

Graduate Committee Meeting Minutes – February 7, 2014

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

1. Approved minutes of December 6, 2013 meeting
2. Report of the Chair of the Graduate Committee
 - a) Welcome one semester FSEHD fill in for spring –K. Brabeck for C. Boisvert
 - b) Removed item 10 in Grad Committee Handbook. Chapter 1; 1.2.B Powers and Duties as approved by Council
 - c) Executive committee review of Graduate Committee Manual
3. Report of the Dean of Graduate Studies (DGS)
 - a) Enrollment Reports – enrollment reports from Institutional Research were circulated and reviewed. Some discrepancies regarding the numbers reported were questioned. More information to be obtained regarding the methodology of counting graduate students for this purpose and individual schools to provide their own data to reconcile the differences.
 - b) Catalog system changes were reviewed regarding the new procedure once the proposal is approved by Grad Committee.
 - c) The College’s Mission Statement has been finalized. The draft Vision Statement was circulated for review, in conjunction with the finalized Mission Statement.
 - d) Open House registrations were the same as prior year, but only 140 prospective graduate students turned out due to the inclement weather.
 - e) College Net Online applications
 - Charlie Gentile has been very resourceful at troubleshooting problems arising from the online application system.
 - Any issues should be reported to Charlie and Leslie for resolution.
 - Some Schools have had issues with Adobe flash and need User Services to re-install it on office computers to view online applications properly.
 - Discussion on uploading transcripts/GRE scores to the online application and whether hardcopies should be/need to be retained once the documents have been scanned. Each school has its own procedures and requirements regarding document retention.
 - Discussion regarding Rhode Island College official transcripts resulted in a consensus that Records should accommodate students from Rhode Island College requesting an official transcript for purposes of application to a Rhode Island College graduate program.
 - Archival of electronic records – CEP program to pilot the archival process.
 - MTP – instate/out of state information and coding to be done by zip code through College Net
 - Discussion on email notification when an application is considered “complete” by the College Net system versus what is considered “complete” for academic graduate program purposes.
 - Students should complete applications, pay online application fee and hit “submit.” Some students are waiting for their recommendations to be completed and missed application deadlines as the students did not “submit” on time.
 - The narratives on some program applications will need to be altered, including Miller/GRE options – follow up with Leslie and Charlie on clarifying language.
 - f) Graduate Symposium – tentative date pending availability of Alger Hall is Wednesday May 7 (*note this was subsequently changed to Tuesday, May 6*).
 - g) Graduate Assistantship
 - Application deadline of March 7th
 - Existing Grad Assistants **MUST** re-apply for the 2014-2015 academic year
 - Grad students must be matriculated **BEFORE** they can be offered/accept the GA position
 - Selection commonly occurs in June (before July 1 deadline)
 - Teaching Assistant/Grad Assistant salary/duty differences discussed. Much of this historical in nature. Teaching assistants used to require more duties and the GA had to be in his/her second year of the position. This doesn’t apply as much at throughout the College as it once did.

- h) Graduate Certificate Programs – currently certificate completions are noted on the graduate student’s transcript and no formal certificate is awarded except in special College recognition ceremonies. If a student or program requires a certificate(s) (other than those programs that already routinely receive them), let Leslie know.
- i) GRE Prep Class – to be offered in cooperation with the Dean of Graduate Studies, the Office of Professional Studies and Continuing Education, and Career Development.

4. Old Business:

Graduate Assistantships: Stipend amount for 13/14 has not changed from previous semesters (confirmed by C. Marco from VPAA).

5. New Business

a) Curriculum review

- i. 13_14_G08_add_new_course_CEP_556
Catalog_13_14_G08_add_CEP_556 **APPROVED** (w/change to be “offered annually”)
- ii. 13_14_G09_delete_CGS_Teacher_Leadership
Catalog_13_14_G09_delete_CGS_Teacher_Leadership **APPROVED**
- iii. 13_14_G10_course_deletions_over_3_yrs **APPROVED**
- iv. 13_14_G11_counseling_program_deletions_clean_up
Catalog_13_14_G11_counseling_program_deletions **APPROVED**
- v. 13_14_G12_CEP_552_change_semesters
Catalog_13_14_G12_CEP_552_change_semesters **APPROVED**

6. Dean’s signature on Plans of Study to be taken up at Executive Committee’s February meeting

7. Individualized Graduate Programs Procedures (Grad Committee Manual, Ch 2; 2.5.1) ; more info is needed; sub-committee of Grad Committee proposed

8. Announcements

- a) Graduate Symposium – tentative date pending availability of Alger Hall is Wednesday May 7 (*note this was subsequently changed to Tuesday, May 6*).
- b) Graduate Student Leadership Awards – please remember to nominate graduate students for Student Activity Award recognition

Future Meeting Dates:

3/7, 4/4, 5/2