I. CALL TO ORDER:

Vice Provost and Dean Nancy Stamp called the meeting to order at 3:00 pm.

II. MINUTES:

The minutes of the February 13, 2012 Graduate Council Meeting were approved as written.

III. COMMITTEES

**Academic Standards Committee**
This committee met on February 27th and discussed the doctoral prospectus. The committee is reviewing the role the prospectus plays in graduate programs and how to streamline the process. The committee will be gathering data from various graduate programs to see what their prospectus requirements are and if they are in line with national best practices. They will report their findings to Graduate Council.

**Advisory Committee on Scholarship and Research**
This committee has not met yet.

**Budget Advisory Committee**
This committee has not met.

**Clark Fellowship Committee**
This committee has met to review the nominations for the Clark Fellowship Awards and have made 16 offers, thus far.

**Curriculum Committee**
This committee met on March 12th at 3:00 p.m. and approved the following courses/programs:

- Biomedical Engineering
  a. BME 501 Introduction to Biomedical Engineering Methods

- Asian and Asian American Studies
  a. AAAS 531 Fictions of the Samurai
  b. AAAS 522 Confucian Ethics
  c. AAAS 532 Women in Premodern Japanese Literature and Culture

- LOI for MAT in Chinese

- Community College and Public Affairs
  Doctoral Program in Community and Public Affairs

Dean Stamp explained to Graduate Council the process for submitting a Letter-of-intent. The LOI is proposing a new graduate program and is a notification to Graduate Council. The LOI is then sent to SUNY informing them of the intent to propose a new program. SUNY will then send the LOI to all the other SUNY institutions to ensure that we are not duplicating programs. After SUNY approves the LOI, the program then prepares the proposal which outlines the curriculum. Dean Stamp stated that the MAT in Chinese is a much needed program, as many High Schools are adding Chinese to their curriculum. Further discussion regarding this new program will be discussed after the proposal is submitted.

The Curriculum Committee has been reviewing a proposal from CCPA for a Ph.D. Program in Community and Public Affairs. Associate Dean Margai gave an overview to Graduate Council of this proposal. The program is an interdisciplinary doctoral program that builds on the strengths of the Department of Human Development, Public Administration, Social Work and Student Affairs Administration. The goal is to draw upon the strengths of all these programs and will focus on three core areas. These areas are community-based research, culture competence and community systems and public and non-profit organizations and their leadership. In each of these areas of learning, they have proposed to use both theoretical and methodological approaches for students. These approaches will come from the various disciplines but they also hope to collaborate with other programs across the campus. They would like to develop intervention strategies to address a serious of societal problems. The program hopes to recruit about 5 students per year, and it is expected that these post-master students will complete the program in three years for full-time students.

Associate Dean Margai stated that the Curriculum Committee conducted a critical review of all aspects of the CCPA Doctoral Program in Community and Public Affairs. For example, they looked at the rationale and how the program fits within the core mission of the University. They reviewed the proposed curriculum and identified any gaps or weaknesses. They also reviewed the resources and the degree to which they consulted with other units across the campus, and they looked at the long-term institutional cost as well as revenue that would be generated by the program.

Professor Josephine Allen, chair of Social Work attended the meeting to talk about the new proposal and to answer questions. Professor Allen stated that five faculty positions have been filled for Fall 2012 to support this new program; one in Social Work, one in Public Administration and three in Human Development.

Discussion ensued regarding the time to degree for the new proposal. Professor Allen stated that the University’s time line for 3 years post masters would be the appropriate amount of time that would be required for someone coming into the proposed program. Dean Stamp stated that students would be coming into the program well prepared and that the proposed post-masters degree is a research degree and not course heavy. Currently, the trend across the country is a bachelors to doctoral degree is five years.
Time to degree – CCPA has taken the approach of the post-master’s degree – students coming in well prepared with the courses in PA or SW or the other degrees and that the post masters degree is a research degree and getting going on that research from day one. (their approach) – it is not course heavy master’s it is really about research. That is the trend now across the country from bachelors to doctoral degree is 5 years.

Professor Allen stated the goal is to enroll 6 students per year and the hope is that some funding will be available through fellowships. Another goal is to work collaboratively and to build recognition for the program.

CCPA will be conducting a search for a Director of this program. The Director will work with the faculty to continue the development of the program and the recruitment of students. He or she will also develop the handbook for the program and make connections with the community and the university as a whole.

**Excellence Awards/Grievance Committee**
This committee has not met.

**Strategic Planning Committee**

IV. NEW BUSINESS

**Dissertation Boot camp**
The Dissertation Boot camp is part of the Graduate Community of Scholars/BU PREP Program and was held on January 23-27, 2012. The purpose of the Dissertation Boot Camp was to provide a distraction free environment where students could learn writing tools and techniques when writing their dissertations. Dr. Robert Danberg, Visiting Assistant Professor in the Writing Initiative conducted two workshops. The first workshop concentrated on the nature of dissertation writing and for three days the students practiced the strategies that were taught during this workshop. The second workshop, Dr. Danberg compiled the results of the one week practice of writing and taught more strategies enabling students to overcome the roadblocks and other difficulties encountered in the writing process. The workshop was very well received and The Graduate School hopes to offer workshops like this in the future.

V. ADJOURNMENT
The meeting was adjourned at 4:00 on a motion by Professor Mischen and seconded by Professor Muscari.

Minutes recorded by Cheryl McGowan, Secretary to the Vice Provost and Dean of the Graduate School