

# Faculty Senate Graduate Policies and Procedures Council Report

Fall 2011/Spring 2012

## I. Recommendations: Strategic Planning

### *Submitted to the Strategic Planning Committee*

- a. Develop a graduate college, or a comparable cohesive structure, to formulate, coordinate, and administer policies, procedures, and degree programs with a strategic goal of branding William Paterson University as a center of excellence for graduate-level education and professional development in the region.
- b. Increase the number Master's and Doctoral programs with a focus on professional, intellectual and creative development.
- c. Cultivate a niche in interdisciplinary programs that draw upon existing strengths at the university to prepare traditional and non-traditional students alike in meeting new and emerging professional, intellectual and creative challenges.
- d. Develop international programs and initiatives that draw upon existing strengths at the university and that help promote increased international student enrollment, enrich students' international and intercultural exposure, and foster a global outlook for the University.
- e. Develop strategic partnerships with state and federal agencies, NGOs, community-based organizations, and commercial enterprises that will help inform the development of programs that meet regional social and economic needs.
- f. Diversify program delivery options (e.g., online programs, hybrid courses, satellite campuses, intensive weekend offerings) that meet the needs of non-traditional students.

## II. Graduate Policies and Procedures

### Recommendations: Policies/Procedures

- a. Incomplete Applications: Based on the idea that an application fee will require a greater commitment on the part of the applicant and will decrease the number of incomplete applications, as well as allow more efficient academic planning and applicant follow-up, the Council

recommends the establishment of an application fee. The fee can subsequently be applied to tuition or towards an acceptance fee

- b. Timely Transmittal of Applications: The Council requests clarification with respect to what procedures and technologies will be used to ensure the timely transmission of complete applications for Graduate Program review.
- c. Advisement: Develop an graduate advisee database that is centralized and easily accessible
- d. Admission Notification and Course Access: Establish a mechanism or “gate” for students who have accepted offers of admission that will result in formal notification of the programs and controlled access to courses.
- e. Incomplete Applications: 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.

### **III. Joint Faculty Senate Graduate Policies and Procedures and Program Council Resolution**

#### **RESOLUTION ON STRENGTHENING AND EXPANDING GRADUATE STUDIES AT WILLIAM PATERSON UNIVERSITY**

Whereas, the proposed Strategic Plan of the University places an increased emphasis on graduate

studies including increasing enrollments, developing new programs (including doctoral programs), and the expansion of professional graduate programs over the next 10 years;

And, whereas, there will no longer be a position of Dean of Graduate Studies and Research specifically charged with responsibility for overseeing graduate studies across programs at WPU;

And, whereas, our regional competitors (eg., Kean, Rowan, and Montclair) have centralized structures for developing and administering graduate programs

Therefore, be it resolved, that sufficient resources and appropriate mechanisms for administering current and expanded graduate studies initiatives at WPU be put in place including, but not limited to a standing Council of Graduate Program Directors and Coordinators (similar to the Council of Chairs)

a)consisting of all Directors and Coordinators of graduate degree programs at WPU;

b)with by-laws and an elected Chair from the membership as well as be attended by the Chairs of

Senate Graduate Councils and the Vice Chair of the Senate Executive Committee;

c)and reporting directly to the Provost and Senior Vice President for Academic Affairs who will consult with appropriate Deans and other advisors on matters related to the Council's recommendations.

Be it further resolved that this Council be:

a)responsible for making recommendations about standards for graduate education across the campus, procedures related to recruitment, admissions, retention, and the promotion of research, scholarship, and creative productions.

b)guided by the goals set for graduate studies in the University Strategic Plan, the criteria set for all academic programs in the 2007-2012 Academic Plan, and the recommendations made in the reports of Faculty Senate Forums for Graduate Studies from 2008 and 2011.

We believe that in adopting this resolution, we will affirm the University's support for graduate studies and assist the University in achieving the targets set forth in the Strategic Plan. As a first step toward such achievement, it is recommended that the Senate discuss and approves this resolution for strengthening and expanding graduate studies at William Paterson University and that, if approved, the resolution be forwarded to the Provost, as the Senior Vice President for Academic Affairs, for implementation and action.

#### **IV. Action items for future discussion**

The Graduate Policies and Standards Council will review and make recommendations regarding the following:

- a. Standards and criteria for identifying and developing new and revised Graduate Programs with the greatest potential in accordance with the Strategic Plan.
- b. What constitutes an exceptional program
- c. Probation policy: Students can only take six credits while on probation. If grade is not raised by the end of the six credits the student is dismissed from the university.
- d. Graduate Assistantship Deadlines: Notification is in early July which by most standards is very late and, therefore, adversely impacts our ability to attract these students?
- e. Grade policies: Review and Recommendations
  - 1. C grade policy: No more than 2 C's regardless of whether student has  $\geq 3.0$
  - 2. No repeat policy

Submitted by Bruce J. Diamond, Co-Chair, Faculty Senate Graduate Policy and Procedures  
Council on Behalf of the Council