

Rhode Island College Graduate Committee Meeting Minutes  
December 2nd, 2016  
Roberts Hall, Kelley Board Room

Members Present: Gerri August, Marie Wilks, Caroline Caswell, Lisa Church, Elizabeth Holtzman, Chris Marco (chair), Elisa Miller, Leslie Schuster (non-voting), Deborah Siegel, Cheryl Williams, Cherise Lee (Student Representative)

Guests: Joan Dagle, Alexis Gorton (minutes taker)

A. Meeting Called to Order: 10:05 am.

B. Motion to approve minutes from prior meeting (Wilks; Miller)

**Action:** Approve=8; Abstain=2.

C. Announcements/report of the chair.

- a. The impact of the RIDE review on FSEHD programs was discussed.
- b. A list of contacts was circulated to help faculty and program directors navigate who to contact with grad program issues, and to help them advise students. The list will be distributed to deans and program directors.
- c. Transition to SharePoint. The system is still being set up. Training will be provided when the program is ready.

D. Report of the Dean of Graduate Studies

- a. Registrants for Annual Graduate Studies Open House increased by 15%. The Faculty Center worked much better than SUB for the event.
- b. There is now a budget for Graduate Assistantships versus having to request a new amount each year. Four more GAs were requested this year and approved. The stipend amount is considerably lower than comparable schools and is being reconsidered.
- c. The Graduate Studies Symposium will be May 2<sup>nd</sup>.

E. New Business: Proposals

- a. Motion to approve 1617-023: Suspend admissions to two FSEHD programs: M.Ed. in Educational Leadership & M.A. in Counseling concentration in School Counseling (Caswell; August)  
**Action:** Approved unanimously

- b. Motion to approve 1617-024: Cross list HCA 401/HCA 501 (Williams; Miller)  
*Action:* Approved unanimously.

F. Other New Business

- a. Motion to revise Incomplete courses (August; Church)  
The current policy on Incomplete grades states that graduate students have three semesters to finish an incomplete grade, but it is unclear whether this allows instructors to assign a shorter time frame. This revision clarifies that the time frame is up to a maximum of 3 semesters at the discretion of the instructor. The rationale is that some courses (e.g., seminar) may only need one semester for completion of work whereas others (e.g., research projects) may need more time. The new language is posted online in proposal #1617-025.  
*Action:* Approved unanimously.
- b. Discuss policy on undergraduate students in grad courses: Tabled until next meeting.
- c. Discussion of double counting of credits in dual degree programs: Tabled until next meeting.

G. Motion to Adjourn: 11:46 am