

Graduate Committee Meeting Minutes 10/3/14

PRESENT: G. August C. Marco, M. Darcy, D. Servello, R. Breton, J. Nimmagadda, L. Schuster, E. Anthony, R. Potter, J. Dagle, L. Church.

Review minutes of September 12, 2014 meeting. J. Dagle noted that the May minutes are missing from website; J. will let K. Rubino know. Note: remove Cindy add Edythe. Motion to approve minutes as amended was made by M. Darcy; 2nded by C. Padula. Motion passed unanimously.

Report of the Chair of the Graduate Committee. Proposal sent to Dr. Pitt and it was accepted. J. asked whether this should be on the website alongside other proposals? M. Darcy suggested it be uploaded as an addendum to minutes. M. Darcy suggested a category, "monthly actions." J. agreed to work with K Rubino to put on website.

Report of the Dean of Graduate Studies (DGS): Open house flier has been sent out electronically; registration is currently being tested and will be online next week, as will requests for graduate assistants.

Proposal to change the language in the committee bylaws, section 2.5.1: The subcommittee on individualized graduate programs (IGP) (Manual for the Graduate Committee Curriculum Procedures). J. explained the origins of this change, from discussions with R. Pitt in order to make it more parallel with the Undergraduate Curriculum Committee.

Current language: The committee on individualized graduate programs is chaired by the dean of graduate studies. The Dean of Graduate Studies will appoint other sub committee members as appropriate and determined by the nature of the proposal. The Dean is responsible for convening the sub committee meetings.

Proposed language: The subcommittee on individualized graduate programs will be chaired by a faculty member who is also a member of the Graduate Committee. The committee will have five members: the chair, the DGS, and three other *ad hoc* faculty from at least two schools, preferably from those involved in the student's program, and are familiar with the policies and procedures of the graduate program. The three ad hoc faculty members will be appointed by the chair of the individualized graduate program sub committee.

Discussion: M. Darcy asked about the connection with UCC and COGE; J. Dagle explained the representation on COGE; the issue is that a faculty member ordinarily chairs such committees, rather than an administrator. L. Schuster said that although the changes in faculty representation are good ones, she believes that the DGS should be the chair. C. Marco asked who chairs the individualized student-designed majors for

undergraduates; J. Dagle responded that Earl Simson chairs those committees, and that this is a closer and more relevant parallel; C. Marco agreed. L. Schuster said that, in her experience, the learning curve for chairing these committees is a steep one and that this kind of continuity is important. J. Dagle recalled that three appointed faculty members, from more than one school, serve alongside Earl on the undergraduate student-designed majors committee (D. Servello noted that the description on the RIC website calls for *six* members, including multiple schools and one representative of the Dean of Arts and Sciences). J. noted that there are two issues – the membership and representation and the question of the chair. J. Dagle noted that the committee should not be so large as to be unwieldy. J. will gather more information, discuss with Earl and report back to the committee. J. tabled the motion until the next meeting.

Changes to graduate studies manual: J. explained that, after careful checking, there were two issues identified as in need of revisions. L. Schuster explained that the actual forms now in use *do* include a space for the DGS signature, but these forms have not yet been loaded. J. noted that the manual needs to be updated; it does not reflect many past changes. Several members noted that this requirement has not been completely implemented in every school.

- (1) Master's in Public Administration is no longer collaborative program. DGS seeking to delete XI A on page 20 in the graduate studies manual. Motion was made to delete the MPA language (item 1) J made a motion ; Deb seconded. Passed unanimously.

- (2) Proposal to VPAA on decisions made last year: DGS signature on individual plans of study and independent study. Inconsistencies in the graduate studies manual (scanned documents from manual attached). C. Marco noted that the way this came about is that it was a spring semester meeting with many policy items; there was an ad-hoc group that was to make the changes over the summer and bring the manual back in the fall (but there are no minutes for this group). It was agreed that the two proposals will be passed along to R. Pitt.

The meeting was adjourned at 10:46