

**Graduate Academic Affairs Committee**  
**Monday, September 25, 2017**  
**Minutes**

Present:

Debra Goodman, Hammad Imran, Erin Ward-Cielski, Nick Santangelo, Diane Persky, Dennis Mazzocco, Liudmila Patokina, Jean Peden Christodoulou, Monica Conforti, Bob Brinkmann

Introductions

Approved: Minutes from April 24, 2017.

Announcements/ Reports:

GAAC Annual Report (Debi Goodman)

*The committee reviewed the GAAC annual report for 2016-2017. Major projects included the Overlapping Coursework Policy and a review of the Basic Regulations Governing Graduate Programs. Both bulletin changes were approved by President Rabinowitz and included in the 2017-2018 bulletin.*

Graduate Orientation/ Open House

*Bob Brinkmann and Monica Conforti reported that the first (new) graduate student orientation was a success with close to 300 students attending. In addition to an evening program, students had time to mingle and meet others. In addition, students had opportunities to get IDs, parking stickers, etc.*

Graduate Admissions / liaison reports.

*Monica Conforti reported that graduate admissions have been a challenge this fall, particularly for international students. She shared information about recruitment strategies and practices. New programs have been one way to attract graduate students. Liu asked about international students in doctoral programs. There was discussion of use of on-line platforms and robots that SOE is piloting for including students from overseas.*

SOE certification:

*Liu reported that one of the teacher certification exams has been dropped by the state, making the certification process incrementally more reasonable.*

2017/ 2018 agenda

The committee discussed possible issues and focus areas for 2017/ 2018.

- Organization of graduate policies. The committee looked at graduate bulletin layout on-line briefly. Some issues discussed very generally last year included.
  - Organization
  - Doctoral guidelines.
  - Overview of graduate committees for masters and doctoral theses.
- The committee discussed suggesting that program directors review bulletin copy to check for consistency with current policies and admissions procedures – an minimizing use of

waiver/ substitution forms. Monica discussed an issue where the on-line system does not approve electives (as an example) because the bulletin required program director approval.

- Scheduling. Bob Brinkmann reported that the university scheduling committee is primarily focused on undergraduates and that graduate scheduling is not really an issue.
- Liu asked about students concerned about fall/ spring sequence courses and when the bulletin would be available. Monica said the Spring 2018 bulletin is on-line as a read only draft.
- Nick raised a question about graduate students' deficiency email that goes out from the Registrar office. It says a student has a deficiency but not what the deficiency is. The committee discussed policies around graduation requirements and notification of directors. Nick will follow up with an example. (Amended at October meeting.)
- Availability of technology was discussed. Not always available in some classrooms in Roosevelt, Breslin, & CVStarr.

The committee adjourned at 4 p.m.

The next meeting will be October 30 at 3 p.m.

For this meeting, committee members are asked to take a look at the organization and content of the graduate bulletin.