4.5.24 Graduate Committee Meeting

Called to order 10am

**Present**: Sean Cote, Natasha Feinberg, Jenn Meade, Deborah Britt, Charles Boisvert, Joan Walsh, David Blanchette, Julie Horwitz, Anita Duneer, Leslie Schuster **Proposals**:

Graduate manual needs

* Undergrad withdrawal form works fine
* Generic withdrawal form
* Manual copy needs to match withdrawal forms (process must be outlined.)
* Withdrawal gets confused with leave of absence
* Do students withdrawing from the program need to fill out just a program withdrawal form, or withdraw from each course?
* Are we complicating the process by having separate forms for course withdrawals for grads and undergrads? Some courses can be taken by either
* Revising this process is in part to meet federal guidelines

Motion: bundle all three policies for approval

* All vote yes

Motion: talk about the minutes

* 2.1.24: Joan Walsh name spelled wrong
* All approved

**Dean’s Report**, David Blanchette:

* Incomplete form: needs to specify what needs to be done after form is filled
* Discussion: Would it be a lot more efficient to have a group of grad faculty get together to discuss proposals, rather than an individual submitting something to the executive committee? Could be more representative of a group opinion.
* Example: with the issue of graduate assistants and summer: what exactly does it mean for a GA to have tuition coverage during the summer? Currently there are no guidelines as to how many classes/summer semesters, etc.
* Does the executive committee serve this purpose? Or graduate committee?
* Discussion: # summer credits unclear for graduate assistants. - Provost wants to discuss a monetary limit for summer classes - Some programs have required summer study.
* What are the rules for part-time GAs?
* Do students ever take more than 2 summer courses per session?
* Proposed by Dave: 6 credits each summer session for full-time and 3 credits each for part-time.
* Dave to send an email to program directors to make sure that 6 credits is enough.
* No precedent for GA’s working over the summer and getting stipends.

Arrangements have been made to reallocate semester work to the summer.

* Discussion: Individualized plan of study committee needs representatives from each department.
* Jenn volunteered
* Anita and Leslie
* Discussion: Jim Tweed anxious to create a better system for int’l students.
* We no longer have an int’l student advisor - a liaison was crucial in the past.
* Currently there is a student who is really struggling with being bounced around different departments. She is being very patient, but it is exposing a lot of flaws in the system.
* Discussion: collaborations
* We’re in conversation w/ Dean college to have a student exchange agreement
* St. Andrew’s in Barrington looking to have a partnership for masters in special education
* Discussion: promotion
* One of our greatest needs is promotion, how do we hold school accountable for prioritizing this?
* Sean: Job descriptions need to be updated so we know who is accountable for the work getting done. A flow chart helping us understand the process of tasks would be helpful.

Meeting adjourned at 11:21am

Minutes submitted by Lucia Perluck