

Minutes from Graduate Council Meeting, November 1, 2007 Library R107

Present: Francis Cai, Song Chung, Rochelle Kaplan, Rita Levine, Kathy Malanga, Robin Schwartz

1. The meeting was called to order at approximately 12:50 pm.
2. The committee agreed to have Rochelle serve as the Chair of this committee.
3. Review its charges:
4.
 - (a) *Review and report to the Senate on graduate proposals in the Academic Plan.*

There was discussion as to when the Academic Plan will be made public. The committee agreed to address this matter when the Academic Plan becomes available to the University community.

(b) *Work with the Assessment Committee and Undergraduate Council to change the submission requirements for new/modified programs to include "program level" outcomes, a matrix showing where a skill or knowledge outcome item will be covered in the curriculum, and an assessment plan for those outcomes.*

Rochelle handed out a copy of the ACADEMIC PROGRAM CHANGE PROPOSAL form. After discussion the following modifications/additions to the form were agreed upon.

B. NEW PROGRAM

2. What is the program level and the primary purpose of program?
[delete goal and add program level]
3. What are the specific skills or learning outcomes which will be covered in the curriculum?
[new item]
4. What will be the utility assessment and where do the skills and knowledge occur in the program?
[new item]

(c) *Work with the Undergraduate Council to recommend changes to the "new course/change of course" form which will prevent the "same" or very similar courses being offered by two or more departments.*

The following changes were recommended to the "NEW COURSE " PROPOSAL FORM.

p. 2 item #8.

Other: _____

Are there similar courses offered in other programs and indicate how the new proposed course differs from existing courses?

The following changes were recommended to the “ COURSE CHANGE” PROPOSAL FORM.

Under effect of change – item #16

Does this change result in a duplication of a similar course?

(d) Work with the Undergraduate Council to propose a 500-level course\ policy recommendation to the Senate.

Kathy inquired whether its purpose is to permit undergraduate student to take advanced courses. The Committee feels that there is no official current policy and that clarification on intent of this charge is needed.

(e) Recommend an appropriate level of stipend for graduate students.

Rochelle distributed a summary of graduate assistant stipends at WPU and sister institutions based on information compiled by committee members. While it was noted that WPU offered the highest level of support among the institutions listed, there was concern about the number of graduate assistantships offered. The amount of stipend was deemed to be appropriate for the level of study at WPU.

(f) Develop template standards for graduate theses.

The committee reviewed the information collected by committee members on their respective College’s requirements for thesis or other capstone projects. Kathy noted that a committee headed by Jane Bambrick is reviewing the university’s thesis standards to meet the requirements of PROQUEST which will be publishing the graduate theses. Kathy will send to all committee members via email documents related to Proquest’s requirements and standards. For comparison she will also send Montclair University’s template standards for graduate theses.

5. The next meeting of the Council will be scheduled as necessary.

The meeting was adjourned at about 1:45 PM

Submitted by

SH Chung