

MINUTES  
Graduate Studies Committee  
September 13, 2017

Present: Vice Provost Becker; Director Finger; Student Representatives: Azeem and Garcia-Dwyer; Professors DeSimone, Haghighat, Mazza, McElligott and Smith Gabig

- 1) The meeting was called to order at 11 a.m. by Professor DeSimone who welcomed the committee back for another academic year.
- 2) The committee approved the minutes from the meeting on May 3, 2017, and also welcomed two new members (student representatives): Amna Azeem and D.J. Garcia-Dwyer. The committee is very happy to have student members and hope they remain with graduate studies throughout the academic year.
- 3) In the absence of a quorum, the committee discussed proposals from the following departments and decided to send them to the senate for approval, pending specific revisions for some proposals:

Department of Languages and Literatures

- Course change: SPA 618

Department of Health Sciences

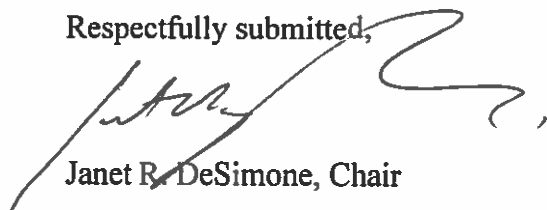
- Course change: DFN 520
- Degree changes: MS in Nutrition

- 4) Professor McElligott inquired about the process for possibly creating a certificate program for English, and the committee discussed some options for this. Director Finger will meet with him, again, to see if they can brainstorm some ideas for creating paths to move undergraduates into graduate programs.
- 5) Vice Provost Becker updated the committee on the status of the electronic system for submitting, reviewing and approving all curriculum proposals. He anticipates that the system will begin a pilot phase during the fall 2017 semester. He also notified the committee that CUNY now requires additional paperwork and an extra approval step for all new graduate programs (traditional and online) to ensure that proposed programs do not duplicate existing CUNY programs. Any Lehman department seeking to submit a new graduate program proposal should reach out to their dean to discuss all requirements.
- 6) Director Finger updated the committee on renovations to expand the existing graduate study space in the library. This space will be relocated to the second floor of the library and will include study space, a color printer and various types of technology and is anticipated to be completed by the end of spring 2018. This

space also could be used for extracurricular graduate activities such as panel discussions, lectures, etc. He also mentioned that the office of graduate studies will be moving from the second to first floor of Shuster Hall, which will be completed, hopefully, by March 2018.

- 7) The committee thanks Professor Kenneth Schlesinger who always is supportive of identifying new space to accommodate graduate students in the library.
- 8) The meeting adjourned at 11:45 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Janet R. DeSimone', written over a horizontal line.

Janet R. DeSimone, Chair