9.8.23 Graduate committee meeting

Called to order 10 a.m. (approximately)

**Present:** Charlie Boivert, Deborah Britt, Sean Cote, Natasha Feinberg, Julie Horwitz Leslie Schuster, Joan Walsh, David Blanchette. Excused: Jenn Meade and Anita Duneer

**Approval** of minutes from last meeting (5.5.23): deferred because minutes were not available

**Curriculum Proposal review:**

8-22-23 ELED 554: to reduce number of course credits from 2 to 1

Martha Horn attended briefly to present the proposal

Motion to approve (Julie), seconded (Leslie), vote: approved unanimously

**Chair report**: nothing to report

**Dean’s report,** David Blanchette:

• Lisa Ferri will start new position in Orientation. A new administrative assistant will be hired, again a half time position.

• Planning process for Grad open house in November is underway, Ballroom is reserved

 Q: who are the career counselors scheduled for the open house?

 A: not sure at this point

 Q: why switch open house from previous January intersession date to November?

 A: there are pros and cons to either date

• Question: do we have specific data for grad numbers (college, program, etc.)?

A: yes, trying to gather numbers, but they are not complete and each program is doing it their own way

*Discussion:*

* Committee members: Institutional research needs to provide data, global numbers; with numbers come resources, the ability to make decisions. Can our executive committee help admin with process? Can MIS develop queries for us directly?
* Dave: Carolynn is on board, but progress is slow, and there aren’t consistent policies for grad students. There is now a process for Grad student withdrawal, and movement to data, so schools won’t have to do it themselves. The institution seems to have more willingness to incorporate graduate studies.
* Conclusion: numbers will help us do our jobs better on this committee, let’s table this a discussion for later time

• How is the Grad open house different from regional Grad fair (in October)? How can we make use of it? *Discussion:* Grad fair has institution representatives, not individual programs. At the Grad fair, representatives can get info and distribute to program directors for follow up, can talk to students about potential financial aid or institutional resources.

• What exactly are the jobs (professional development) a grad degree facilitates? Each program should have some list, to use for promotion.

• Everyone should Google their own program information and verify that online contact information is listed correctly.

**Old and new business:**

• Student activity fees: grad students pay student activity fees, totaling about $70K per year; the money goes to SCG, but SCG doesn’t give it back to grad students. This has gone on for years. The fee shouldn’t exist, but if it does, the money should support grad students.

 David says: the money is in limbo right now due to legal issues, please check in with Steve Nedder. Any change to the activity fee has to go to the legislature

• We have money for student/professional development right now. *Discussion:* how do students access the money? In past, Leslie has sent emails to students and directors. We need a mechanism to communicate regularly and effectively to all graduate students. A newsletter was suggested. In the past, lunch gatherings for graduate assistants were also supported.

Old Business:

• We need clarification about online graduate programs (currently three approved by NECHE). How will they work, how will we approve then? David replies: this is work in process.

• As discussed last year, we can use this committee to drive and support graduate studies.

• Website calendar needs an update.

• Thank you to Sean for stepping up as Chair.

Meeting adjourned a 11:13 a.m.

Minutes submitted by Deb Britt