

**Graduate Programs Council Meeting
Minutes
September 21, 2011**

Present: Shri Rao, Jody Eberly, Susan Hydro, Jacqueline Norris, Mark Woodford

Absent: Marcia Blicharz, Leslie Rice, Jean Slobodzian, Esther Ball

1. S. Rao thanked J. Eberly for serving as chair in 2010-2011.
2. Minutes from September 7, 2011 were approved.
3. Report from S. Hydro, Assistant Dean of Graduate Studies
 - A graduate open house was held 9/15. There were 99 registrants, 40 of whom attended. Those who did not attend were contacted with information. Participants were thanked.
 - Applications for summer/fall 2011 were down ~10% from summer/fall 2010 and even with levels from 2008. There had been an increase in applications of ~30% for 2009, largely due to extension of application deadlines.
 - Fall graduate student enrollments came within 24.5sh of the projection. Projection was 3935sh and actual was 3911.
4. Report From M. Blicharz, Dean of Nursing, Health and Exercise Science
5. Review of potential tasks for GPC for 2011-2012

S. Rao distributed a task list based on discussions from the prior meeting. GPC can move forward with work on the Interim Graduate Student Conduct Code and the Comprehensive Exam and Appeals Policy. S. Rao will follow up with Steering regarding charges for the Graduate Non-Enrollment Policy and governance document comments. CAP has until November to respond to charge regarding Bulletin/Policies.
6. Review of Interim Graduate Student Conduct Policy

The policy was reviewed and revisions were recommended. S. Hydro will note revisions through track changes and the document will be provided for review with minutes. Suggestions for revision involve the following:

 - Include further reference to professional conduct/expectations
 - Clarify that policy applied to students “maintaining status of matriculation or non-matriculation”
 - Include reference to certificate programs
 - Clarification of Director of Student Conduct role and suggestion to state that the Director would administer and attend but not vote or deliberate

7. Response to CAP's Concerns Regarding *Class Session Days*

The Council discussed CAPS concern regarding *class session days* (as opposed to the use of *days* or *business days*). There was general agreement on 1) using language such as "every effort will be made to hold hearings at each level of appeal within 30 days" and 2) that clarity was needed to show when a formal request for hearing is made. S. Rao will review the language used in the undergraduate policy as well as in BART documents and will provide a revised document for review.

8. Misc.

To meet the needs expressed by both faculty and students, S. Hydro offered to host a page on the Graduate Studies website that would house advising documents or link to department webpages where these already exist. GPC members will take care of communicating with colleagues regarding format and suggested content of advising materials and will either gather these electronic documents or page links or will ask colleagues to send to S. Hydro. S. Rao and M. Woodford indicated that they have advising materials available on their department sites. Members discussed interest in having Matthew Winkel provide them with WordPress access and training to update their own webpages.

Respectfully submitted,
Susan Hydro