

**William Paterson University  
Faculty Senate Graduate Programs Council**

Date: October 29, 2015

Time: 3:30-5:00 p.m.

Raubinger 428

Present: R. Kashyap, R. Koob, K. Louie. S. Sabatino, K. Yoo (co-chair), D.Yucel (co-chair).

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>ACTION</b>
Meeting call to order	Meeting called to order and motion to adopt agenda at 3:38 pm by K. Yoo and D. Yucel	
Motion to adopt agenda	D. Yucel and K. Louie	Agenda adopted
Election: Council co-chairs		R. Kashyap and S. Sabatino elected co-chairs
Motion to approve minutes of previous meeting	Proposed by K. Louie and seconded by S. Sabatino.	Minutes approved without amendments.
Report from the Council Chairs' Luncheon (K. Louie)	<p>K. Louie met D. Sheffield and J. Lincoln and was informed that</p> <ul style="list-style-type: none"> <li>• New programs requirements were not adequately addressed by current forms and revision would be necessary</li> <li>• D. Yucel observed that the same form was being used for UG and G programs</li> </ul>	D. Yucel will contact J. Lincoln to set up a meeting to go over requirements for new form.
Academic Program Change Proposal form (revision)	Discussion about various elements of the form	<ul style="list-style-type: none"> <li>• Under TYPE OF TRANSACTION, include a box to be checked if change includes online courses</li> <li>• Under TYPE OF TRANSACTION, include a box to be checked if this is a new online program</li> </ul>

		<ul style="list-style-type: none"> <li>• A1 to be amended to “Which program is being replaced / changed and how?”</li> <li>• A5 to be amended to “What budgetary changes will result? Provide budget to support sustainability (attach spreadsheet if necessary).”</li> <li>• B6 to be amended to “What budgetary changes will result? Complete and attach the new program financial model.”</li> <li>• B9 to be amended to “If temporary, what is expected duration? Explain rationale.”</li> </ul>
Online program policy		K. Yoo volunteered to contact the Chair of the Graduate Policies Council regarding the “Online Program Best Practice Checklist” and any further developments in this area.
New business	R. Kashyap mentioned possibility of revised MBA program proposal being submitted for next meeting.	
Next meeting date		Dec. 3, 2015 at Valley Road. R. Kashyap to reserve room and inform members of the location.
Adjournment	Meeting adjourned at 4:35 pm	Motion to adjourn K. Louie and K. Yoo Minutes R. Kashyap