

Graduate Policies and Standards Council

Oct 3rd 2011

Minutes

Present: Tinu Adeniran, Bruce J. Diamond, Rochelle Kaplan, Casey Lum, Virginia Overdorf, Yvonne Roux.

Discussion:

The council agreed to review the council charges in relation to Goals in the Strategic Planning Framework Draft document (September 6, 2011) with an emphasis on goals related to charges about policies and procedures for managing programs and goals related to charges about establishing standards for new graduate programs. The council will address, in equal measure, both of these areas over the course of the academic year.

A. Recommendations

1. Develop an advisee database that is centralized and easily accessible
2. Establish a mechanism or “gate” for students who have accepted offers of admission with formal notification of the programs and controlled access to courses.
3. Increase the percentage of completed graduate applications in order to increase enrollment and reduce the time spent on follow-up of applications that remain incomplete.

B. Action Items

1. Determine graduate application deposit requirements/policies at other institutions (Tinu Adeniran).
2. Follow-up: Clarify the charges for the “Graduate Policies and Standards Council” (Bruce J. Diamond)
3. Review policies as stated in the Graduate Catalog (pages 12-25) for discussion and possible revision (Graduate Policies and Standards Council).
4. Map policy/procedure recommendations to existing policies/procedures as stated in the Graduate Catalog (Graduate Policy and Standards Council).

C. Administrative

Bruce J. Diamond assumed leadership of the Graduate Policies and Standards Council.

Submitted by Bruce J. Diamond