

**Graduate Council Meeting**  
**November 5, 2008**  
**Minutes**

Present: Frances Cai, Ellen Frye, Rochelle Kaplan, Kem Louie, Susan Sabatino, Robin Schwartz, Trudi VanDyke  
Absent: Liana Fornarotto

1. Academic Standards Council Questionnaire on Internships

It was agreed that since the Academic Standards Council will not be sending its questionnaire to graduate programs, as requested, the Graduate Council would send it directly to Graduate Program Directors. R. Kaplan will send the questionnaire out through the Graduate Program Directors distribution list. Responses should be sent directly back to Liz Stoppel and Raza Mir (AS Council Co-Chairs) and cc'd to members of the Graduate Council.

2. Discussion of Academic Plan as Related to Graduate Programs

The latest version of the Academic Plan was discussed. It was noted that there were some small inconsistencies in the charts listing when particular graduate programs would be implemented or changed. However, it seemed that there were few if any changes made to the document regarding graduate programs compared to the original draft distributed in January 2008.

The Council plans to focus further discussion on two aspects of the plan in relation to graduate studies: 1) Consideration of the establishment of a School of Graduate Studies that would coordinate all graduate programs at the University and 2) Consideration of standards or criteria for reviewing proposals for doctoral programs.

3. Consideration of the Establishment of a School of Graduate Studies

We clarified that a School of Graduate Studies (SGS) would not be an academic college, but would be a unifying administrative organization that provided overall services and set policies affecting all graduate programs at WPUNJ. It was agreed that graduate programs administered by the SGS would include:

- Master's degree programs
- Doctoral programs
- Post-Baccalaureate and Post-Masters Certification and Endorsement programs

Faculty who are Program Directors/Coordinators and faculty who teach graduate courses would remain in their Academic Colleges and Departments. All academic and professional content and standards of graduate programs would also remain in the Academic Colleges and Departments. Only those aspects of graduate programs that applied across all programs would be managed by the SGS.

We then listed the *essential structures and functions* we thought should be part of the SGS.

1) Overall functioning of the School would be managed by the **Dean of Graduate Studies** assisted by an **Associate Dean of Graduate Studies**. The Dean and Associate Dean would be the overall managers of all other departments and offices within the SGS.

2) There needs to be a **Office of Finance and Budgeting** that will manage all budgetary concerns including resources for research, travel related to research, recruitment, and financial assistance for graduate students including Research or Teaching Assistantships and scholarships, student loans, and other financial aid packages.

3) The current Office of Graduate Admissions would become the **Office of Graduate Students Admissions, Progress, and Program Completion**. This office would be staffed by an Office Administrator and Professional Staff to serve the graduate programs of the five Colleges. To do this would require a minimum of 5 Counselors (a minimum of one per College) and their Staff Assistants. At least one of the staff assistants should be a representative from the Registrar's Office.

4) In addition, the SGS should have a **Marketing and Recruiting Office** to coordinate these functions for all graduate programs.

5) The current Graduate Program Directors Council would become the **SGS Advisory and Administrative Council**, chaired by the Dean of Graduate Studies, and include the following members:

The Associate Dean of Graduate Studies

All Graduate Program Directors

The Chair of the Senate Graduate Council

The Office Administrator and representatives of the Professional Staff of the Office of Graduate Students Admissions, Progress, and Program Completion

It would be the task of this Council to:

- Clarify standards for faculty participation in graduate programs (e.g., degree or prior professional experience; record of publications, etc.) across all programs and within disciplines
- Provide overall policies regarding appointment and service terms of Graduate Program Directors/Coordinators
- Clarify standards for thesis/capstone/exit requirements
- Develop standards for equitable budget allocations for programs

*Immediate Tasks to be Completed by the Graduate Council:*

- Drafting of Mission Statement for the School of Graduate Studies
- Define the roles and responsibilities for all participants in the SGS

- Review of Graduate Catalog for policies and procedures that would come under the auspices of SGS (e.g., generic admissions requirements, grading, etc.)

4. The next meeting of the Graduate Council will take place on Thursday, December 11<sup>th</sup> at 12:30 p.m. at Valley Road in the College of Business area. We will continue discussing plans for a School of Graduate Studies and begin to consider standards or criteria for reviewing proposals for doctoral programs.

Submitted by,  
Rochelle Goldberg Kaplan