

MINUTES
Graduate Studies Committee
September 7, 2011

Present: Dean Fayne; Professors DeSimone, Lebbon; Smith Gabig; and Ms. Worth,
Director of Graduate Studies

- Prof. DeSimone called the meeting to order at 11 a.m.
- The committee approved the minutes from the meeting of April 13, 2011.
- In the absence of a quorum, the committee agreed to send the following proposals to the Senate for approval:

Department of Middle and High School Education

- Advanced Certificate: Bilingual Extension
- Advanced Certificate: Bilingual Extension for General Education - Intensive Teacher Institute
- Advanced Certificate: Bilingual Extension for Special Education - Intensive Teacher Institute
- New Course: ESC 757: Linguistics for TESOL/Bilingual Teachers

Department of Health Sciences

- Changes to the MEd Program, Health, N-12 Teacher (pending verification of approval by the Department of Middle and High School Education)

Office of Graduate Studies

- Changes to the "Time Limit of Studies" and "Interruption of Studies" policies
- The committee briefly discussed the graduate "transfer credit" policy, specifically as it relates to Advanced Certificates and Extension Programs. The committee decided that some changes may be necessary but decided to hold off on the discussion until next meeting, which would allow time for additional research.
- The committee also discussed using some graduate studies committee members to sit on the graduate appeals committee, which has been past practice. Members will be elected at our October meeting.
- Lastly, the committee discussed the issue of hiring a graduate advisor in the Office of Graduate Studies. If part of Ms. Worth's role is, indeed, to work with the graduate departments in creating additional programs of study; to continue to ensure fluidity in current graduate systems, policies and procedures; and to implement more effective graduate systems, policies and procedures when

necessary, it is close to impossible for her to devote the attention and administrative advisement needed by graduate students and the numerous issues that arise during the course of their studies. Therefore, the committee is making a formal recommendation to Provost Papazian to hire a graduate advisor position who will work closely with students on all administrative (e.g., registration, transfer of credits, probation issues, etc.) issues. It is the committee's understanding, if accurate, that prior to Ms. Worth's hiring, there were two staff members responsible for graduate studies/advisement, and their positions were basically combined into one – with a plan to rehire a graduate advisor after a director of graduate studies was hired. The committee completely recognizes the budgetary constraints faced by the college this academic year, but service to our students must be a priority. Since graduate programs contribute to both Lehman's academic reputation, as well as to its revenue, we must continue to strive to create a more graduate-focused environment at Lehman and devote more resources to student advisement.

- The meeting adjourned at 11:40 p.m.

Respectfully submitted,



Janet R. DeSimone, Chair