

Graduate Studies Forum Planning Meeting
March 3, 2011
Minutes

Present: Tinu Adeniran, Francis Cai, Robert Chesney, Bruce Diamond, Liana Fornarotto, Rochelle Kaplan, Casey Lum, Raza Mir, Susan Sabatino, Yvonne Roux

Plans and responsibilities for the graduate studies forum – *Envisioning a Strategic Plan for Graduate Studies at William Paterson University* - on March 31st were discussed.

1. Announcements and Recruitment of Attendees

a) Susan will prepare an announcement flyer to be sent out on University Announcements along with an invitational message from Nina Jemmott. Rochelle will ask Nina to send the message ASAP so to avoid scheduling conflicts with other meetings.

b) Bruce will distribute the flyer at the next Senate meeting on March 8th.

c) Council members will alert their Deans and Supervisors about the event and ask that they encourage faculty, professional staff, and librarians to attend. Rochelle will ask Nina to contact Deans as well.

d) Council members will informally contact colleagues and “talk up” the forum to encourage attendance.

2. Preparations

a) Tinu has arranged for a light lunch and rooms for the forum. Lunch will be available at 12:15. Rooms will be tiered classrooms at Valley Road - 2008, 2009, and 2012. Room 2008 will be the general meeting room and all three rooms will serve as the breakout discussion rooms.

b) Raza will prepare a program for the sequence and places of forum discussions as well as door signs for the breakout groups.

c) Rochelle will ask Nina to provide short (2-minute) welcoming comments (12:30-12:35)

c) Tinu and Casey will prepare and present a 5-minute Power Point on current and pending graduate programs at WPU. Overall enrollment figures for graduate studies over the last 5 years will be presented. (12:35-12:40)

d) Francis and Rochelle will provide a short introduction on the purpose of the breakout groups. (12:40-12:45)

e) Breakout group facilitators will prepare a list of “trigger” questions for their groups to get the discussions started. Questions will be presented orally. Facilitators will also take notes on group discussions. (12:45-1:30)

- *Establishing a School of Graduate Studies* group: Valley 2008 – Bob, Raza, and Tinu
- *Finding a Common Vision for Graduate Studies at WPU* group: Valley 2009 – Bruce, Susan, Salika, Ellen
- *Student Marketing group*: Valley 2012 – Casey, Ginnie, Liana, Yvonne
- Rochelle and Francis will move from group to group.

3. Summarizing (1:30-1:45)

a)Facilitators will provide 2-minute summaries of topics covered in each breakout group.

b)Written summaries will be prepared after the forum and presented to the Senate in order to provide a formal recommendation for including Graduate Studies in the WPU strategic planning process.

Respectfully submitted,
Rochelle Kaplan