

Rhode Island College Graduate Committee
Meeting Minutes
November 3rd, 2017
Student Union 307

Members Present: Caroline Caswell, Elizabeth Holtzman, Paul Jacques, Cherise Lee, Marie Lynch, Chris Marco (chair), Diane Martel, Leo Pinheiro, Magdalena Ostas, Leslie Schuster (non-voting), Marie Wilks

Guests: Provost/VPAA Joshua Hamilton, Alexis Rogel (minutes taker), Monica Darcy, (CEP), John Eagle (CEP)

I. Call to Order: 10:01

II. Discussion with Provost/VPAA Josh Hamilton

Provost/VPAA Josh Hamilton met with the committee to discuss the potential creation of a School of Graduate Studies. Previously, Rhode Island College had a Graduate School that was dissolved and administration of grad programs fell to the individual schools. Hamilton reported that many schools that previously made the same decision have since made the transition back to having a graduate school. He reported the main impacts as (1) visibility, resources, and accessibility, (2) potential to double enrollments within 5 years due to need for professionals to go beyond bachelor degrees, (3) provide administrative support for processes such as registration and financial aid, and (4) accreditation may be handled centrally, instead of by the individual programs. This would not impact faculty governance of curriculum and policy, which would remain the charge of Graduate Committee. Hamilton indicated that creation of a school would support arguments on a state level for budget purposes, that there would be a search for a full-time dean, and further financial supports for students such as scholarships and other funding. The creation of a School of Graduate Studies does not have to be approved at the state level; it can be decided and implemented by Rhode Island College administration.

Further discussion among Hamilton and committee members included the need for appropriate and timely communication with relevant parties. Decisions would not be only by the administration but would include input from RIC faculty and graduate programs via the Graduate Committee. The Office of Graduate Studies (L. Schuster) is in a strong position to have this conversation as it has been gathering data from both students and program directors/coordinators to understand the overall experience. It has built a strong foundation from which to grow, such as the creation of a graduate studies website and working with the Graduate Committee and Council to revise policies to support the offering of BA/MA programs.

The Graduate Committee is being charged with the task of exploring and making recommendations for a School of Graduate Studies. Hamilton stated that it would be equally acceptable if the Graduate Committee recommends that no School be created. The process will include examining similar schools and comparing the shape, spans, and logistics of their schools of graduate studies. Hamilton had no specific model in mind, although he mentioned Bridgewater State U as one of the comparative schools. The Graduate Committee members will investigate, collect information from within their constituencies, and hold open sessions for input from the RIC community. Hamilton requested a set of recommendations by the end of the Spring semester to be able to implement changes by the next academic year. Hamilton

stated that he was open to hearing different models and was empowering the graduate community to build it around existing structures.

III. Motion to approve minutes from prior meeting (Jacques, Holtzman)

Action: Approved unanimously.

IV. Report of Chair

- a. The Chair is still waiting to hear from some programs regarding the deletion of courses that have not been taught in the last three years.
- b. A meeting is scheduled for C. Marco and Sue Abbotson (Chair of UCC) to meet with Josh Hamilton, Ed Pacheco, Stephen King, Karen Rubino, and Henk Sonder to resolve the ongoing website issues.

V. Report of Dean

- a. The Office of GC is finalizing '18-19 graduate assistantships budget and positions.
- b. Graduate Student Support Fund is still available, and needs to be utilized to keep funding consistent.
- c. Scholarship notifications will be going out this weekend. In the future, there will be a decision on whether it should be merit, need or combination based.
- d. Open House Promotion is going well, and new forms of promotion have been utilized.

VI. New Business

- a. Motion to approve 1718-007 Delete CGS Health Psychology (Caswell, Martell)
Action: Approved unanimously.
- b. Motion to approve 1718-008 Create new course, PSYC 505 Proseminar and make it a requirement in the MA in Psychology program (Jacques, Lynch)
Action: Approved unanimously.

VII. Old Business

- a. Responsibilities of Program Directors/Program Coordinators (note: these considerations may also apply to undergraduate program directors)

Basic responsibilities shall include: Early program inquiries and basic recruitment; Application/admission processes; Matriculation to completion; Advising (some are shared with other faculty advisors); Monitor student progress on a regular basis (at a minimum annually); RIC-level program assessment; Provide input to department Chair regarding course scheduling and hiring of adjuncts. Consideration will also be given to whether the program has graduate assistants and to the type of capstone requirement. Regarding the capstone, a thesis or comprehensive exam will require work on the part of the program director/coordinator; however, a capstone project conducted within a course only requires the course instructor to submit a grade and does not require work from the program director/coordinator. Compensation for the basic responsibilities shall be based on the size of the program, whether it has graduate assistantships, and the type of capstone project.

Additional compensation shall be provided for: Programs having external accreditation; Certain instances of major program redesign that require substantial time and effort; and Summer responsibilities.

Recommendation is that compensation includes load credit plus a stipend, with additional compensation provided when renewing the term. Additional contract language should address: Term limit of 3 years/renewable; Ability for a faculty member to decline an appointment; Each department/program shall establish written procedures for selection and replacement if the director steps down for any reason; Appointment shall be approved by the department chair and academic dean

The meeting minutes are publically available on the Graduate Committee website, and therefore are available for the Provost, Council, and the RIC/AFT Union as well as the general campus community. Committee members who wish to work with the union to craft specific contract language should contact Quenby Hughes.

Meeting adjourned: 12:01 am (Pinheiro, Caswell)