

Notes from Graduate Council Meeting, October 2, 2007

Present: Marina Budhos, Francis Cai, Song Chung, Rochelle Kaplan, Rita Levine

1. Future meetings will be held on Thursdays between 12:30 and 1:45.
2. The Council reviewed its charges:

a) **Standing Charges**

Standing charges are clear. The Council will review program and course proposals as they are received.

b) **Additional Charges:**

1) Review of graduate program proposals from Academic Plan - R. Kaplan will request that graduate proposals in the Academic Plan be sent to the Council for review and report to the Senate.

2) Submission requirements for new programs - Clarification is needed on the charge recommending that the Council work with the Assessment Committee and the Undergraduate Council to change submission requirements for programs regarding the statement of program outcomes.

3) New and course change proposal forms - The form for new and change of course proposals will be examined regarding mention of course duplication. If needed, a change in form will be discussed with the Undergraduate Council.

4) 500-level course policies - Clarification is needed re: working with the Undergraduate Council on 500 level course policy.

5) Graduate Assistant stipends - F. Cai will provide the Council with last year's report from the Ad Hoc Committee on Graduate Assistantships and Council members will research Graduate Assistantship stipends at other comparable State Colleges/Universities, if needed.

6) Template for standards for graduate thesis- F. Cai, R. Schwartz, R. Kaplan, M. Budhos, and S.Chung will compile information on their respective College's requirements for a thesis or other capstone projects.

3. R. Kaplan will request a copy of last year's Council end-of-year report.
4. The next meeting of the Council will be on Thursday, November 1st at 12:30. K. Malanga will be asked to reserve the Paterson Room if possible.

Submitted by,
Rochelle Kaplan