**Minutes**

February 6, 2013

Present: Kelly Fischer, Melissa Pieller, Lisa DeMarsico, Stuart Roe, Matt Hall, Shri Rao

Absent: Cassandra Jackson, Nita Ball, Todd McCrary

Excused: Claire Lindberg, Brenda Leake

**Review minutes from previous meeting:** The committee reviewed the minutes from December 5, 2012. The minutes could not be approved because of lack of quorum. It was decided that the minutes would be sent electronically for approval to the GPC list.

**Report from Graduate Studies**: DeMarsico reported on activities in the Office of Graduate Studies. DeMarsico mentioned that requests for graduate bulletin revisions will be sent to departmental contacts shortly. The deadline for the edits to be sent back to the Office of Graduate Studies is Monday, March 18th. Alison Boto, Graduate Assistant for Graduate Studies, has begun working on the Spring Graduate Column newsletter. Any recommendations for student, alumni, or faculty profiles would be welcome. DeMarsico also provided information on the recent Open House. 86 students registered for the Open House and 43 attended. Follow up emails were sent to attendees and non-attendees. Coordinators were forwarded a list of registrants for additional follow up. Graduate Studies is finalizing the processing of applications for the upcoming application review period. The application deadline for the department of Counselor Education is February 1st. Secondary Education will continue to review applications on a rolling basis until August 1st for Fall 2013 or until programs reach capacity. DeMarsico also provided the numbers for current completed applications for each department.

**Old Items**

* **Graduate comparator institutions**: GPC members reviewed the identity matrix table. An issue that was brought up was whether diversity in student population should be added as a criterion to the matrix. DeMarsico said that she would be getting that information from Institutional Research. Pieller mentioned that diversity has to be broad and include various aspects. GPC members felt that the information currently entered in the table was adequate and it was time to move the discussion forward. Hall initiated a discussion on the “graduate culture” on campus. The following themes were raised in this discussion.
	+ GPC members discussed ways to market graduate programs on campus. One suggestion was to have impromptu tours of the campus or even have specific tour dates. Hall suggested that perhaps 5th year students could be involved in giving those tours. Hall volunteered to be a part of this initial campus orientation.

.

* Members also discussed ways to expand communication with graduate students. DeMarsico mentioned that every program that has graduate students tries to post the information on the Facebook site for Graduate Studies or on their column. It was suggested that informing all graduate students about upcoming activities, workshops, or presentations to an overall list serve of Graduate Students or posting it on the Graduate Studies Facebook page might be a way to get students involved and feel like a part of the community.
* Other suggestions were to have a “meet and greet” at the departmental level. De Marsico mentioned that Graduate Studies hosts a Graduate Student Appreciation week with various activities. De Marsico also mentioned that Graduate Studies is considering a “My Way” video for graduate students.
* It was suggested that GPC invite somebody from housing and have enough students show up for that meeting. Students moving directly from undergraduate to graduate programs might have different expectations of what to get from graduate school. Undergraduates are part of student groups, clubs, and honor societies. It was suggested that perhaps there should be an honor society for both undergraduate and graduate students.
* Hall suggested that involving alumni in the program might be a good way to also create community. He suggested perhaps co-teaching alumni.
* Melissa and Kelly shared why they chose TCNJ and which schools they had initially considered. Hall suggested that GPC send a Qualtrix survey to graduate students to find out what attracted them to TCNJ and which other schools they applied to. GPC members agreed that this might be a good idea.

For the next meeting, GPC members decided they would work on the graduate student survey. Members were also asked to identify 10 peer institutions in the local and regional areas that are competitors for their program and key features of these institutions.

Respectfully submitted,

Shri Rao