**Minutes**

**Graduate Program Council**

**February 17, 2016**

In Attendance: A. Amtzis, N. Ball, S. Carroll, M. Hall D. Hallback, S. Hydro, A. Maresco, A. Nase, L. Ortiz, J. Schwarz

Excused: C. Kartoz, I. Zake

I. Announcements

Lisa Ortiz, updated the council on the dismissal policy and procedure. It was determined not to be a matter of policy or language, but rather simply clearing up the language. *(See future business)*

II. New Business

The Council considered a request from CAP for input on the definition of a standalone graduate certificate and on what the approval process should be for a stand-alone graduate certificate program.

The council considered the definition of a stand-alone graduate certificate program, which currently reads:

*“By a stand-alone graduate certificate program we understand a sequence of semester-long courses leading to the awarding of a certification of completion of a prescribed course of graduate study. This definition is intended to exclude graduate degree programs, post-baccalaureate, post-masters, and post-doctoral certificate programs linked to an external professional certification or licensure, and short continuing education courses.”*

The Council’s definition suggests the underlined amendments:

*“By a stand-alone graduate certificate program we understand a sequence of transcripted, graduate-level credit bearing courses leading to the awarding of a certification of completion of a prescribed course of graduate study. This definition is intended to exclude graduate degree programs, post-baccalaureate, post-masters, and post-doctoral certificate programs linked to an external professional certification or licensure, and non-credit bearing, continuing education courses.*

The Council considered what the approval process should be for a stand-alone graduate certificate. Points of conversations included how it might compare to the current process for the approval of a minor:

* The current process for the approval of a minor is:
  1. Phase 1: Program Proposal Development
  2. Phase 2: Preliminary Review by Dean(s)
  3. Phase 3: School Curriculum Committee and Governance
     + The proposal is then send back to the perspective Dean(s) for final approval

The council recommends that for a standalone graduate certificate program, the Dean(s) review be moved from Phase 2 to Phase 3. The GPC would then review the proposal in Phase 2 to ensure there is no overlap across the various Schools.

The Council notes that certificates can segue into a degree program; any TCNJ course taken as a certificate program that is not associated with a degree can segue into a degree program.

In order to apply for a certificate program:

1. The plan will need to be in the system and go through Records and Registration
2. Student will apply to TCNJ and the appropriate school and will be a matriculated student and will eventually apply for graduation.

III. Graduate Programs Update - Susan Hydro:

1. April 4 – 8, 2016 - Graduate Student Appreciation Week and the following events will be held:
   1. 4/5/16 – Collaboration with the Humanitarian Yoga Club; aroma therapy and yoga will be offered in the Student Center, 210 from 4:00pm-5:00pm.
   2. 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.
   3. 4/7/16 – Resume Reviews sponsored by the Career Center from 1:30pm to 3:30pm, in Roscoe West Hall
2. 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.
3. The February 1st Deadline has now passed. Graduate Admissions is working on completing and reviewing applications.
4. Summer Deadline is May 1st
5. Fall Deadline is August 1st

VII. 1. Approval of minutes from February 3, 2016. Moved by D. Hallback. Seconded by J. Schwarz.

Adjourned at 2:50pm

Minutes submitted by Anna Nase