

**The College of New Jersey
Graduate Programs Advisory Council
April 13, 2005**

Present: Helene Anthony, Brendan Gallagher, Susan Hydro, Janice Kisthardt, Brenda Leake, Claire Lindberg, Lisa Ortiz-Vilarelle, Michele Tarter, Lisa Watson

Absent: Jacqueline Toth

Excused: Mark Woodford

Guest: Barbara Snyder

Minutes from 3-30-05: Reviewed and accepted with minor revisions.

Announcements: Lisa will be speaking with the Dean of the Library about the specific space in the new library for graduate students. Michele will accompany Lisa on a tour of the site.

Michele reminded committee members about the upcoming Forum on the College's Master Planning Process for Facilities and Construction on Wednesday, April 20th. This meeting is an opportunity for committee members to be a voice for graduate students on campus.

Dean's Report: Susan shared the application numbers for Fall, 2005. There are over 500 applications in-process, and over 50% are being submitted online. Susan told the committee that if she feels there is a question about a decision to accept she forwards that application to Suzanne, otherwise, a letter of acceptance is sent out. Although the application deadline is April 15th, Susan said the office tries to be reasonable in considering late applications.

New Business:

Special Education Alternate Route - Helene shared an informational memo from the Special Education, Language and Literacy Department to the Dean of the School of Education, announcing the development of an alternate route to certification in special education. The State Department has asked all schools of education to develop 2 three-credit courses that can serve as entry points to alternate route, and, a program of study that will meet state requirements for certification. SELL faculty decided not to develop a certification-only program in special education but to use the existing MAT and MEd programs. Students will apply for special admit status to take the initial 2-course sequence and then apply for matriculation into one of the above programs. Students may certainly apply for matriculation right away, but emergency certifications tend to be granted late in the hiring process, therefore, interested applicants may have difficulty adhering to application deadlines.

School Nurse Course - Claire and Barbara explained a new course in Nursing for elementary/middle/high school nurses. The course is a combination of lecture and discussion and includes case analyses of 2 school-aged children, one well and one ill.

The course was unanimously approved and committee members complimented the Nursing Department for its exemplary curriculum work this year.

Special Admit/Probation/Retention Discussion – Committee members continued their discussion addressing the effect of special admit students in graduate classes. Lisa and Brenda informed the committee of recent positive experiences and Brenda shared how students have commented that they used the special admit process to make sure that they can do college work after being away for a long time. Individuals also shared ideas on how to avoid the possible negative effects of enrolling students who are not pursuing a degree, for example, having additional requirements in specific departments if there are clearly identified skills needed for positive participation and success (i.e., a writing sample).

Susan will meet with Suzanne to discuss a revision of the Special Admissions policy and make sure that the web and catalogue policies are consistent.

The Probation/Retention report is run by Records and Registration at the end of the semester. The list will indicate GPA's below 3.0. Susan reviews the report to determine if a student is put on probation or dismissed. The letter is sent to the student and the program coordinator. There were 12 probation letters and 2 dismissal letters in Fall, 2004.

There is an appeals process for dismissed students. Suzanne meets with the student and makes an assessment and a recommendation to the student (i.e., change in program, institution, or career). There is also a possibility for the dismissal to be overturned.

Susan will look into the occurrence of the "roller coaster" condition (i.e., good standing one semester, probation the next, etc.) and whether there should be a policy to address this situation.

The committee members also raised the issue of having formalized grading scales so that a 3.0 is somewhat standardized across programs.

The meeting adjourned at 1:20.

Respectfully submitted,
Helene Anthony