. We decided on the following wording (which was neither option A or B), but a hybrid stating:

 Graduate classes adhere to the official academic calendar as published on the college’s website. It should be noted that the last scheduled graduate class date on the academic calendar should be held and designated for completion of final exams, culminating assessments, or projects.

It is recommended that “reading days” and “exam period” on the academic calendar be clarified as being “undergraduate reading days” and “undergraduate exam period.” (Add to email to Steering)

An email will be sent stating that the language be added to the end of the online policy (will be sent to Nancy Freudenthal in academic affairs, not the entire steering committee). Susan will give her a heads up that we will be sending this to her**.** The committee voted to send the wording and options to the steering committee.

**Graduate Comparator Project-**

At our last meeting we started discussing a graduate school comparator list and based on that discussion, Matt created a google doc. to begin collecting data regarding college graduate programs. Matt went over the google doc. he created and we discussed adding some additional columns as well as a couple of additional tables for details that don’t lend themselves well to the original table. Data collection will allow us to fine tune the list of comparator institutions that are most relevant to TCNJ. We now need to get data into the table. GPC members will work with what we have to “test” the column. Susan suggested we invite program coordinators to a future GPC meeting. Susan suggested we need parameters (time span, etc.)

For the next meeting, we will look over the mission statements (from the comparator list) of other institutions and identify the ones that we feel are close to how we define ourselves.