

Graduate Committee Meeting Minutes – September 13, 2013

Present: E. Anthony, G. August, C. Boisvert, L. Church (secretary), J. Dagle (*Associate Dean of Arts & Sciences*), M. Darcy (*Chair*), C. Marco (*for L. Schuster, Interim Dean of Graduate Programs*), C. Padula, and A. Welch (student representative)

Excused: R. Franzblau, J. Nimmag adda

1. Approved minutes of May 3, 2013 meeting
2. Report of the Chair of the Graduate Committee
 - a) Welcome to new and returning members. Introductions and overview of graduate committee.
 - b) Executive Members of Graduate Committee announced:
 - Monica Darcy, Chair
 - Lisa Church, Secretary
 - Cynthia Padula, Member
 - Chris Marco, for Leslie Schuster, Interim Dean of Graduate Programs
 - c) Update on status of Council proposals on graduate discipline issues and membership on AIB/ACB. Proposals regarding changes in appeals process approved in May 13. Proposals affecting Charter Bylaws to be brought for second vote in Council on September 13.
3. Report of the Dean of Graduate Studies (DGS)
 - a) The call to request Graduate Assistant positions for 2014-2015 will be sent to programs in early October, which is much earlier than it has been in the past. Available positions will be posted on the web in early spring, and applicants will apply directly to the positions. This is a very helpful marketing/recruiting tool.
 - b) Discussion of teaching duties of Graduate Assistantships. Item will be new business in October/November.
 - c) On line graduate application: clarification will be provided as to whether there will be an email notification when applications are complete, or if the system requires someone to periodically check on application status.
 - d) Digital Plan of Study in the works. MIS is working on an electronic signature page, hoping for Fall 2014.
4. Old Business: None
5. New Business
 - a) Recommendations for graduate student on committees were solicited. Academic Integrity Board and Student Conduct Board need graduate members. Several names were suggested; follow-up to occur and report back to Chair if students are available and interested.
 - b) Graduate School Fair October 23
 - c) Grad School Open House January 7, 2014 (weather date January 9)
Discussion of mailings and electronic format required in Excel for Publishing Services to handle the mailings.
 - d) Catalog changes should be monitored to ensure that they have gone through and are working properly. Some curricula changes made last Spring did not properly go through at the undergrad curriculum level, so graduate level changes should be monitored as well to ensure the changes have been implemented and are working properly.

Meeting Dates:

10/4, 11/1, 12/6, 2/7, 3/7, 4/4, 5/2