

Rhode Island College Graduate Committee
Meeting Minutes
December 1st, 2017
Kelly Board Room, Roberts

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

Guests: Cindy Padula, Kara Misto
Absent: Marie Lynch, Diane Martell

I. Call to Order: 10:01

II. Motion to approve minutes from prior meeting (Caswell, Wilks). Approved unanimously.

III. Report of Chair

- Courses not taught for 3 years: The Chair is still waiting for information from some schools. Will bring proposal once all schools have reported.
- Website updates: The Chairs of Graduate Committee (Chris Marco) and UCC (Sue Abbotson) met with Ed Pacheco, Josh Hamilton, Steve King, Henk Sonder and Karen Rubino to resolve remaining issues with their websites. S. King will investigate options and the group will reconvene afterwards.
- Change to Proposal Form: Revised proposal form to include promotion/advertising needs in the Resources section. This will alert proposers to consider this and alert administrators of the need for resources.

IV. Report of Dean of Graduate Studies

- Graduate Assistantships for 2018-2019: 54.5 full time positions and an increase of \$500 to \$3,500 stipend has been proposed to Administration and Finance. The committee agreed to having a single stipend for both GA and TA's but thought it important to retain the two separate titles.
- Open House update: Registration is almost at 100 and Communications and Marketing has prepared new promotions for the Open House, including a banner on the website, email blast to Providence Chamber of Commerce constituents and social media announcements.
- Graduate student supports: In the planning stages of a career fair for graduate students and writing retreat or workshop for graduate students.
- Website: Office of Communications is updating the Graduate Studies website.
- The Provost raised the issue of regular graduate program reviews.

V. Old Business

- Continued discussion of School of Graduate Studies. A survey will be sent to program directors/coordinators for feedback on what works well, where there's room for improvement or change, and how processes may be distributed across academic schools and the graduate studies office. Survey feedback will be used to plan open sessions in the spring.

VI. New business

- 1718-009 Motion to approve revisions to admission and retention requirements for MSN program (Jacques, Caswell).

Action: Approved unanimously

- 1718-010 Motion to approve replacement of NURS 609 with two new courses: NURS 602, NURS 693. (Jacques, Wilks). A request was made to implement the change in Spring 2018.

Action: approved unanimously

VII. Other business: none

VIII. Adjournment: 12:00 pm