**Graduate Programs Council Meeting**

**Minutes: February 16, 2011**

**Attendance:** Leslie Rice, Cassandra Jackson, Sinead Mallon, Venkat Ramamoorth, Susan Hydro, Jean Slobodzin, Nadya Pancsofar, Susan Bakewell-Sachs, Esther Ball, Jody Eberly

**Report from Susan Hydro, Assistant Dean**

Spring enrollment closed slightly higher than the projection.

Applications are 10% lower than last year at this point; however, applications are still coming in. Susan distributed a sheet outlining application numbers for each program and a sheet with reminders about application deadlines.

Susan distributed a funding sources handout created by her office to assist students in finding scholarships, grants and financial aid for graduate school.

Her office also created a “Did you know…” list that was distributed to all students by e-mail and will be included in the Graduate Column this spring. The list includes information about TCNJ that graduate students may not know and came about as a result of communication with a graduate and an undergraduate student at the College.

The Graduate Office is currently conducting a survey of grad students enrolled in the fall semester, which requests information about their status, their interest in hybrid courses and services utilized on campus.

The Graduate Office is working with Public Relations to strengthen connections with graduate students (for example, they are looking at email policies that would allow easier connection between TCNJ and students).

**Report from Susan Bakewell-Sachs, Dean**

Charge from Steering for review of graduate policies is forthcoming

**Old Business: Graduate Policy revisions**

Work on Comprehensive Exam policy was completed.

**New Business**

Email Survey of Graduate Coordinators regarding Comprehensive Exam Policies – Results were reviewed and discussed in light of the policies under review

Esther Ball distributed a sheet outlining “5-year student business process” that discusses how graduate courses are reported on transcripts and how GPA is calculated.

Respectfully submitted,

Jody Eberly