William Paterson University
Faculty Senate Graduate Programs Council
Meeting Minutes

Date: September 21, 2017 Time: 12:25 p.m. – 1:18 p.m. Location: Cheng Library Paterson Room

Present: N. Gramiccioni, N. Hirshon, R. Kashyap, N. Rodriguez, S. Sabatino (Co-Chair), P. W. Ma.
Guest: Peter Griswold, Faculty Senate Vice-Chair

AGENDA	DISCUSSION	ACTION
Meeting call to order	Meeting called to order at 12:25 p.m. by S. Sabatino.	
Adoption of the Agenda	Agenda was adopted.	
Introductions	New members and returning members introduced themselves.	
New Business: Charges .	Faculty Senate Vice-Chair, Peter Griswold, thanked the members for their service. The councils are an important extension of the Faculty Senate. The Senate is a recommending body as are the councils. The Council will make recommendations to the Senate. Copies of the standing charges and two additional charges were distributed. Standing Charges: 1. Recommend policy on course requirements for graduate degrees and the procedures for inaugurating, changing, or terminating graduate courses and programs. 2. Review and recommend new graduate programs, major changes in existing programs, and areas of expansion. Additional Charges: 1. Continue to revise the document "Best Practices Checklist for Online Programs" in order to ensure the integrity of graduate programs that are offered completely online. Share revisions with the Technology Council.	

	2. Monitor usage and review the online academic change proposal form to determine if further additions or modifications should be suggested. P. Griswold noted that a few programs from the College of Education would be revised this year due to the five-year review cycle required by the State of New Jersey.	
Old Business	The returning members discussed the progress made on the two additional charges last year.

Regarding the Best Practices in Online Programs Checklist: The Chair of the Technology Council reviewed this checklist with the council members. They suggested a few revisions. The Council members reviewed their suggestions, and after discussion, further revisions and deletions were suggested to bring the list more in line with academic programs rather than academic courses.

Regarding the Academic Program Change Form: The co-chairs of the Graduate Programs Council and the Undergraduate Council met to discuss revisions to this form with Johnathan Lincoln, Assoc. Provost. An online form should be ready for use during the fall 2017 semester. It is expected that the fall semester will be a period of transition when both the paper and the online forms may be in use. | Best Practices in Online Programs Checklist: Co-chair will revise the checklist.

Co-chairs will follow-up with the Technology Council.

Academic Program Change Form: Review the online form and recommend any changes.

N. Rodriguez recommended the addition of a revision date at the bottom of the form to help track revisions and changes.

The Council will suggest further comments once the online form is in use. |
| Election of Chairs | Michelle Gimenez Hinkle and Susan Sabatino were elected as co-chairs. | |

New Business:	R. Kashyap asked if the Council could request that the online course catalog be truly dynamic and reflect changes made to the curriculum in an on-going manner. The College of Business introduces new courses frequently. Since this question is more of a policy issue, he will refer the suggestion to the representative to the Graduate Policies Council.	R. Kashyap will contact the representative of the Graduate Policies Council.
Next Meeting Date	As soon as a program is posted for review, a meeting will be schedule using Doodle.	
Adjournment	Meeting adjourned at 1:18 p.m.	
		Notes by S. Sabatino.