

**Minutes
Graduate Program Council
February 3, 2016**

In Attendance: A. Amtzis, N. Ball, D. Hallback, S. Hydro, C. Kartoz, I. Zake, L. Ortiz, J. Schwarz, A. Nase, A. Maresco

Excused: M. Hall, S. Carroll

I. Announcements

Following member introductions, Graduate Program Council (GPC) Chair, Lisa Ortiz, reviewed the role of the GPC's role in governance for the new council members.

II. Membership update

The GPC is almost at its capacity of 14 members. There are two new graduate student representatives Anna Nase and Alexander Maresco. There is still one slot remaining for a graduate student representative. Additional outreach will be done to Graduate Program Coordinators to fill the slot before offering the seat to an undergraduate representative.

III. Graduate assistantship surveys

We are still waiting on the status regarding Graduate Assistantship Survey recommendations. The Graduate Assistant Survey was conducted a year ago.

III. "Distinguishing Attributes" Discussion

Last semester the GPC used the tool word cloud/wordle to find the 'distinguishing attributes' among the Graduate Programs. Matthew Hall has the data was absent from the meeting today. Thus, we will wait until the next meet to discuss the Council's next steps.

- A concern was raised that TCNJ Graduate and Intersession Programs are not at the top of online searches. Director of Graduate and Intersession Programs, Susan L. Hydro, shared that she has been in communication with the Web Master to improve TCNJ's Graduate Programs visibility online (i.e. meta tags, key phrases, etc.). This has been an ongoing discussion and she will keep the GPC updated.

IV. Meeting/Retreat for Graduate Coordinators

At the last GPC Meeting it was suggested that the Council host a meeting/retreat for the Graduate Coordinators. Susan Hydro shared that in previous years the GPC invited the Graduate Coordinators to the GPC Meeting to give updates or share topics for the Council to consider. Lisa Ortiz will review the Academic Calendar for the best time to meet and send an email to the membership regarding a potential meeting early in the semester.

V. Clarity on the Graduate Bulletin 'Probationary Semester' Definition (not on agenda)

Nita Ball shared that her department, Office of Records and Registration, feels the Graduate Bulletin reference to 'probationary semester' is not clear. Ideally the definition should define what constitutes a probationary semester (i.e. Fall, Spring, Winter, Summer, etc.). Some of the talking points were:

- Many graduate departments schedules and course offerings are different (i.e. some Graduate Programs only offer classes during the summer, some classes are only offered once a year, etc.) so the probationary semester is different for many Graduate Programs.
- The Graduate Bulletin Dismissal policy may be different from the various Graduate Programs Dismissal Policies. For example, a student could be dismissed from his/her Graduate Program but not from TCNJ. The confusion will occur if a student challenges the probation semester policy if the Graduate Bulletin and the Graduate Programs policies are different.
- Since some graduate courses are limited and only offered once a year it may not be mathematically feasible for a student to increase his/her GPA if they are taking only one class.
- Lisa is going to follow up with Assistant Provost Jennifer Palmgren regarding the 'probationary semester' definition.

VI. Graduate Programs Update

Susan Hydro shared the following:

- a. January 7, 2016 – Graduate Programs Open House was held and there were 60 registrants.
- b. January 14, 2016 – Graduate Orientation was held and there were 132 students who registered to attend.
- c. April 4 – 8, 2016 - Graduate Student Appreciation Week and the following events will be held:
 - a. 4/5/16 – Collaboration with the Humanitarian Yoga Club (Student Center)

- b. 4/6/16 – Conversations and Cupcakes, Education Building, Room 205 from 4:00 pm – 5:00 pm. Students may win kindles and Yogurt Berry bucks.
- c. 4/7/16 – Resume Reviews sponsored by the Career Center
- d. Graduate Bulletin is currently being reviewed and the suggestions for revisions are due 2/29/16 so Graduate Programs can work with the Publisher regarding the updates and drafts.