

MINUTES
Graduate Studies Committee
November 9, 2016

Present: Vice Provost Becker; Director Finger; Professors DeSimone, Haghight, McElligott and Peloso.

- 1) The meeting was called to order at 11 a.m.
- 2) The committee approved the minutes from the meeting on October 5, 2016
- 3) The committee welcomed our new member, Professor McElligott (English) and is glad to have him as part of our team.
- 4) The committee also re-elected Professor DeSimone as the chair for the 2016-2017 academic year.
- 5) 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 Journalism, Communication and Theatre

- withdrawal of THE and COM courses with the exception of THE 796 and COM 770 (to use as transfer courses for programs such as MALS, if needed)
- withdrawal of Master of Arts/Theatre from the graduate bulletin: no record of program being offered or ever approved
- appears there is a listing of this program on NYSED web site, so the department must submit the appropriate paperwork to remove the program from the NYSED registry

Department of Health Sciences

- Course changes (credits and prerequisites): HEA 602; 620; 636; 640; 672; and 673
- MA program/Health Education and Promotion: change in degree requirements and addition of online format for delivery
- MEd/Health Pre-K-12 Teacher: change in degree requirements and removal of sequence

Department of Counseling, Leadership, Literacy and Special Education

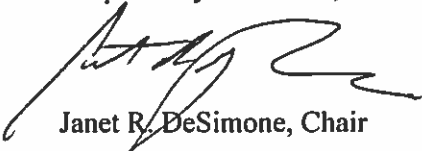
- 12-credit Extension in Teaching Students who are Gifted and Talented – addition of online format of delivery and correction of home department

- 6) The committee discussed quality assurance and assessment of online courses/programs. This is a conversation the committee has had in the past, when we reviewed and approved the business online programs. About two years ago, Graduate Studies asked that a policy be created for assessing online courses – one that maintains rigor and consistency across all programs/departments. A policy still has not been created. Vice Provost Becker said that the new director of online studies is working on finalizing online policies, and something should be submitted to the senate for review by the end of this academic year. While the committee is confident that the departments who have submitted (in the past and

currently) online proposals are well qualified to offer such programs, a policy still needs to be created to ensure that other departments interested in offering online programs have comprehensive benchmarks for quality courses/programs.

- 7) Director Finger updated the committee on his recent data mining project, which will provide program coordinators and advisors with past Lehman student data/contact information that can be used in potential recruitment efforts.
- 8) Director Finger also led a discussion of some graduate policies that need to be revised and/or considered for inclusion in the bulletin.
 - *Standardized Grading Policy* – The committee thinks there should be a standardized grading policy printed in the bulletin, listing corresponding numerical values for each letter grade. Many other CUNY and private institutions have such a policy. There is a Lehman undergraduate grading policy in the bulletin, and to ensure consistency across all graduate programs and departments, a graduate policy should be considered. The committee asked Director Finger to seek additional input from all graduate program coordinators, so we can discuss this issue in greater detail.
 - *Grade Repeat Policy* – The committee thinks there should be a grade repeat policy included in the bulletin. Many other CUNY and private institutions have such a policy. The committee asked Director Finger to seek additional input from all graduate program coordinators, so we can discuss this issue in greater detail.
 - *Registration Permission* – The committee agreed to emphasize that registration permission (adding students in CUNY first) may be required by certain departments but not all. This change simply is making the written policy consistent with long-standing, current practice. While all graduate advisors must advise/mentor students, not all programs require that students get permission to register for specific courses.
 - *Academic Standing* – The committee agreed to revise this policy by removing the specific reference to nine credits, which prohibits students who fail less than nine credits, during their first semester, from being counseled out or placed on probation. This change is simply making the written policy consistent with long-standing, current practice.
- 9) The committee praised Director Finger for all his data mining work and for his constant attention to improving our existing graduate policies and ensuring that we are aligned with common practices at peer institutions.
- 10) The meeting adjourned at 12:30 p.m.

Respectfully submitted,



Janet R. DeSimone, Chair