



Graduate Council Meeting Minutes

October 23, 2017

3:30 – 5:00

Frost Commons

Present: Clarissa Uttley, Chris Benedetti, Eric Hoffman, Irene Cucina, Jamie Hannon, Jason Swift, Julie Bernier, Marcel Lebrun, Mardie Burckes-Miller, Meg Petersen, Pam Harland, Robin Hausher, Cheryl Coker, Stacey Curdie, Susan Shapiro, Trish Lindberg, Gail Mears, Tonya LaBrose, June Hammond Rowan, Esther Wakefield, Linda Carrier (facilitator), Christie Sweeney (scribe)

Guests: Elaine Allard, Lori Armstrong, Jen Boutin

Meeting called to order at 3:30

Minutes from September 25th meeting were reviewed and accepted.

Introductions were made around the tables; Jen Boutin, Associate Director of Transfer and Graduate Students, Tonya LaBrosse, new Registrar, and Esther Wakefield, graduate council student representative from School Psychology dept. were introduced.

New Business

1. Dissertation and Master Thesis Updates (Elaine Allard)
 - Elaine Allard discussed administrative changes to Dissertation and Master Theses
 - Weight of paper for final publications is 60 lb. white acid free paper. Okay for science to use 20% cotton paper they have purchased
 - Some student have asked that their final products (hard copies of theses and/or dissertations) be sent to them, so Elaine has determined that shipping of dissertations or theses will cost \$15.
 - Students are required to submit two hard copies of their dissertation or thesis to be bound and kept in library. Students may submit additional hard copies and order bound copies for themselves at a minimal cost. Extra copies of dissertations or theses is going up (from \$16) to \$20 each.
2. Dissertation and Thesis library submission discussion – Heather Doherty
 - There has been a problem with students getting a grade, not yet submitting their final thesis, and earning their degree before actually completing their grad program requirements.



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- Request was made for registrar to double check thesis completion and hold degree program until thesis is complete.
- It is the student's responsibility to submit their completed thesis or dissertation to Rick Kipphut (rjkipphut@plymouth.edu; 603 535 2259) following university guidelines (see <http://library.plymouth.edu/c.php?g=237359&p=3150736#s-lg-box-4817980>).
- Rick sends an email to thesis and/or dissertation advisors/chairs, to confirm that a student has submitted their final "Thesis/Dissertation Order Form". This confirmation serves to inform thesis advisors and dissertations chairs that students have completed their final degree requirements and grades can be posted. Grades should not be posted until confirmation of final project has been made.
- Heather will review these requirements with her colleagues, investigate processes followed in other universities and get back to grad council with follow up information at a later date.

Registrar Updates

1. Tonya explained the late add fee is the same as instituted across undergraduate and graduate programs. There is an extended add period for practicums and internships, as these are different course structures.
2. Question about six week grades. This is for undergraduate students only and grad students should not be receiving announcements about six week grades. If your graduate students received six week grade announcement, please contact registrar's office, and they will look into this.
3. Question asked about advisee list and whether or not it can be divided so undergraduate and graduate students are listed separately.

Academic Affairs Update

Gail discussed URSA #2 (or URSIG)

- Clusters will be asked to look into programs that are identified as being under enrolled and in financial difficulty to determine next steps (probably over January), and clusters will be asked to go back to administration with recommendations regarding how to address those programs.
- Decision-making relies on cluster. Don sees this as opportunity for clusters to use as leadership to move cluster development forward.
- Concerns and questions:
 - a. Seems that this will actually derail our cluster work, not support it. Unclear how clusters will be prepared to make decisions regarding programs to be eliminated or how to redesign courses or programs. We don't know how we as "clusters" can work together, innovate, redesign when we don't even know each other's programs, curriculum and/or disciplines.
 - b. Where do decisions regarding support and services lie? A disproportionate amount of marketing has been done for graduate as opposed to undergraduate programming. Grad and undergrad are different animals and support needs to look different for them.



- c. What data will be used to make those decisions? Response: Data will come from two sources: 1) market analysis: Jason (admissions) has contracted out an external market analysis to understand external audience and/or workforce needs – commissioned marketing project to get some marketing information about our current programs; and 2) financial analysis: Tracy is revising financial model in order to look at programs to get sense of whether or not they are: bringing in revenue; revenue neutral; or not generating any revenue.
- d. Was data from 9/29 used to make these decisions? If so, concerns were voiced that it isn't correct and should not be used for decision making.
- e. Is next "URSA" about curriculum development or cost reduction? Both. Reality is that we are in significant financial distress. We need to make up 5 million dollar deficit must align ourselves with market demand and students' experiences.

Old Business

1. Concord Update:
 - We may use Concord, however we may not have staff there. Gail is looking into that situation to determine how to access facility if/when staff are no longer working in Concord campus office.
 - Gail recommends we reschedule spring courses in Concord if we anticipate enrollment there.
 - Please continue thinking about how to have presence in Concord to use that space more effectively. Share ideas and suggestions with Linda and Gail.
2. Graduate Commencement:
 - Gail said commencement will probably will be scheduled in Silver Center so space will be restricted/limited. Question was asked: *Why can't we have it at All Well or in gymnasium so space is not limited?* Gail will check on venue.
 - Who would you like as speakers? Should we have a student speaker and/or just external speaker(s)? Esther will check with graduate students to get their input about graduation.
 - Send suggestion regarding speakers, along with explanation as to why you suggest them, to Linda
3. Transitional Leadership Team (TLT):
 - Ann sent an email report to explain that the TLT is formulating their "charge" and working with Academic Affairs regarding how to transform their positions.
 - Anything you want brought forward to go to TLT, contact Lori.
4. Integrating into Clusters:
 - Don's vision seems to focus on full time graduate students and not our commuting students. It's difficult to determine how interdisciplinary work clusters are supposed to happen between commuting, working, graduate students and undergraduates.
 - Momentum is focused purely on undergrad and is difficult when groups within clusters don't have graduate level courses.
 - How are we defining "cluster" work? Most of our graduate programs are professional preparation programs which require specific curriculum and coursework for degree completion. It is difficult to integrate undergraduate and graduate with professional preparation programs. For example, in regard to educational programs we could argue



that we already operate as clusters – it's a matter of branding! Integration of high impact learning experiences is we do on a consistent basis in our grad courses – field based work our students do in schools, for example – we need to use those kinds of experiences rather than going out to make up something outside what we are already doing.

- Graduate has many levels of students – full time consistently enrolled; full time sporadically enrolled; part time consistently enrolled; part time sporadically enrolled; non-matriculated students taking courses for professional development and/or to determine if they want to apply for a program.
- Big difference between needs of grad students enrolled in full time programs vs commuter programs. Biology is full time for graduates, internal not external in terms of cluster work; however Heather explained their interdisciplinary skill building work. Doctor of Physical Therapy (DPT) program does clinical work across the state, and their students are full time consistently enrolled. Commuter students are usually adults holding down full time jobs who are completing their degrees on a part time basis.
- Should we as a grad council prepare a white paper to discuss grad? We would need people to represent each cluster and grad program area within it. Does everyone in grad council feel this applies?
- Integration can occur differently; we can be proactive and explain our needs and do it is a white paper.

Announcements:

1. Graduate registration for spring begins Nov. 3. Students can register until class starts and 5 days after class starts without an extra fee.
2. Pat Cantor, faculty speaker, is supportive of graduate programs. Please attend PSU faculty meetings on first Wednesday of each month.
3. Next month we will focus on gathering information to write a white paper/report about graduate programs and clustering.

Meeting Adjourned: 5:05 pm

Next Meeting November 27