

**Graduate Policies Council**  
**Minutes of Meeting, September 27, 2010**

Present: Casey Lum, Bruce Diamond, Rochelle Kaplan, Virginia Overdorf, Yvonne Roux, Tinu Adeniran; Administrative Liaison: Andrew Barnes

**1. Election of Council Chair**

Rochelle Kaplan was elected chair.

Rochelle noted that the Council still needed a representative from the College of Business.

**2. Dates for meetings for Fall semester**

Monday, October 18, 10:00-11:15 a.m.

Monday, November 22, 10:00-11:15 a.m.

Monday, December 6, 10:00-11:15 a.m.

**3. Discussion of Name and Function of Council**

The name and function of the Graduate Policies Council was briefly discussed and its distinction from the Graduate Program Council and the Graduate Program Directors' Council was mentioned. These distinctions need further clarification.

Also the history of how the GPC was formed was touched upon.

**4. Discussion of Council Charges**

The six charges to the Council from the Senate Executive Committee were discussed, consolidated, and compared to issues raised by the Graduate Directors' Council sub-committee on Graduate Policy Issues which met during the summer.

It was agreed that the Council would try to address all charges this academic year, but would prioritize the order of addressing the charges as follows:

1)Charges 2 will be addressed first:

Review and recommend policy for admission in graduate programs and for publicity and recruitment issues. This charge will include the topics of provisional acceptance, non-degree credits, summer admissions, and communicating with program directors/advisors about when students are formally accepted as raised by the Graduate Directors' Council.

*Discussion of the application process took place and issues were raised regarding what to do about incomplete applications, increasing the conversion rate of non-degree to matriculated students, and increasing the enrollment rate of accepted applicants.*

*Suggestions about how to communicate more directly with Program Directors during the application process were made. Tinu will also forward a link to Banner information to Council members regarding tracking of accepted students to specific programs. This link is intended for use by Program Directors and is being forwarded to the Council for procedural information purposes only.*

2)Charges 3 and 4 will be addressed next or as they come up during discussion of Charge 2:

Review of graduate advisement and registration policies and procedures and identification and recommendation of revisions and new policies to improve advisement and registration policies and procedures. This charge will include retention issues as well.

3)Charge 1 will be addressed next:

Review and recommend policies for adoption, implementation, and enforcement of graduate educational and academic standards. This will include, but not be limited to grade policies (C grade policy, no repeat policy, IP –in-progress grade, thesis grade continuing over two semesters); probation policy; consistency of GRE/MAT minimum scores across all university programs as suggested by the Graduate Directors' Council.

4)Charges 5 and 6:

These charges were related to the Council's work and methods of communication with university officials and other bodies responsible for policies and procedures addressed above. They were discussed briefly at this meeting, but need to be clarified a bit more.

**5. Next Meeting**

Our next meeting will be held on October 18 at 10 a.m. in Valley 4088. Discussion of policies and procedures for admission to graduate programs and for publicity and recruitment will continue at that time. Also, because this is a brand new council, a clarification of the function and communication channels for the Council's recommendations as well as a clear distinction among the functions of this Council and the Graduate Program Council or Graduate Program Directors' Council would be useful.

Respectfully submitted,  
Rochelle Goldberg Kaplan