

**GRADUATE COUNCIL
2006/2007**

Charge: It shall advise the Dean of the Graduate School and monitor all aspects of the University's graduate programs.

Chair: Charles Taber, elected 9/06

Humanities and Fine Arts:

Allegra De Laurentiis	Philosophy, 2-7588	adelaurentiis@notes.cc.sunysb.edu	9/07
Celia Marshik	English, 2-7356	smarshik@notes.cc.sunysb.edu	9/09

Social and Behavioral Sciences:

Susan O'Leary	Psychology, 2-7833	soleary@notes.cc.sunysb.edu	9/07
Charles Taber	Political Science, 2-7659	ctaber@notes.cc.sunysb.edu	9/09

Natural Sciences:

Anne McElroy	MSRC, 2-8488	amcelroy@notes.cc.sunysb.edu	9/08
Brian Phillips	Geosciences, 2-6853	bphillips@notes.cc.sunysb.edu	9/08

*Mary Scranton on Sabbatical 06-07-A. McElroy filling in for one-year

*Jacobus Verbaarshot on Sabbatical 06-07 -

Library:

Godlind Johnson	Library, 7148	GJohnson@notes.cc.sunysb.edu	9/08
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College of Engineering:

I.V. Ramakrishnan	Computer Science, 2-8451	ivramakrishnan@notes.cc.sunysb.edu	9/09
Esther Arkin	Applied Math, 2-8362	estie@ams.sunysb.edu	9/09

Health Sciences Center:

Arleen Steckel	School of Nursing, 4-3264	ASteckel@notes.cc.sunysb.edu	9/08
Marcia Simon	Oral Biology & Pathology	msimon@notes.cc.sunysb.edu	9/08

Professional:

Beverly Campbell	Pharmacology, 4-3057	BCampbell@notes.cc.sunysb.edu	9/07
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Graduate Students (2):

Graduate (2): Andrei Antonenko (andant@gmail.com) and Ryan Soule (ryansoule2000@yahoo.com)

Administrative Contact:

Lawrence B. Martin, Dean, Graduate School

Attendees: Charles Taber (Political Science Director and Chair, Graduate Council), Estie Arkin (Applied Mathematics and Statistics), Marilyn Flores (Graduate School), Peter Gergen (Graduate School), Godlind Johnson (Library), Kent Marks (Graduate School), Lawrence Martin (Dean, Graduate School), Arleen Steckel (Nursing School), Marcia Simon (Oral Biology & Pathology), Elena Yarritu (Student Advocate), Andrei Antonenko (GSO), Brian Phillips (Geosciences), Susan O'Leary (Psychology)

Absent Members:

Allegra DeLaurentiis (Philosophy), IV Ramakrishnan (Computer Science), Anne McElroy (MSRC), Ryan Soule (Treasure, GSO), Beverly Campbell (Pharmacology), Celia Marshik, (English)

The meeting was called to order at 1:00 p.m. by the Graduate Council Chair, Charles Taber

Approval of minutes

The minutes from the October 24th, 2006 meeting were approved, with slight revisions.

Chair's Report

- **Two seats at the Graduate Council were filled:** seats on the Graduate Council were filled by Celia Marshik, representing Humanities and Fine Arts, and Brian Phillips, representing Natural Sciences.
- **MS/PhD Computer Engineering:** Charles reported that the MS/PhD Computer Engineering proposal is being revised by the Department of Computer Engineering. Once completed it will be returned to Graduate Council for review.
- **Awards Fellowship committee:** Graduate Council will participate in the Awards Fellowship committee. A member will be selected.

Old Business

- **ESL Official Policy and Implementation:** Kent distributed surveys received by Barbara Brownworth describing a questionnaire used to find out the current assignments of graduate students taking ESL courses. Results were reviewed and Graduate Council has recommended that the Graduate School ensure that the policy is adhered to when placing graduate students in ESL courses and the level of expectations is not in violation. Graduate School will forward correspondence reiterating policy.
- **Chapin Community Center:** Dallas Baumann and Dan Woulfin attended the Graduate Council meeting to discuss the progress of the Chapin Community Center. Graduate Council Chair will request information on the status of this project from Peter Baigent, Office of Student Affairs, in the interest of students who are already contributing financially to the development of the Chapin Community Center. The Graduate Council expressed strong support for the Chapin Community Center project and resolved to press the administration to follow through on this commitment.
- **MFA in Creative Writing:** Approved with minor editorial additions.
- **Additional concentrations to MBA program:** The Graduate Council recommended that the School of Business clarify the core requirements for all four tracks, concentrations in Marketing, Health Systems Management and Human Resources proposed in their letter of intent. A series of questions were raised including the availability of courses being offered, double concentrations and total credits. Will be reviewed again at a future meeting.
- **B.S. in Applied Mathematics and Statistics and M.P.H. concentration in Evaluative Sciences:** Graduate Council recommended minor text corrections and advised that the admissions requirements be modified. The letter of intent was approved, subject to these modifications.
- **B.A. in Economics and M.P.H. Concentration in Evaluative Science:** Graduate Council recommended text corrections, and clarification of the use of undergraduate courses proposed for this program. The revised proposal will be reviewed at a future Graduate Council meeting.
- **External Review Update:** Geosciences self-study is expected for review. External Review is scheduled for November 28, 29, 2006.

New Business

- **BS/MAT Mathematics:** reached Graduate Council for review, Graduate Council Chair may forward to SPD Council for their review. Will advise on status.

Dean's Report, Lawrence Martin

- Provided an update on increasing Teaching Assistant stipends.
- Reported on the Graduate School collaborating with Petersons for recruitment efforts.
- Discussed a concern for gaps in health insurance for graduate students. There is a need to implement a new policy for addressing how students can be covered in the interim of semesters.

Meeting adjourned at 2:40 p.m.

Submitted by Marilyn Flores
The Graduate School

Graduate Council
October 24, 2006

Attendees: Charles Taber (Political Science Director and Chair, Graduate Council), Estie Arkin (Applied Mathematics and Statistics), Marilyn Flores (Graduate School), Peter Gergen (Graduate School), Godlind Johnson (Library), Susan O'Leary (Psychology), Kent Marks (Graduate School), Lawrence Martin (Dean, Graduate School), Anne McElroy (MSRC), Arleen Steckel (Nursing School), Marcia Simons (Oral Biology & Pathology), Ryan Soule (Treasure, GSO), Elena Yarritu (Student Advocate), Andrei Antonenko (GSO), Beverly Campbell (Pharmacology)

Absent Members:

Allegra DeLaurentiis (Philosophy), IV Ramakrishnan (Computer Science)

The meeting was called to order at 1:00 p.m. by the Graduate Council Chair, Charles Taber

Approval of minutes

The minutes from the September 26, 2006 meeting were approved, with slight revisions.

Chair's Report

- **Open seats on the Graduate Council:** seats on the Graduate Council remain open. There are two vacancies in each of the following discipline areas: Humanities and Fine Arts and also in Natural Sciences. Peter Gergen, made a suggestion to contact a faculty member of the Geosciences Department.
 - **Charles Taber attended Senate Coordinating Council meeting:** Charles reported on the child-birth accommodation policy. The coordinating council raised a concern about the language proficiency of teaching assistants. There was some confusion about how the test was administered in terms of passing and failing and whether graduate program departments were in compliance with the rules governing the speak test.

Kent will provide Charles with official policy and Charles will reiterate to undergraduate council. Kent will contact Barbara Brownworth to obtain a survey on students taking ESL courses.

- **External Review Update:** The following external reviews were completed: Humanities Institute and Computer Science. Both reviews went relatively well. A recommendation to have the self-studies distributed was discussed. Preparation for the Geosciences external review will continue. Request for Geosciences self-study will be made by Charles Taber.
- **Chapin Community Center:** Dallas Baumann and Dan Woulfin will attend one of the Graduate Council meetings to update on the progress of the Chapin Community Center.

Old Business

- **MS/PhD in Computer Engineering:** The council agreed that the proposal is of great interest to the university. The Council recommended that the proposal be returned to the Electrical and Computer Engineering department. Proposal needs to be better prepared before Graduate Council or Albany will approve it. There were problems with formatting, structure and content.
- **MFA in Writing and Literature:** Discussion of the proposal was postponed to the next meeting because some members did not have copies.

New Business

- **Two** new program proposals and **one** letter of intent were distributed for review at the next meeting: School of Business, requested to add concentrations in Marketing, Health Systems Management and Human Resources, letter of intent
B.A. in economics and M.P.H. Concentration in Evaluative Sciences
B.S. in Applied Mathematics and Statistics and M.P.H. concentration in Evaluative Sciences.

Dean's Report

- Lawrence Martin continues to assist the graduate programs in preparation of NRC.
- Lawrence Martin gave a brief report on the efforts of the Graduate Student Organization to organize an emergency fund, funneled through research foundation funds for students who request funds to assist with emergency situations like death of a family member. GSO will oversee fund raising options to replenish account.
- Six students have been approved to receive funding through the child birth accommodation policy.
- Lawrence Martin discussed State policy for charging in state and out of state tuition to domestic students. A review on the policy was discussed.
- Lawrence Martin gave a brief report on the Gathering of Science Scholars. 300 participants from the tri-state visited Stony Brook University on October 13, 2006. A huge effort was made in part with NSF-AGEP and Peter Gergen, The Graduate School to welcome undergraduates and graduate students and accommodate an overnight stay so students could visit programs and labs.
- A call will be made to hire a new Associate Dean of the Turner Fellowship Program.

Meeting adjourned at 2:10 p.m.

Submitted by Marilyn Flores
The Graduate School

Graduate Council
September 26, 2006

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Estie Arkin (Applied Mathematics and Statistics), Marilyn Flores (Graduate School), Peter Gergen (Graduate School), Godlind Johnson (Library), Susan O'Leary (Psychology), Kent Marks (Graduate School), Lawrence Martin (Dean, Graduate School), Anne McElroy (MSRC), Arleen Steckel (Nursing School), Charles Taber (Political Science), Shaneen Washington (Graduate School), Elena Yarritu (Student Advocate)

Absent Members:

Andrei Antonenko (GSO), Allegra DeLaurentiis (Philosophy), Beverly Campbell (Pharmacology), IV Ramakrishnan (Computer Science), Marcia Simons (Dental School),

The meeting was called to order at 1:30 p.m. by the Graduate Council Chair, Mary Scranton.

Approval of minutes

The minutes from the May 10, 2006 meeting were approved.

Chair's Report

- **Open seats on the Graduate Council:** Mary Scranton will send a note to the University Senate to request that the open committee seats be filled.

Old Business

- **Annual Report to University Senate:** The Council approved the annual report that Mary Scranton prepared for the University Senate and it will be sent to the Senate this week.

- **Stony Brook Child-Birth Accommodation Policy:** The Child-Birth Accommodation Policy was submitted to the Council. The Council requested a slight modification to the policy. Peter Gergen will modify the language slightly and will resubmit the policy to the Chair for approval.

- **MS/MBA in Biomedical Engineering:** The MS/MBA proposal for Biomedical Engineering was approved by the Council. Mary Scranton will contact Clinton Rubin and Joe McDonnell to let them know that the Council approved the proposal. Peter Gergen will prepare the document for submission to Albany.

New Business

- **Election of new Chair:** Charles Taber was elected as the new Chair of the Graduate Council.

- **MS/PhD in Computer Engineering:** The Council will review the proposal and will discuss at the next meeting. Charles Taber will contact the department of Computer Engineering and invite a representative to attend a future Graduate Council meeting.

- **MFA in Writing and Literature:** Letter of Intent was submitted to Albany.

- **Selection of Graduate Appeals Committee:** Charles Taber will send out an email to the Graduate Council members to request volunteers to serve on the sub-committee. Allegra DeLaurentiis is the chair of the Appeals Committee.

- **Selection of Members for External Reviews:** Charles Taber will contact the Provost office to ask the dates of the upcoming external reviews (Geosciences, Computer Sciences, and Humanities). He will then ask the Council members to volunteer to represent the Council at these reviews.

Dean's Report

- The Geosciences department recently received a \$100,000 endowment from an alumnus to fund Geosciences graduate students.

- Lawrence Martin gave a brief report on the President's Convocation held last week highlighting this year's budget, enrollment numbers, recruitment efforts for out-of-state students and funding for and additional 50 tenured track faculty positions.

- Lawrence Martin gave a brief report on the Graduate Program Directors Retreat held on Friday, September 22, 2006.

- The Graduate School would like to require that all applications be submitted on-line. Currently, about 94% of all applications received by the Graduate School are electronic. Lawrence Martin will prepare a proposal (Kent Marks will gather the data) to make electronic submission of applications a requirement.

Meeting adjourned at 3:10 p.m.

Submitted by Marilyn Flores

Staff Assistant, The Graduate School

Graduate Council

April 28, 2006

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Estie Arkin (Applied Mathematics and Statistics), Turhan Canli (Psychology), Allegra DeLaurentiis (Philosophy), Aryeh Grossman (Student Advocate), Godlind Johnson (Library), Kent Marks (Graduate School), IV Ramakrishnan (Computer Science), Arleen Steckel (Nursing School), Jacobus Verbaarschot (Physics), Shaneen Washington (Graduate School)

Absent Members:

Andrei Antonenko (GSO), Beverly Campbell (Pharmacology), Anirban Dutta (GSO), Peter Gergen (Graduate School), Dorit Kaufman (PEP), Lawrence Martin (Dean, Graduate School), Marcia Simons (Dental School)

The meeting was called to order at 11:00 a.m. by the Graduate Council Chair, Mary Scranton.

Approval of minutes

The minutes from the April 19 meeting were approved.

Chair's Report

- **Childbirth Accommodation Committee:** A draft proposal from The Childbirth Accommodation Committee is forthcoming. They will send a draft proposal to the Graduate Council and to the Dean for comments.
- **Discussion from old grievance:** Mary Scranton will ask Lynette Phillips to join our next meeting to discuss an old grievance about a website that a student created on the University server that contains inappropriate comments about faculty and graduate students. The Graduate Council would like to know what action can be taken if students use the University's server in this manner.

Old Business

- **China Interviews:** Jacobus Verbaarschot gave a brief report on the interviews that were conducted in China in late February. There were 240 students interviewed by two teams and each interview lasted approximately 20 minutes. The interviews were primarily used to find out how well the candidate spoke English, whether they had offers from other universities, and whether they have a connection to Stony Brook. The interviews went very well and the students seemed well prepared.

New Business

- **Proposed Combined MS/MBA degree with Biochemistry:** The Council reviewed the combined MS/MBA degree with Biochemistry. Mary Scranton will contact Joseph McDonnell to inquire about a stand-alone Master's degree. Also, she will ask if there is support from the Biochemistry department for this combined program. The Council would like to see a side-by-side comparison for electives and would like to know the academic reason why this degree should be combined.
- **Proposed Combined MS/MBA degree with Biomedical Engineering:** The Council reviewed the MS/MBA degree with Biomedical Engineering and would like to know if this program has approval from the Dean. The Council would like more rationale given to explain why this should be a combined program. Also, since there is an existing degree the Council requests a side-by-side comparison for electives (the Graduate Bulletin is different from the listed requirements provided).
- **Proposed Combined MPH/MBA degree program:** The Council reviewed the MPH/MBA degree program and would like to know if the MPH program has approval from the Dean. The Council would like more rationale provided to explain why this should be a combined program and it would like a side-by-side comparison of classes. Also, there should be clarification on which classes are being substituted.
- **Proposal for a MS degree in Physiology and Biophysics:** Irene Solomon met with the Council to discuss the proposal for a MS degree in Physiology and Biophysics. Irene Solomon gave rationale as to why the department wants to offer a MS degree. The Council provided recommendations but did not foresee any problems having the proposal approved after minor changes are made.
- **Doctoral Program in Population Health and Clinical Outcomes Research:** The Letter of Intent submitted for a doctoral program in Population Health and Clinical Outcomes Research was submitted to the Council and will be discussed at the next meeting.

Dean's Report

No report given (the Dean was unable to attend the meeting).

Meeting adjourned at 12:15 p.m.

Submitted by Shaneen Washington
Staff Assistant, Graduate School

Graduate Council
April 19, 2006

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Andrei Antonenko (GSO), Estie Arkin (Applied Mathematics and Statistics), Allegra DeLaurentiis (Philosophy), Peter Gergen (Graduate School), Godlind Johnson (Library), Kent Marks (Graduate School), Lawrence Martin (Dean, Graduate School), IV Ramakrishnan (Computer Science), Marcia Simons (Dental School), Shaneen Washington (Graduate School)

Absent Members:

Beverly Campbell (Pharmacology), Turhan Canli (Psychology), Aryeh Grossman (Student Advocate), Anirban Dutta (GSO), Dorit Kaufman (PEP), Arleen Steckel (Nursing School), Jacobus Verbaarschot (Physics)

The meeting was called to order at 10:30 a.m. by the Graduate Council Chair, Mary Scranton.

Approval of minutes

The minutes from the March 31, 2006 meeting were approved.

Chair's Report

• **ESL Survey:** Mary Scranton contacted the departments of the six students who were flagged by ESL instructors as likely to be having problems. Since the names of the students were withheld, Mary Scranton contacted the individuals who are involved in placing students in assignments in Chemistry, Materials Science and Physics to suggest that likely problematic students be observed. The departments reported back that they felt that the student instruction was fine. The Council will recommend that an ESL Survey be given earlier in the academic year so that departments can address any problems early in the semester. The Council will also recommend that specific student names be provided so detailed follow-up can take place. A letter will be sent to Brent Lindquist and a copy will be kept in the Graduate Council files.

• **Dissertation Support Group:** The Council will invite Jenny Hwang of the Wo/Men's Center to the May 10 meeting to further discuss the dissertation support group that was formed by the Center.

Old Business

• **China Interviews:** Overall, the interviews in China went well. Jacobus Verbaarschot will give a brief report on the interviews conducted in China last month at the next Graduate Council Meeting.

• **Reports from External Review Participants:** Council members that attended the Math and Physics reported that overall both reviews went well. No particular problems relevant to the Graduate Council were brought up.

• **Draft Response to SBIGS Proposal:** The Council reviewed the formal response that will be sent to the Senate Executive Committee regarding the SBIGS proposal. Based on comments from the Council members, Mary Scranton will send a revised response to the Senate after she circulates the revisions to the Council (a copy of the final letter will be placed in the Graduate Council files).

New Business

• **Complaints from Graduate Students:** Brent Lindquist asked the Graduate Council to look into complaints from some graduate students that some faculty in three credit courses are lecturing 1-day a week and using Blackboard assignments to "cover" the remaining two lectures in the week. Mary Scranton will prepare a memo to Brent Lindquist indicating that the Council discussed the issue and that it feels that Graduate Programs should remain in control of their own curricula. However, the Council also feels that innovative class formats (including those using distance learning or Blackboard) should be formally reviewed by Graduate Programs, that chairs and deans should sign off on these new formats, and that details be provided to the Graduate School in advance. The Graduate School will contact the specific departments involved in the current complaints to clarify this position.

• **Combined Bachelor's / Master's Degree Policies:** Bob Kerber sent an e-mail requesting that the Council review the proposed new policy requirements by the graduate school for students in the BX/MX programs. The Council will send a response approving the policies but will ask that the policy requiring students to move from Undergraduate to Graduate Housing once they begin their Graduate career to be revised. The Council would like the policy to state that students in the combined degree program, who live on campus, once they begin their Graduate career will be eligible to move from Undergraduate to Graduate Housing.

Dean's Report

The Dean did not give a report.

Meeting adjourned at 11:45 a.m.

Submitted by Shaneen Washington
Staff Assistant, Graduate School

Graduate Council
March 31, 2006

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Beverly Campbell (Pharmacology), Turhan Canli (Psychology), Allegra DeLaurentiis (Philosophy), Godlind Johnson (Library), Kent Marks (Graduate School), Lawrence Martin (Dean, Graduate School), Arleen Steckel (Nursing School), Shaneen Washington (Graduate School)

Absent Members:

Andrei Antonenko (GSO), Estie Arkin (Applied Mathematics and Statistics), Aryeh Grossman (Student Advocate), Peter Gergen (Graduate School), Anirban Dutta (GSO), Dorit Kaufman (PEP), IV Ramakrishnan (Computer Science), Marcia Simons (Dental School), Jacobus Verbaarschot (Physics)

The meeting was called to order at 11:05 a.m. by the Graduate Council Chair, Mary Scranton.

Approval of minutes

The minutes from the March 15, 2006 meeting were tentatively approved pending any comments from absent members.

Chair's Report

- **Dissertation support:** Mary Scranton received a response from Jenny Hwang of the Wo/Men's Center regarding the dissertation support group formed by the Center. Mary Scranton will circulate Jenny Hwang's response to the Graduate Council so that they can decide whether or not further action by the Council is needed.
- **Grand Marshal:** IV Ramakrishnan has agreed to be the Grand Marshal for the Doctoral Graduation and Hooding Ceremony scheduled for May 18 at 2:00pm.
- **Childbirth Accommodation Policy Working Group:** The newly formed Childbirth Accommodation Policy Working Group has been meeting to discuss pregnancy policies for graduate students. Mary Scranton will keep the Council updated on their status.
- **China Interviews:** Jacobus Verbaarschot will give a brief report on the interviews conducted in China last month at the next Graduate Council Meeting.

Old Business

- **Department Reviews:** Council members that attended the Applied Math and SPD Reviews briefly summarized what was discussed at the reviews and the Council discussed how the Graduate School may be impacted by recommendations discussed at the reviews.
- **BA/MA in History (revisited):** The Council has approved the change in the BA/MA History proposal submitted in September. The revision removed the GRE requirement for students admitted to the certification in teaching program. However, the Council will recommend that the department work with the Graduate School to discuss the format of the proposal. It is recommended by the Council that the department submit only one proposal instead of the current two proposals (BA/MA in History and BA/MA in History with certification in teaching).
- **ESL Survey:** Mary Scranton handed out the results from the ESL Survey that Barbara Brownworth conducted. There were 73 respondents. Six of the respondents reported that they are having difficulties and need support. Mary Scranton will contact the departments of these six respondents and will let the departments know that they have teacher assistants that need help.
- **Dissertation submittal timeframe:** Kent Marks gave out a handout that briefly discusses the responses he received from departments on the proposed policy change for the dissertation submittal timeframe. The Council has decided to approve the change.

New Business

- **Global Studies Institute:** The Senate Executive Committee sent the Council a copy of the Global Studies Institute proposal for comment. The Council will discuss recommendations at the next meeting and Mary Scranton will send a formal response to

the Senate Executive Committee.

Dean's Report

- **AGS Meeting:** Lawrence Martin attended an AGS Executive Committee Meeting in Washington, DC last week. He gave a brief overview of that meeting to the Council.
- **Academic Analytics' Study:** As Chair of the Graduate Council, Mary Scranton will be given a copy of the Academic Analytics' report. The report provides comparative data on faculty scholarly productivity (publications, funding, awards, etc.) at a graduate program discipline level. Discipline specific reports will be distributed to all Chairs and Graduate Program Directors following further discussion among the Provost's Advisory Group.
- **NAGS Awards Luncheon:** Lawrence Martin will attend the Northeastern Association of Graduate Schools Awards Luncheon next week in Portsmouth, New Hampshire. Distinguished Teaching Professor Judith Tanur (Sociology) will be presented with the Geoffrey Marshall Mentoring Award and Microbiology and Molecular Genetics Ph.D. Alumnus Sean Connolly, who was advised by Professor Jorge Benach, will receive the distinguished dissertation award. NAGS presents only four awards each year so for Stony Brook faculty and students to have won two speaks volumes about the excellence of graduate education here.
- **Turner Fellowship Selection:** The Turner Fellowship selections have been completed.
- **Graduate Awards Ceremony:** The Graduate Awards Ceremony will be held on Wednesday, May 17, 2006 in the Student Activities Center Ballroom B at 4:00 p.m. The Council members are invited to attend.
- **Doctoral & Hooding Ceremony:** The Doctoral & Hooding Ceremony will be held on May 18, 2006 at the Staller Center at 2:00 p.m. IV Ramakrishnan will be the Grand Marshal of the ceremony.
- **National Science Foundation GK-12 Program:** There is an NSF GK-12 program that awards \$30,000 stipends for students to spend two days per week with science teachers in high schools. The goals of the program are to increase the level of knowledge of current science for high school teachers and to improve the appreciation of pedagogy for current Ph.D. students. Dr. David Bynum will take the lead in developing Stony Brook's proposal for this program. Dr. Bynum will be in contact with GPD's of many science programs to determine their interest in working with him in this.
- **Graduate Assistant:** The Graduate School has hired a Graduate Assistant to help graduate programs to develop web-sites for all programs. The Graduate School assisted web-sites will be an electronic version of the program brochures with a uniform structure for all programs and with prominent links to departmental and program web sites where these are appropriate (as determined by the relevant GPD and Chair).
- **College of Business:** The College of Business will submit a proposal for two new combined degree programs (Master of Science & MBA and Biomedical Engineering & Biomedical Chemistry). Joseph McDonnell would like to submit the proposal before the last Council meeting of Spring 2006.

Meeting adjourned at 12:25 p.m.

Submitted by Shaneen Washington
Staff Assistant, Graduate School

Graduate Council
March 15, 2006

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Andrei Antonenko (GSO), Estie Arkin (Applied Mathematics and Statistics), Beverly Campbell (Pharmacology), Aryeh Grossman (Student Advocate), Peter Gergen (Graduate School), Kent Marks (Graduate School), Lawrence Martin (Dean, Graduate School), IV Ramakrishnan (Computer Science), Marcia Simons (Dental School), Jacobus Verbaarschot (Physics), Shaneen Washington (Graduate School)

Absent Members:

Turhan Canli (Psychology), Godlind Johnson (Library), Allegra DeLaurentiis (Philosophy), Anirban Dutta (GSO), Dorit Kaufman (PEP), Arleen Steckel (Nursing School),

The meeting was called to order at 10:30 a.m. by the Graduate Council Chair, Mary Scranton.

Approval of minutes

The minutes from the March 3, 2006 meeting were approved.

Chair's Report

- **Senate Executive Committee:** Mary Scranton sent a memo to the Senate Executive Committee regarding possible revisions to the current SPEAK guidelines. Brent Lindquist received the memo and the Council is awaiting a response.
- **Grand Marshal:** Mary Scranton sent out an email to the Graduate Council members to request a volunteer to represent the Council as Grand Marshal for the Doctoral Graduation and Hooding Ceremony scheduled for May 18 at 2:00pm. IV Ramakrishnan or Estie Arkin may be available but will confirm their availability with Mary Scranton.
- **Bus complaints at the LIRR station:** Mary Scranton will send the Graduate Student Advocate complaints from students regarding the bus schedule at the LIRR station. The Student Advocate will follow-up with Terence Harrigan.

Old Business

- **Dissertation Submission Policy:** Kent Marks has contacted the Program Directors for comments on revised dissertation submission deadlines. He will follow-up with the departments and will discuss at the next meeting.

New Business

- **Policy regarding time limits:** The Council discussed some recommended clarifications on the time limits for completion of a PhD. The Council agreed with Kent Marks that it was appropriate to have the time limit be seven years following attainment of G4 status. Departments have the flexibility to decide whether or not any graduate credits received prior to matriculation at Stony Brook should count toward the G4 status or not. However if they decide a student should be admitted as a G3, they will be responsible for the tuition for the additional 3 credits required of G3 as compared to G4 students.
- **Dissertation support:** The Wo/Men's Center distributed a flyer advertising the dissertation support group that they have created. Mary Scranton will contact the Director of the Center to ask how this support group was created and if there has been a large response.

Dean's Report

- **GSO Meeting:** The GSO would like to create an emergency loan fund to assist new students when they first arrive on campus. Kevin Kelly proposed that a fundraiser be held to start the fund.
- **Deans' Council Meeting:** President Kenny held her first Deans' Council Meeting for academic deans to discuss new initiatives and campus issues.
- **Proposal writing support:** Lawrence Martin described some of the activities being undertaken by Lucy Gluck to help Principle Investigators write proposals including diversity initiatives and activities on campus. She will be invited to attend the Program Directors' Retreat in the Fall to discuss how she can help departments and individual Principle Investigators with grant proposals.

Meeting adjourned at 11:40 a.m.

Submitted by Shaneen Washington
Staff Assistant, Graduate School

Graduate Council
March 3, 2006

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Andrei Antonenko (GSO), Turhan Canli (Psychology), Aryeh Grossman (Student Advocate), Godlind Johnson (Library), Kent Marks (Graduate School), Lawrence Martin (Dean, Graduate School), Allegra DeLaurentiis (Philosophy), Arleen Steckel (Nursing School), Shaneen Washington (Graduate School)

Absent Members:

Estie Arkin (Applied Mathematics and Statistics), IV Ramakrishnan (Computer Science), Frederick Moehn (Music), Anirban Dutta (GSO), Dorit Kaufman (PEP), Peter Gergen (Graduate School), Marcia Simons (Dental School), Jacobus Verbaarschot (Physics) Beverly Campbell (Pharmacology),

The meeting was called to order at 11:00 a.m. by the Graduate Council Chair, Mary Scranton.

Approval of agenda

The agenda was approved.

Approval of minutes

The minutes from the February 15, 2006 meeting were approved.

Chair's Report

• **Coordinating Council Meeting:** Mary Scranton gave an update of Graduate Council activity to the Coordinating Council. She informed the Coordinating Council that a Graduate Student Maternity Leave Policy Committee has been established and that the Graduate Council is currently reviewing the Speaking Proficiency English Assessment Kit (SPEAK) guidelines.

Old Business

• **Memo about SPEAK:** Mary Scranton will send a memo to the Senate Executive Committee regarding possible revisions to the current SPEAK (Speaking Proficiency English Assessment Kit) guidelines. Barbara Brownworth is currently conducting a survey among TAs taking ESL courses to determine whether or not the guidelines should be revised. Mary Scranton will follow-up with Barbara Brownworth on the status of the survey and will let both the Senate Executive Committee and the Graduate Council know the results of the survey when it is completed.

New Business

• **Graduate Council Representative for Graduation Ceremony:** The Graduate Council is being asked to provide a representative to serve as Grand Marshall for the Doctoral Graduation and Hooding Ceremony scheduled for May 18, 2006. Mary Scranton will send out an email to the Council to request a volunteer for this event.

• **Discussion of problems with the buses at the LIRR station:** Students have been voicing concerns about the Chapin bus route during the recent inclement weather. They are complaining that buses are extremely late showing up at the LIRR train station or not showing up at all when the trains arrive. Mary Scranton will contact Terence Harrigan regarding this matter.

• **China Interviews:** Jacobus Verbaarschot is in China conducting interviews for Stony Brook applicants. He emailed Mary Scranton to let her know that the interviews have been successful and that many of the students heard about Stony Brook from CN Yang. Jacobus Verbaarschot will give a more detailed report to the Council upon his return.

Dean's Report

• **Turner Fellowship / Underrepresented Students:** SUNY's Board of Trustees has instructed the Chancellor to create new eligibility guidelines for the Turner Fellowship Programs for underrepresented students. It appears that the proposed revision to the guidelines will make it a diversity program rather than a race based affirmative action program. The proposed changes will not necessarily cut fellowships given to underrepresented minorities but may expand the criteria to include 1st generation students or students who are economically disadvantaged.

• **5-Year Combined Degree:** The Graduate School is working to identify when undergraduates enrolled in a 5-Year combined MBA program will be given advanced standing as Graduate Students. It will be to ensure that students spend the full amount of time required for the graduate degree in graduate student status. To ensure that the graduate program's admissions decision has been taken, Graduate Program Directors will be required to give signed authorization before a student can be classified as a graduate student.

• **Journalism Program:** Lawrence Martin met with Howard Schneider to discuss the proposal for a Journalism Program to include an M.S. degree in Science Journalism.

• **40th Anniversary:** This year marks the 40th Anniversary of the 1st Ph.D. degree issued by the University. The recipient of the 1st degree, Ray Mackay will be the guest speaker at the Doctoral and Hooding Ceremony on May 18. Lawrence Martin asked the Council for ideas on how to celebrate this 40th Anniversary.

• **Fundraiser for Sylvia Tracz:** The Magic Show Fundraiser for Sylvia Tracz was held on March 1 at the Staller Center. Faculty, Staff and Students from the Chemistry Department were heavily involved and received support from many University offices and the fundraiser was very successful

Meeting adjourned at 11:45am

Submitted by Shaneen Washington
Staff Assistant, Graduate School

Graduate Council
February 15, 2006

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Andrei Antonenko (GSO), Estie Arkin (Applied Mathematics and Statistics), Aryeh Grossman (Student Advocate), Peter Gergen (Graduate School), Godlind Johnson (Library), Kent Marks (Graduate School), Lawrence Martin (Dean, Graduate School), Allegra DeLaurentiis (Philosophy), Marcia Simons (Dental School), Shaneen Washington (Graduate School)

Absent Members:

Beverly Campbell (Pharmacology), Turhan Canli (Psychology), IV Ramakrishnan (Computer Science), Frederick Moehn (Music), Anirban Dutta (GSO), Dorit Kaufman (PEP), Arleen Steckel (Nursing School), Jacobus Verbaarschot (Physics)

The meeting was called to order at 10:30 a.m. by the Graduate Council Chair, Mary Scranton.

Approval of minutes

The minutes from the February 3, 2006 meeting were approved with minor changes.

Chair's Report

- **Pregnancy Policies for Students:** The Graduate Student Maternity Leave Policy Committee has been established and the first meeting is scheduled for March 3.
- **Graduate Council Representation for External Review:** Mary Scranton has notified the Provost's office that she will participate in the Applied Math Review scheduled for March 7.

Old Business

- **SPEAK Discussion:** Barbara Brownworth from the Linguistics Department attended the meeting to discuss the current SPEAK (Speaking Proficiency English Assessment Kit) guidelines. Barbara Brownworth provided a handout on the SPEAK guidelines and ESL Course Descriptions. She also gave the Council a handout on possible recommendations for ways to handle student/ international teaching assistant problems. The Council asked Barbara Brownworth to conduct a survey with Teacher Assistants who score 45 – 49 on the SPEAK test to determine whether or not the guidelines should be revised. She will return to discuss the results with the Council after the survey has been conducted.

New Business

- **Selection of Graduate Council Representative:** The Graduate Council is being asked to provide a representative to serve on a committee to select recipients of Graduate Student Employee Union Professional Development funds. Godlind Johnson will represent the Council.
- **Dissertation Submission Policy:** Students are currently allowed to stay an additional semester after their defense to finalize their thesis. The Council discussed whether the Graduate School should modify its' policy on the length of time allowed to finalize a thesis. Kent Marks will contact the program directors for recommendations for dissertation submission deadlines.

Dean's Report

- **Nominations:** The Graduate Council Fellowship **selections** and the first round of the Turner Fellowship selections have been completed.
- **Diplomas: Official (State Education Department registered)** graduate degree concentrations can now be printed on diplomas (e.g., Ph.D. in Anthropology with a concentration in Archaeology).
- **Southampton:** Lawrence Martin attended a meeting this morning to discuss a Master of Fine Arts Program in Writing and Literature at Stony Brook Southampton. Since Long Island University is ending their MFA program we are planning to submit a proposal to start a MFA program in Southampton.
- **Business College:** A combined Biomedical Engineering MS and MBA program has been discussed and may lead to the creation of a combined MS/MBA degree, which could serve as a model for other "professional science masters" degrees.
- **Brookhaven National Laboratory:** Provost Robert McGrath has sent a letter to Brookhaven announcing that graduate student tuition will be charged on subcontracts from BNL to support Stony Brook doctoral students. Cold Spring Harbor has elected to pay an equivalent amount directly from the institution rather than passing the costs on to PIs.
- **Tuition on Grants Report:** Lawrence Martin passed out a handout of the 2005 Activity Summary for tuition on research grants. The amount of tuition charged to research grants was \$97,965.

Meeting adjourned at 12:00 p.m.

Submitted by Shaneen Washington
Staff Assistant, Graduate School

Graduate Council Minutes
February 3, 2006

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Andrei Antonenko (GSO), Beverly Campbell (Pharmacology),

Godlind Johnson (Library), Kent Marks (Graduate School), Dorit Kaufman (PEP), Lawrence Martin (Dean, Graduate School), Allegra DeLaurentiis (Philosophy), IV Ramakrishnan (Computer Science), Arleen Steckel (Nursing School), Marcia Simons (Dental School), Shaneen Washington (Graduate School), Jacobus Verbaarschot (Physics)

Absent Members:

Turhan Canli (Psychology), Aryeh Grossman (Student Advocate), Estie Arkin (Applied Mathematics and Statistics), Peter Gergen (Graduate School), Frederick Moehn (Music), Anirban Dutta (GSO)

The meeting was called to order at 11:05 a.m. by the Graduate Council Chair, Mary Scranton.

Approval of minutes

The minutes from the November 29, 2005 meeting were approved.

Chair's Report

- No report given.

Old Business

• **SPEAK Test:** Barbara Brownworth from the Linguistics Department will attend the February 15 Graduate Council Meeting to follow-up on the SPEAK Test discussion with Brent Lindquist.

• **Pregnancy Policies for Students:** Marci Lobel has agreed to chair a Graduate School Committee to address pregnancy policies (maternity leave) for graduate students. The other committee members are: Estie Arkin, Marcia Simons, and Peter Gergen. As suggested by Lawrence Martin, Mary Scranton will contact Robert Liebermann to see if he would be interested in joining the committee.

• **Graduate Council Representatives for External Reviews:** Mary Scranton is seeking additional representatives for the Applied Math Review scheduled for March 7 and for the Physics and Astronomy Review on April 4. If Mary Scranton can not find a second representative for the Applied Math Review on March 7 she will attend. Beverly Campbell may be able to represent the Council at both of the above mentioned Reviews. Beverly will contact Mary Scranton to confirm her availability. Also, Shaneen Washington will contact Turhan Canli to confirm whether or not he is on sabbatical and if he is still able to represent the Council at the Physics and Astronomy Review on April 4. A printout of the review dates and confirmed representatives was circulated in the meeting.

• **Finalize Graduate Council Meeting Dates:** A list of scheduled spring dates was distributed at the meeting. Council Members should contact Shaneen Washington to notify her of dates that they will not be able to attend.

New Business

• **Journalism Program Proposal:** The proposal was submitted by Howard Schneider and was distributed to the Council Members to review. It will be discussed at the next meeting scheduled for February 15, 2006. Also, Lawrence Martin will meet with Howard Schneider to discuss proposal submission and formatting.

• **Graduate Housing:** Beverly Campbell and Godlind Johnson will represent the Council at monthly review and quality assurance tours for graduate housing at Chapin. Beverly Campbell reported that there are currently landscaping issues that may cause safety problems at Chapin. The Council will be given an update each time Beverly Campbell or Godlind Johnson attends a housing tour.

• **Dissertation Submission Policy:** Kent Marks brought up the issue that students are currently allowed to stay an additional semester after their defense to finalize their thesis. Many AAU schools set a two-week deadline between the defense and the submission. The Council will discuss whether the graduate school should modify its' policy of allowing a student an entire semester to finalize their thesis. The Council will discuss this issue in more detail at the next meeting scheduled for February 15, 2006.

• **Ethics Class for Biomedical Science Students:** Beverly Campbell reported that the ethics class for biomedical science students has started and will continue until March. This course is overseen by NIH and the Graduate School. Peter Williams teaches the course and will be invited to attend a Council meeting at the end of the semester. The Council would like to determine whether or not a required ethics course would be beneficial for other disciplines.

• **Faculty Advisor for Student Organization:** Some faculty advisors are finding it difficult to schedule rooms for student organizations that they oversee. Allegra DeLaurentiis would like to know if there is any information available pertaining to rights or duties for advisors for the purpose of room scheduling. It was suggested that she contact Jerrold Stein, Dean of Students.

Dean's Report

• **Death of two Graduate Students:** Greg Gluszak, a 1st year student in Geosciences and Teresa Haire, a 3rd year student

in Microbiology both passed away within a couple of weeks of each other. The Counseling Center was alerted to help students cope with the loss of these two students. Peter Gergen has been advising on setting up memorials and awards in memory of both students.

- **Chemistry Fundraiser:** Sylvia Tracz, a graduate student in the Chemistry Department was in a terrible car accident a few weeks ago after defending her dissertation. She was recently transported from Stony Brook's hospital to a hospital near her home in Chicago. There will be a fundraiser held on March 1 at the Staller Center (a Magic Show) to help her family with the medical expenses. The President has asked all departments to help with this fundraiser.
- **IGERT Award:** Stony Brook has been awarded \$2.9 million dollars in funding for graduate support in interdisciplinary areas related to minerals, metals and cells.
- **Five Year Plan and Graduate Education:** On Monday, the Deans will meet to discuss the five year graduate plan and education. Mary Scranton will contact Brent Lindquist to ask if the Graduate Council can be a part of the five year plan discussion.
- **Turner Fellowship Changes:** SUNY's Board of Trustees has created new eligibility guidelines for the Turner Fellowship Programs for underrepresented students. Lawrence Martin is waiting to receive formal documentation of the new guidelines.
- **GSEU Funds:** Funds of \$67,700 are available to Stony Brook graduates who are members of GSEU and have incurred, or plan to incur, personal expenses to participate in professional development activities.
- **GSO Update:** Lawrence Martin discussed the status of an audit of GSO and the legal steps that have been taken. Allegations have been very serious and are being taken seriously by the administration.
- **Biomedical Sciences Consortium:** The biomedical sciences departments are looking to create an umbrella program that would allow students to enroll in biomedical sciences without having to select an exact field in their first year. Peter Gergen is working with the group to propose an undeclared degree in biomedical sciences for the first year.
- **Academic Analytics:** This is a company that ranks universities based on criteria such as faculty publications and funding. There is a fee for the report and it is updated annually. Stony Brook Research Foundation owns a large share of the company and Lawrence Martin also owns part of the company. Stony Brook should receive a copy of their report within the next couple of weeks.
- **Joe Auner:** At the end of this semester Joe Auner is resigning his position here at Stony Brook as Associate Provost. He will be going to Tufts University where he will be the Chair of the Music Department and will create a Ph.D. Program in Music.

Meeting adjourned at 12:35 p.m.

Submitted by Shaneen Washington
Staff Assistant, The Graduate School

Graduate Council
Minutes of November 29, 2005

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Andrei Antonenko (GSO), Estie Arkin (Applied Mathematics and Statistics), Aryeh Grossman (Student Advocate), Godlind Johnson (Library), Kent Marks (Graduate School), Frederick Moehn (Music), Lawrence Martin (Dean, Graduate School), Allegra DeLaurentiis (Philosophy), IV Ramakrishnan (Computer Science), Arleen Steckel (Nursing School), Marcia Simons (Dental School), Shaneen Washington (Graduate School)

Absent Members:

Beverly Campbell (Pharmacology), Turhan Canli (Psychology), Anirban Dutta (GSO), Jacobus Verbaarschot (Physics), Dorit Kaufman (PEP)

The meeting was called to order at 2:35 p.m. by the Graduate Council Chair, Mary Scranton.

Approval of minutes

The minutes from the November 15, 2005 meeting were approved.

Chair's Report

- The Chair did not have any new items to discuss.

Old Business

- **SPEAK Test:** Mary Scranton passed out a copy of a draft memo that she is planning to send to Brent Lindquist (with the Council's approval). The memo will outline the current guidelines for SPEAK scores as they relate to teaching activity, grading, and/or running recitation sessions. The memo also states that beginning in October 2005 the TOEFL will now include a speaking section. This new version should help considerably with obtaining more information about language skills prior to student admission and prior to TA assignments being made. Finally, the memo will let Brent Lindquist know that the Graduate Council has urged Dean Lawrence Martin to send a note to all programs Chairs, Graduate Directors and Undergraduate Directors to remind them of the rules regarding SPEAK scores and ask that they make sure that these rules are enforced. Next semester the Graduate Council will ask faculty members from Linguistics to speak with the Council to determine whether the SPEAK test rules should be modified (particularly those relating to what English ability is required to run a recitation or lab section).

- **Pregnancy Policies for Students:** Mary Scranton passed out a copy of the Executive Summary of a report by the committee set up a couple of years ago by Provost McGrath on the status of women faculty at SUNY. Mary also handed out an article on Stanford University's Pregnancy Policy. Based on these documents it was suggested that a subcommittee of the Graduate Council be formed to discuss maternity leave rules for graduate students. The Council approved the formation of a subcommittee and the members will be Estie Arkin, Peter Gergen, and Marcia Simons. Marci Lobel will be asked to chair, and several other distinguished faculty will be recruited as members.

New Business

- A new schedule for the Graduate Council Meetings must be set. Shaneen Washington will contact the Council Members regarding their availability for the spring. A new biweekly schedule will be determined based on everyone's availability.

Dean's Report

- Mark Schneider, former Chair of Political Science has been named Commissioner for National Education Statistics in the Department of Education. This is the second Stony Brook faculty member to be given a prominent position in this federal department.

- Lawrence Martin met with the Chair and Graduate Director from History to discuss their proposed BA/MA program. They will discuss Lawrence's recommendations with their department and will follow-up with him at a later date.

- On March 1 there will be a benefit magic show for a Ph.D. student from the Chemistry Department who is in a coma after a traffic accident. The Graduate School will be a sponsor. Lawrence Martin suggested ways to advertise the event broadly (i.e. through GSO and University Senate).

- The 5-Year Enrollment Plan to expand doctoral enrollment will be put on hold for a year. However, we are currently on track with out-of-state recruitment enrollment targets.

- Lawrence Martin suggests that Gary Mis and Lynette Phillips be invited to meet with the Graduate Council in the spring to develop ways in which we can enhance confidentiality for material and discussions related to grievances.

Meeting adjourned at 4:00 p.m.

Submitted by Shaneen Washington
Staff Assistant, The Graduate School

Graduate Council
November 15, 2005

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Turhan Canli (Psychology), Estie Arkin (Applied Mathematics and Statistics), Godlind Johnson (Library), Kent Marks (Graduate School), Lawrence Martin (Dean, Graduate School), Allegra DeLaurentiis (Philosophy), IV Ramakrishnan (Computer Science), Shaneen Washington (Graduate School), Jacobus Verbaarschot (Physics)

Absent Members:

Frederick Moehn (Music), Arleen Steckel (Nursing School), Beverly Campbell (Pharmacology), Andrei Antonenko (GSO), Anirban Dutta (GSO), Dorit Kaufman (PEP)

Mary Scranton will contact Adrei Antonenko and Anirban Dutta regarding their attendance.

Approval of Agenda

At 2:37 p.m. the Graduate Council Chair, Mary Scranton, called the meeting to order. The agenda for the meeting was

approved.

Approval of minutes

The minutes from the November 1, 2005 meeting were approved with minor revisions.

Chair's Report

- The Chair did not have any new items to discuss.

Old Business

- School of Professional Development Review: The review scheduled for November 15, 2005 was cancelled. The Council will be notified when a new date is confirmed.
- Jacobus Verbaarschot attended the Senate Coordinating Council Meeting. He gave a brief report on the activities of the Graduate Council.

New Business

- Graduate Council Awards Committee: Fellows are selected from a pool of 60 – 75 nominees. Jacobus Verbaarschot will serve on this committee as a representative of the Graduate Council.
- SPEAK Test: All Masters and Ph.D. students who do not speak English as a native language are required to take the Speaking Proficiency English Assessment Kit Test. They must pass this test before they are allowed to teach. The Senate Executive committee asked the Graduate Council to ask about the guidelines and request assurance that standards are adequate to ensure adequate language ability in graduate students involved in instruction. Kent Marks handed out a page on the English Proficiency Requirements for SUNY to the Council Members. The Graduate Council requested that Lawrence Martin send a memo to Graduate Chairs, Directors and Undergraduate Directors to remind them of the SPEAK Test rules asking that they enforce these rules.
- Changes in Writing Requirement for Ph.D. Program: The Graduate Council approved the changes to the writing requirement for the Sociology Department's Ph.D. Program.
- Pregnancy Policies for Students: Mary Scranton will contact the Status of Women on Campus group to ask if they know of any University policies pertaining to pregnant graduate students. If the University does not have any formal policies, Mary Scranton will ask for recommendations from the group. This issue will be revisited at the next Council Meeting.

Dean's Report

- Electronic brochures: The Graduate School's website will contain links to access electronic brochures for all our graduate programs. These e-brochures will provide the most current and up-to-date information on our programs. The Graduate School will hire a GA to maintain the websites. Departments will not be required to use the Graduate School site, but will be able to if desired.
- NIH Town Hall Meeting: Lawrence Martin attended the National Institute of Health Town Hall Meeting in Washington, DC last week. One of the main topics of discussion was how NRSA awards training grants in biomedical sciences. It seems that tuition fees are using up the stipends. The question arose whether NIH should cover full tuition or whether NIH should move to a National Science Foundation type system where there is a fixed "cost of education" grant for each fellowship recipient.
- Woodrow Wilson Report: Lawrence Martin gave the Council Members a handout on the Woodrow Wilson National Fellowship Foundation's report, the *Responsive Ph.D.* The report offers a range of recommendations for doctoral education. Lawrence Martin asked the Council Members if they thought the report would be useful for Council Members to receive.
- School of Nursing Retreat: Lawrence Martin attended the Nursing School's retreat to discuss Ph.D. and doctoral programs. He explained the process of creating Ph.D. and doctoral programs. The Nursing School is still thinking of the next stage of development to move into – doctoral degree or professional degree program.
- Update on student website: Lawrence Martin spoke with Lynette Phillips, University Counsel, and was told that the University does not have policy regarding the types of speech permitted on campus-hosted websites.

Meeting adjourned at 4:00 p.m.

Submitted by Shaneen Washington
Staff Assistant, The Graduate School

Graduate Council
November 1, 2005

Attendees: Mary Scranton (MSRC and Chair, Graduate Council), Turhan Canli (Psychology), Estie Arkin (Applied Mathematics and Statistics), Godlind Johnson (Library), Dorit Kaufman (PEP), Kent Marks (Graduate School), Frederick Moehn (Music), Lawrence Martin (Dean, Graduate School), Allegra DeLaurentiis (Philosophy), IV Ramakrishnan (Computer Science), Arleen Steckel (Nursing School), Shaneen Washington (Graduate School)

Absent Members:

Beverly Campbell (Pharmacology), Andrei Antonenko (GSO), Anirban Dutta (GSO), Jacobus Verbaarschot (Physics)

Approval of Agenda

At 2:35 p.m. the Graduate Council Chair, Mary Scranton, called the meeting to order. The agenda for the meeting was approved.

Approval of minutes

The minutes from the October 18, 2005 meeting were approved with minor revisions.

Chair's Report

- Discussion of BA/BS/MBA programs: Mary Scranton attended a University Senate Executive Committee Meeting which included representatives from the CAS and CEAS curriculum committees, the Graduate Council and the Undergraduate Council. There was an extended discussion of the approved BX/MBA programs and the benefits and problems that various participants thought might ensue. In particular the group prepared a letter (provided to the members of the council) to be sent to Provost McGrath stating a "Faculty Governance" position on what should be done about future combined program proposals and what needed to be done to make sure the already approved combined 5-year BA/MBA programs would serve the students. In the course of the discussion within the Graduate Council, clarification was made on the issue of the number or credits to be permitted in future programs. It was determined that there is no University wide policy, although SUNY board of education will permit UP TO 15 credits of graduate credits to be used for a combined degree. However, this rule does not apply automatically. Mary Scranton will send a memo to the Curriculum Committee and the Undergraduate Council to clarify that the decision on how many graduate credits should apply to an undergraduate degree should be made individually for each combined degree proposal based on the specific circumstances in the relevant graduate and undergraduate program.
- Residence Hall Tours: Beverly Campbell will continue to attend residence hall tours when she is able, but Godlind Johnson agreed to be an alternate if Beverly is not available.

Old Business

A. BA/MA in History / Social Sciences: Larry Frohman attended the Graduate Council Meeting to discuss the proposal. After a lengthy discussion, the Council still had questions and concerns that they felt should be addressed by the History department's Program Director and Chair. In particular there was concern that unnecessary requirements were being made on students in the combined program. Lawrence Martin will meet with Ned Landsman and Young-Sun Hong to further discuss the proposal and whether the proposal should have been restricted to students in the BA in History with Social Studies Education certification or whether it should have included any BA in History who wished to also obtain an MA in History.. After the meeting between Martin and the Department, the Council will readdress this topic.

B. Advanced certificate in Quantitative Finance: The Council approved the revisions that were made to pages 9 – 10 of the Letter of Intent. The Graduate School will send the proposal to Albany.

C. School of Professional Development Review: Estie Arkin and Kent Marks will attend the SPD Review on November 15, 2005.

New Business

- Letter of Intent: The department of European Languages, Literatures and Cultures submitted a Letter of Intent to the Graduate Council. Lawrence Martin will contact the department to inform them that proposals should be sent to the Dean and that the Council should receive the proposal directly from the Dean's office.

Dean's Report

- The National Research Council will be conducting an assessment and ranking of doctoral programs. The project will be carried out in two phases. The first phase will be completed by the end of calendar year 2007.

Meeting adjourned at 4:10 p.m.

Submitted by Shaneen Washington
Staff Assistant, The Graduate School

Graduate Council
Minutes of Meeting
October 18, 2005

Attendees: Mary Scranton (Chair, Graduate Council), Arleen Steckel (Nursing School), Estie Arkin (Applied Mathematics and Statistics), Jacobus Verbaarschot (Physics), Lawrence Martin (Dean, Graduate School, Allegra DeLaurentiis (Philosophy), Shaneen Washington (Graduate School)

Absent Members:

IV Ramakrishnan (Computer Science), Dorit Kaufman (PEP), Beverly Campbell (Pharmacology), Andrei Antonenko (GSO), Kent Marks (Graduate School), Frederick Moehn (Music), Anirban Dutta (GSO), Ignacia Ruiz-Garcia (Graduate School), Turhan Canli (Psychology), Godlind Johnson (Library)

Approval of Agenda

At 2:34 p.m. the Graduate Council Chair, Mary Scranton, called the meeting to order. The agenda for the meeting was approved.

Approval of minutes

The minutes from the October 11, 2005 meeting were approved with minor revisions.

Chair's Report

- Status of 5 year programs joint with Business School: Mary Scranton spoke with Bill Collins and was told that the Undergraduate Council had approved that, for joint programs, up to 15 credits of graduate courses could be used for undergraduate degrees. Lawrence Martin provided a copy of the submitted proposal for the joint BX/MBA degree for the Council to review. Mary Scranton will attend a Senate Executive committee meeting tomorrow pertaining to this matter. She would like to delay discussion until the next meeting on November 1, 2005.

Old Business

A. External review of Political Science: Graduate Council members Estie Arkin and Jacobus Verbaarschot attended the external review meeting. They both felt that the review committee members were very engaged and that the results of the review would be valuable.

B. Issue from old grievance: A GPC member brought up an issue related to a grievance submitted by a graduate student 3 years ago. It was recently discovered that the student has created a website on the University server that provides links to confidential information regarding the grievance. The website also contains inappropriate comments about some of the members of the grievance committee. Lawrence Martin will investigate the type of action that can be taken against the student if the website is found to be in violation of any university codes.

C. Situation with TAP: The Graduate Council agreed with Lawrence Martin's suggestion to leave the definition of full-time status unchanged. Changing G2 and G4 to 12 credits would result in only a small increase in the funds available. The current registration levels for full-time study are:

G1 and G3: 12 Credits
G2 and G4: 9 Credits
G5: 1 – 9 Credits (Currently 6 Credits)

D. BA/MA in History/Social Studies Education: The proposal was discussed and the Council had several questions and concerns. Mary Scranton will contact the department to go over the concerns and the Council will readdress this topic at the next meeting on November 1, 2005.

E. Advanced certificate in Quantitative Finance: The proposal was discussed and the Council found several items that should be revised. Mary Scranton will contact the department and ask them to make corrections and resubmit.

F. MS in Systems Engineering: The Graduate Council approved the proposal subject to minor revisions. The engineering college should contact Lawrence Martin for final submission.

New Business

- No new business discussed.

Dean's Report

- The Dean did not have any new items to discuss.

Meeting adjourned at 4:20 p.m.

Submitted by Shaneen Washington
Staff Assistant, The Graduate School

Graduate Council Minutes
October 11, 2005

Attendees: Lawrence Martin (Dean, Graduate School), Mary Scranton (Chair, Graduate Council), Arleen Steckel (Nursing School), Kent Marks (Graduate School), Frederick Moehn (Music), Estie Arkin (Applied Mathematics and Statistics), Anirban Dutta (GSO), Ignacia Ruiz-Garcia (Graduate School), Jacobus Verbaarschot (Physics), Turhan Canli (Psychology), Godlind Johnson (Library), Allegra DeLaurentiis (Philosophy), Shaneen Washington (Graduate School)

Absent Members:

IV Ramakrishnan (Computer Science), Dorit Kaufman (PEP), Beverly Campbell (Pharmacology), Andrei Antonenko (GSO)

Approval of Agenda

At 2:35 p.m. the Graduate Council Chair, Mary Scranton, called the meeting to order. The agenda for the meeting was approved.

Approval of minutes

The minutes from the September 20, 2005 meeting were approved with minor revisions.

Chair's Report

A. Fall 2005 Enrollment Snapshot: Copies of the report were distributed to the Council members.

B. Graduate Program Directors' Retreat: Mary Scranton reported that the meeting went well. Major issues discussed included staffing issues in the English Department, the desire to make Turner / GCF more flexible, and a universal website template for all Graduate Programs.

Old Business

A. Participation in external reviews for semester finalized:

Political Science (Oct 18/19): Estie Arkin and Jacobus Verbaarschot

Africana Studies (Nov 1/2): Fred Moehn and Turhan Canli

School of Professional Development (Nov 15/16 or 16/17): Estie Arkin (if the meeting is on Tuesday) and Allegra DeLaurentiis (if the meeting is on Wednesday) and Dorit Kaufman.

B. Situation with TAP: Tabled until the next Graduate Council meeting to be held on October 18, 2005.

C. Revision of Applied Math BS/MS: The Graduate Council approved the proposal. The AMS Department will work with the Graduate School to improve the format before submittal to SUNY.

New Business

A. Status of 5 year programs joint with Business School: Mary Scranton will contact the Chair of the Undergraduate Council to verify that they approved that 15 credits of graduate coursework could be applied to undergraduate coursework for 5 year programs that are combined with the Business School.

B. BA/MA in History/Social Studies Education: The proposal was distributed to the Council members to review and will be

discussed at the next meeting scheduled for October 18, 2005.

C. Advanced certificates in Quantitative Finance: The proposal was distributed to the Council members to review and will be discussed at that the next meeting scheduled for October 18, 2005.

D. MS in Systems Engineering: The original proposal was submitted and approved by the Council some time ago. However, the SED would not approve the MS in Systems Engineering; instead they approved a MS in Information Systems. The revised proposal (with name change) was distributed to the Council members to review and will be discussed at the next meeting scheduled for October 18, 2005.

E. Grievances and Appeals: The GSO Survey reported that students did not know that they had the right to make grievances. Mary Scranton circulated a document entitled "Grievances and Appeals: Graduate Student Rights, Responsibilities, and Procedures Governing Grievances and Appeals" for everyone to review. Mary proposed that every Graduate Director be given this document and that it be made available for students (especially new graduate students).

Dean's Report

- At the AGS Annual meeting at Pennsylvania State University it was discussed that universities will be asked to donate \$20K (smaller universities will be asked to donate \$10K) for the National Research Council Assessment of Doctoral Research Programs. The NRC will be surveying faculty in the fall of 2006. They expect to have a working database by late 2007 as a comprehensive assessment. Stony Brook will be included in the study.

- Mission Review: A budget request to increase the number of faculty and TA lines was submitted to SUNY.

- University Senate Hearing: The new chancellor expressed the need for the state of New York to support Higher Education.

- The Center for Inclusive Education held a seminar entitled "Path to Success": 55 students from 5 metropolitan areas visited Stony Brook for two days (Sept 23-24) to attend events hosted for underrepresented students. The event was successful and had a good turnout.

- Test of Spoken English: Results for the test of spoken English have improved. Nearly 50% of the recent applicants who took the test cleared on the first exam and none of the applicants were sent to intensive English training. The new version of TOEFL will include a mandatory section on spoken English.

Meeting adjourned at 4:05 p.m.

Submitted by Shaneen Washington
Staff Assistant
Graduate School

Graduate Council
September 20, 2005

Attendees: Kent Marks (Graduate School), Ignacia Ruiz-Garcia (Graduate School) Charles Taber (Chair, Graduate Council), Lawrence Martin (Dean, Graduate School), Frederick Moehn (Music), Estie Arkin (Applied Mathematics and Statistics), Andrei Antonenko (GSO), Arleen Steckel (Nursing School), Dorit Kaufman (PEP), IV Ramakrishnan (Computer Science), Jacobus Verbaarschot (Physics), Mary Scranton (Marine Sciences), Turhan Canli (Psychology), Godlind Johnson (Library)

Absent Members: Allegra DeLaurentiis (Philosophy), Beverly Campbell (Pharmacology)

The meeting was called to order at 1:08 P.M.

Approval of minutes

Minutes were approved with minor revisions.

Chair's Report

A. Annual Report:

B. Letter Supporting GSO survey on faculty-student relations: Charles Taber composed a cover letter for GSO to accompany the Survey on Faculty-student relations. The survey will go to the Graduate Program Coordinators, Directors and the Graduate Chairpersons.

C. Minutes to the Senate website: The Graduate Council minutes will be posted to the Graduate School website and the University Senate website.

D. External Reviews: A review committee was established. Estie Arkin, Dorit Kaufman, Fred Moehn and Turhan Canli. The following reviews are coming up: Writing and Rhetoric – September 20/21

Political Science – October 18/19

Africana Studies – November 1/2

School of Professional Development – November 15/16/17

New Business

A. Elect Officers: Mary Scranton was nominated as the new Chair of the Graduate Council. Mary's nomination received unanimous approval. Mary Scranton accepted the nomination of the Graduate Council.

B. Grad Students and TAP Certification: The Tuition Assistance Program (TAP) recognizes a student as full-time who is registered for 12 credits or more. G2s, G3s and G5s are presently not eligible because we only require them to register for 9 and 6 credits respectively. There are two solutions, we can require students to register for the 12 credits to be TAP eligible. However that would require them to spend more money for three more credits which TAP ultimately may only cover a small portion. The other solution is to not do anything and if students want to register for the extra credits to be TAP eligible they may do so. The Council asked Lawrence Martin to look into the amount of money that would be recovered if the Graduate School continues to require students to register for TAP and recommended that the requirement be dropped if the amount of money is relatively small

C. Proposal for changes in the Comparative Literature PhD: Ira Livingston and Robert Harvey in attendance. The Graduate Council reviewed the proposal submitted by the Department of Comparative Literature. The proposal is recommended for approval upon revision/clarification of the following items:

1. Why is there a requirement of 48 credits when it looks like only a small number of courses are actually required?
2. There is no discussion of what if any resources will be needed in order to support this new track
3. The Cultural Studies track calls for three additional courses not necessarily in Cultural Studies to be taken. However the courses selected should have GPD approval.
4. A list of faculty members and affiliates should accompany the proposal

D. Proposal for changes in the History MA: The proposal was approved by the Graduate Council with minor revisions. The history department should contact the Graduate School for proper wording.

Dean's Report

- Enrollment figures are on target
- 65 combined degree programs have been approved
- There will be a Department of Internal Audit review of GSO's accounting.
- National Research Council assessment of Doctoral research programs is about to take place again. Ralph Cicerone has asked university presidents to donate \$5K and is expecting the report to be completed by 2007. The assessment will not depend on reputation but on faculty/scholar productivity.
- There will be a dinner on Wednesday, September 28, 2005 to welcome the new Turner fellows.
- On Friday, October 7, there will be a Graduate Program's Director Retreat. The agenda of the retreat is set by the GPDs.
- In August, there was a TA orientation which by all reports was successful.
- There is an issue being discussed regarding the start of the academic year and the date of the first paycheck received. Students are being paid their first check 4 weeks after they start attending and this has caused problems.
- Stony Brook University has been asked to offer programs on Governor's Island. A group of faculty members have been convened to discuss this initiative.
- SUNY conducts a campus mission review held every 5 years. Stony Brook University submits a self-study and reviewers come in to verify that our self study is a true assessment. The review was held a few weeks ago and one of the things it revealed was that at Stony Brook University for every 18.3 students we have 1 Teaching Assistant whereas our peers have 9.13 students for each TA.
- The Division of Budget has asked State University of New York to prepare a budget request. SUNY was invited to request \$20M for graduate tuition scholarship fund to make up for the increase of tuition which was not accompanied by an increase in tuition support.

Meeting adjourned at 2:40pm

Respectfully submitted by Ignacia Ruiz-Garcia
Staff Associate, The Graduate School

Graduate Council Minutes

Date: June 9, 2005

Attendees: Kent Marks (Graduate School), Marilyn Johnson (Graduate School) Charles Taber (Chair, Graduate Council), Frederick Moehn (Music), Estie Arkin (Applied Mathematics and Statistics), Mary Scranton (MSRC), Jacobus Verbaarschot (Physics), Prasanna Kumar (GSO), Beverly Campbell (Pharmacology), Allegra DeLaurentiis (Philosophy), IV Ramakrishnan (Computer Science).

Absent Members: Andrei Antonenko (GSO), Joav Prives (Pharmacology), Dorit Kaufman (PEP), Lawrence Martin (Dean, Graduate School), Ignacia Ruiz (Graduate School).

The meeting was called to order at 11:05 A.M.

Approval of minutes

Minutes were approved with minor revisions.

Chair's Report

A. Follow-up on proposals approved at last meeting: Linguistics and English proposals approved.

B. Transportation fee: Transportation fee increase is linked to new bus route to the Chapin Graduate Apartments and more frequent bus service.

C. New members for Fall 2005: The representative from Arts & Sciences will be Turhan Canli, Health Science representative will be Arleen Steckel.

D. Coordinating Council meeting on May 16th: Charles Taber distributed the Faculty Student Survey Report to the members of the University Senate and was asked if GSO would be willing to conduct a presentation of the survey. Taber to ask GSO executive committee to present Faculty Student Survey to Senate members.

Old Business

A. 4 new BA/MA proposals from Engineering: These proposals have been approved with a few suggestions. Shmuel Einav, Associate Dean of the College of Engineering and Applied Sciences was in attendance to answer a few questions from Graduate Council members regarding the four proposals presented by CEAS.

i. Mechanical Engineering BA/MA Proposal: Approved, needs

side-by-side comparison (in table form) of existing BA, existing MA, and the combined degree, which highlights graduate courses that will be used for undergraduate credit.

ii. Biomedical Engineering BA/MA proposal: Approved with minor

revisions. Needs side-by-side table.

iii. Electrical & Computer Engineering BA/MA proposal: Approved. Needs side-by-side table.

A. 1 revised curriculum from Materials Science: Approved with minor revisions. Needs more specific listing of Graduate course work required.

New Business

A. New program proposal from Anthropology: Approved with recommendation
to clarify specifics in future version.

B. New Graduate Advanced Certificate in Quantitative Finance: Not approved.

More detailed information is required such as a schedule of courses, where courses will be offered, a sequence table, table of existing courses side-by-side with new courses.

Meeting adjourned at 12:20pm

Respectfully submitted by Marilyn Johnson,
Staff Assistant, Graduate School

Graduate Council

Minutes of November 22, 2004

Attendees: Kent Marks (Graduate School), Ignacia Ruiz (Graduate School), Charles Taber (Chair, Graduate Council), Lawrence Martin (Dean, Graduate School), Estie Arkin (Applied Mathematics and Statistics), Mary Scranton (MSRC), Jacobus Verbaarschot (Physics), Allegra De Laurentiis (Philosophy), Fred Moehn (Music), Timothy Van Moorsel (Library, HSC), Godlind Johnson (Library), Prasanna Kumar (GSO),

Absent Members: Andrei Antonenko (GSO), Dorit Kaufman (PEP), IV Ramakrishnan (Computer Science), Joav Prives (Pharmacology), Beverly Campbell (Pharmacology)

The meeting was called to order at 11:36am

1. The minutes were approved with minor revisions.

2. Chair's Report

A. New Members: Godlind Johnson (Library) and IV Ramakrishnan (CEAS). Godlind Johnson was introduced to the Council as the Library representative. IV Ramakrishnan the CEAS representative to the Graduate Council was unable to attend this meeting but will be present at next meeting.

B. Policy on distribution of self studies for external reviews: Charles Taber spoke to Joseph Auner the new Associate Provost regarding the policy on distribution of self studies for external reviews. Joseph Auner agreed to have the self-study forwarded to Graduate Council representatives for their review prior to the meeting.

C. Coordinating Council meeting: Charles Taber attended the Coordinating Council meeting.

D. Meeting with Dallas Bauman on Housing: Charles Taber met with Dallas Bauman, Assistant Vice President of Campus Housing to discuss the Graduate Council's statement of priorities in regards to Housing. Dallas gave Charles a tour of Chapin and Schomburg. The apartments viewed were adequate. Dallas surmised that currently there is no housing problem because enrollment is down. The Graduate Council would like to see some reports before they comment on whether or not the housing issue is no longer an issue. Lawrence Martin will contact Al Devries and Dallas Bauman for the following statistics for the past 3-4 years; how many beds were empty, how many students did we have to vacate? GSO President Prasanna Kumar expressed what he believed to be the graduate students' concerns regarding graduate housing, which are, the response time for repairs, the revised guest policy and the new student center that is to be built for Chapin residents without a food court.

E. MA in Africana Studies: The revised letter of intent for the MA in Africana Studies was distributed via email. The question was raised as to why this program did not have a language requirement. Lawrence Martin will follow-up regarding this query.

3. Old Business

A. M.A./Ph.D. Track in Ethnomusicology: Judith Lochhead, Chair of the Music Department was in attendance to discuss the Music department's desire to offer track in Ethnomusicology. The Graduate Council's major concern was the fact that there were only two professors for this track. Judith Lochhead added a statement confirming that the Music department would support this program regardless of what happened to the two faculty members. The Graduate Council approved the proposal for a Music track in Ethnomusicology. The proposal will now go to SUNY for approval.

B. Proposal to change Practicum requirements in Music: Judith Lochhead in attendance. Students are required to register every semester for MUS 590/690 (Practicum in Professional Skills for MM students/Advance Practicum in Professional Skills for DMA students). The Graduate Council wanted to know what would happen if the student was unable to perform. Judith Lochhead explained that the change to the practicum requirements is to give students credit for performance/work they do outside of their course requirements but relevant to their curricula. The Graduate Council suggested that the student should be given an SU grade. Therefore, in the event the student is unable to fulfill this requirement it will not negatively impact their GPA which could ultimately result in dismissal from the program.

4. New Business

A. Confidentiality on Letters of Recommendations: Charles Taber wanted to know if there was a policy regarding the letters of recommendations submitted by professors on behalf of their students. Charles Taber will speak to

the Provost, Robert McGrath about the university's position regarding the confidentiality of letters of recommendations.

5. Dean's Report

The Dean had nothing to discuss.

Charles Taber will put the topic of double dipping, which has to do with students in one program taking courses that coincide or are relevant to another program of study and receiving two degrees for example an MPH/MBA, on the next meeting's agenda. Lawrence Martin looked at Rutgers University and Columbia University who do allow double dipping and agreed that the Graduate Council should review this topic further.

The meeting was adjourned at 12:40pm

Respectfully submitted by Ignacia Ruiz
Recording Secretary to the Graduate Council
Executive Assistant to the Dean of the Graduate School

Graduate Council
Minutes of November 1, 2004

Attendees: Kent Marks (Graduate School), Ignacia Ruiz (Graduate School), Charles Taber (Chair, Graduate Council), Lawrence Martin (Dean, Graduate School), Fred Moehn (Music), Ester Arkin (Applied Mathematics and Statistics), Mary Scranton (MSRC), Jacobus Verbaarschot (Physics), Andrei Antonenko (GSO), Prasanna Kumar (GSO), Beverly Campbell (Pharmacology), Dorit Kaufman (PEP)

Absentees: Allegra De Laurentiis (Philosophy), Dorit Kaufman (Linguistics), IV Ramakrishnan (Computer Science), Joav Prives (Pharmacology)

The meeting was called to order at 11:33am

1. The minutes were approved with minor revisions.

2. Chair's Report

A. Academic Review: The process by which Academic Reviews are being

conducted is still an issue for the Graduate Council. Charles Taber will continue to pursue the issues with the Provost's office. Charles Taber will contact new Associate Provost, Joe Auner with the Council's concerns.

B. Dallas Bauman, Assistant Vice President of Campus Residences, liked the Council's statement of priorities with regards to the housing situation. Charles Taber will meet with Dallas Bauman to discuss and has invited Dallas to attend a Graduate Council meeting.

C. Charles Taber continues to try and contact the absent Council members. If he does not succeed he will contact the University Senate.

3. Old Business

A. MA in Africana Studies: Floris Cash (Associate Professor and Chair, Africana Studies), Anthony Hurley (Associate Professor, Africana Studies), Aisha Khan (Associate Professor, Africana Studies), Leslie Owens (Associate Professor, Africana Studies) and Olufemi Vaughan (Professor, Africana Studies; Associate Dean, Graduate School) in attendance. The Africana Studies department submitted a letter of intent to propose a Master of Arts in Africana Studies. The Graduate Council previously reviewed this letter of intent and asked Floris Cash to attend this meeting to answer some of the Council's questions. Dr. Cash submitted a revised letter of intent, which was discussed. Dr. Cash will submit a newly revised letter of intent. The Council will review by email and if there are additional questions they will be raised at the next meeting.

4. New Business

A. MA/PhD. track in Ethnomusicology: The Council reviewed this new proposal

and made some suggestions. The major concern of the Council regarding this proposal is that there are currently only two ethnomusicologists in the Music Department. Lawrence Martin asked if something happened to the two professors of ethnomusicology would the department still be willing to fund the program? The Council will also need the department to submit a formal statement stating the program's faculty.

B. Proposal to change practicum requirements in Music: The proposal requires that

full-time students take MUS 590/690 every semester. The Council wanted to know what would happen to that

student who was not able to perform? If this is an absolute requirement would that mean the student is dismissed if it is not fulfilled? The Council asked that this be clarified. Charles Taber will contact the chair of the Music Department, Judith Lochhead to address the issues raised by the Council and will ask her to attend the next meeting.

5. Dean's Report

A. Benchmarking: Lawrence Martin attended a benchmarking retreat with graduate

Deans from 10 SUNY campuses. Dean Martin expressed that the goals of Doctoral Education are not being supported. John Lombardi, Chancellor of the University of Massachusetts Amherst, has a strategy that seems to work and which SUNY seems willing to try.

B. There will be a New Fellows Reception on Wednesday, November 10. The entire

Council is invited to attend

C. Fred Preston has been conducting meetings regarding an International House.

Lawrence Martin is currently in discussions with Dr. Preston, Elizabeth Barnum and Bill Arens.

D. Lawrence Martin has been asked about a MBA/MPH program. There are

numerous respectable Universities that have the combined program. The problem here is that this would call for double counting courses. Columbia University allows for double counting and Lawrence Martin thinks this is something the Council should review.

E. Myung Oh an alumnus has been appointed Deputy Prime Minister of Korea.

The meeting was adjourned at 1:00 pm

Respectfully submitted, Ignacia Ruiz

Assistant to Lawrence Martin, Dean of the Graduate School

Recording Secretary of the Graduate Council

Graduate Council

Minutes of 10-18-04

Attendees: Kent Marks (Graduate School), Ignacia Ruiz (Graduate School), Charles Taber (Chair, Graduate Council), Lawrence Martin (Dean, Graduate School), Estie Arkin (Applied Mathematics and Statistics), Mary Scranton (MSRC), Jacobus Verbaarschot (Physics), Allegra De Laurentiis (Philosophy), Beverly Campbell (Pharmacology), Andrei Antonenko (GSO), Fred Moehn (Music), Dorit Kaufman (PEP) and Timothy Van Moorsel (Library, HSC)

The meeting was called to order at 11:42am

1. The minutes were approved with minor revisions.

2. Chair's Report

a. The Graduate Council statement of Priorities report was distributed to the Deans, Chairs, Vice Presidents and to the President

b. The Molecular Genetics and Microbiology proposal was approved at the last meeting and our suggestions to the proposal was forwarded to the department.

c. Charles Taber attended the Coordinating Council meeting and distributed and reported on priorities report

d. Charles Taber sent emails to Christian Filstrup regarding the library vacancy on the Council and awaits his reply

e. Charles Taber sent a memo to Peter Williams regarding the scheduling of the Ethics course. The committee should decide when the course is held, Spring or Fall. This issue is not for the Graduate Council to decide.

f. Charles Taber received the list of academic reviews for the next year from the Provost office.

3. Old Business

a. The procedure to deal with academic dishonesty was reviewed by the Graduate Council. Kent Marks will create language for an amendment to the policy, which will state that if no standing committee exists the department must appoint an ad-hoc committee. The Graduate Council approved this change to policy.

b. The tuition on grants memo was revised and forwarded to faculty members by the Provost. The Graduate Council reviewed the new document and thought it did help clarify most of the outstanding issues. However some members document that

would state the waiver approval process. The other concern was how would the university measure if this new policy is working? Beverly Campbell and Estie Arkin agreed to serve on the tuition on research grants' subcommittee. Their job will be to figure out ways to measure the affects of the new policy along with other related policy issues. The Turner and Graduate Council Fellows' tuition is attached to their fellowship and therefore the University will pay the agreed upon percent cost of tuition for these fellows.

4. New Business

- a. Charles Taber wanted the council to review departments' proposals and only if necessary ask that someone from the department attend the following meeting to discuss. If the proposal is brought to the council at the last meeting of the semester and will delay the processing of the proposal the department representative may attend the meeting when the proposal is first introduced.
- b. The Graduate Council reviewed the M.A. in Africana Studies proposal. There was a number of issues such as the lack of a clear curriculum, how will this new program relate to MAT and other departments and lastly the list of faculty resources should be expanded.
- c. The language used on dissertation defense abstracts was brought before the council to review. Some thought that the wording used in some abstracts does not clarify significant intellectual ownership of the dissertation, especially in collaborative projects, it is unclear what the student did. Lawrence Martin asked that if the abstract was not clear especially in collaborative projects, then there should be a cover letter written by the advisor that should explain the student's significant individual contribution to the project.

5. Dean's Report

- a. Lawrence Martin attended a retreat hosted by SUNY on benchmarking graduate programs. He will report on this at the next meeting.
- b. A new Associate Dean has been named and Lawrence Martin will communicate the individual's identity at a future meeting.
- c. On November 10th the 2nd Annual new fellows' reception will be held. The Graduate Council is invited to attend.
- d. The Howard Hughes Medical Institute and the National Institute of Biomedical Imaging and Bioengineering (NIBIB) of the National Institutes of Health (NIH) are joining forces to provide both start-up funds and sustaining support for graduate training programs that integrate the biomedical sciences with the physical sciences and engineering imaging. Lawrence Martin is looking into how Stony Brook should approach this new opportunity.
- e. Lawrence Martin visited an empty nursing home as a possible site for graduate housing. The space looked adequate however students that do not own a car will not find the new site beneficial.
- f. The state of New York has finished all of its contracts except for the Graduate Student's Employment Union contract. This contract is still in negotiations.

The meeting was adjourned at 1:00pm

Respectfully submitted by Ignacia Ruiz
Recording Secretary for the Graduate Council
Executive Assistant to the Dean of the Graduate School

Graduate Council Minutes
October 4, 2004

Attendees: Kent Marks (Graduate School), Ignacia Ruiz (Graduate School), Charles Taber (Chair, Graduate Council), Lawrence Martin (Dean, Graduate School), Estie Arkin (Applied Mathematics and Statistics), Mary Scranton (MSRC), Jacobus Verbaarschot (Physics), Allegra De Laurentiis (Philosophy), Beverly Campbell (Pharmacology)

The meeting was called to order at 11:40am

1. The minutes from 9/27 were approved with minor revisions.

2. Chair's Report

- a) Mary Scranton and Allegra DeLaurentiis will represent the Graduate Council at the Comparative Studies academic review on November 3rd.

- b) Vacancies – Charles Taber contacted Christian Filstrup regarding a representative from the library for the Graduate Council.
- c) Graduate Program Directors Retreat – Charles Taber presented priorities statement and solicited comments at the Graduate Program Directors (GPDs) Retreat on Friday. There was a request to make the Graduate Council minutes available by email. Charles Taber will send out an email with a link to the University Senate's website each time our minutes are updated. There was also a discussion regarding having a standard judiciary committee for graduate students as is available at the undergraduate level. Some GPDs felt that the Graduate Council Appeals Committee (GCAC) was not a satisfactory forum for plagiarism and other academic misconduct matters. The GPDs also felt that the graduate school policy was unclear. It was decided that the policy may need to be updated to better clarify the grievance process. Kent Marks will look over the current policy and bring it to the next meeting. This discussion was therefore postponed to next meeting.
- d) Status of curriculum changes in MA in English – there was still no change in status
- e) Status of ethnomusicology concentration in Music – there was still no change in status

3. Old Business

- a) Questions about tuition costs on grants – Revisions to the policy on tuition on research grants are currently being reviewed. This review should be finalized in a few days. One change that has been approved is that only 6 credits of tuition at the New York State rate will be charged across the board. Graduate Council will have a special role of monitoring how this policy is employed. Each semester Lawrence Martin will present to the Graduate Council an accounting of how much tuition was collected and what was done with it. At the time of the next meeting the revised policy should be available and will be redistributed for discussion.

4. New Business

- a) Molecular Genetics and Microbiology – Molecular Genetics and Microbiology submitted a proposal for curriculum changes. This proposal was approved by the Graduate Council. The Graduate Council will however send a cover letter along with the approval citing the following concerns:
 1. The deletion of BGE 510 and its impact on the Genetics program.
 2. The replacement of theoretical genetics for a more lab-based course.
 3. The requirement of Ethics course may be premature as the future of this course is currently undetermined.
- b) Kent Marks brought before the council the possible need for a policy regarding the advancement of students to candidacy. There is some concern regarding incompletes and how to count them in relation to advancement to candidacy. It was determined that incompletes will count as Fs for the purpose of calculating eligibility to candidacy. Graduate students will need to have the supporting 3.0 GPA to advance.

The meeting was adjourned at 12:53pm

Respectfully submitted, Ignacia Ruiz

Assistant to Lawrence Martin, Dean of the Graduate School

Recording Secretary of the Graduate Council

Graduate Council Minutes September 27, 2004

Attendees: Kent Marks (Graduate School), Ignacia Ruiz (Graduate School), Charles Taber (Chair, Graduate Council), Lawrence Martin (Dean, Graduate School), Fred Moehn (Music), Estie Arkin (Applied Mathematics and Statistics), Mary Scranton (MSRC), Jacobus Verbaarschot (Physics), Andrei Antonenko (GSO), Prasanna Kumar (GSO)

The meeting was called to order at 11:32am

1. Election of Chair and GCAC members: The Graduate Council approved Charles Taber as Chair for 2004/2005 and Dr. Taber willingly accepted. Mary Scranton will serve as Chair of the Graduate Council Appeals Committee and Jacobus Verbaarschot will serve as Secretary of the GCAC. Graduate Students Masa Prodanovic and Andrei Antonenko will serve on this committee as well.
2. Membership issues: Christian Filstrup, Director of Library Services will be asked to recommend someone to represent the Library. Charles Taber will contact the Senate Office regarding other vacancies.
3. Meeting schedule for semester: The Graduate Council will meet as follows – October 4, October 18, November 1, November 22, and December 6th.
4. Approval of minutes from 5/17/04 (already approved through email): The minutes from last semester was approved by the Council through email.

5. Chair's Report

- a) Ethics Course – This year, the ethics course will be held in the Spring instead of in the Fall. Some Graduate Program Directors have complained about it being in the Spring. The GC has been interested in opening the course more broadly to

graduate students. Charles Taber will put Ethics on the agenda for the next meeting.

b) Academic review of Department of Comparative Studies - Charles Taber will send out an email asking for volunteers to represent the Graduate Council at this review.

6. Old Business

a) GC Priorities Report – The Graduate Council last semester took a proactive approach and created a Statement of Priorities for Graduate Education at Stony Brook University. This statement was reviewed by the Graduate Council, a few wording changes were applied, and the statement was brought before the Council today where it was approved. This report will go to the GSO, Graduate Program Directors, the Graduate School, Deans and the Provost to solicit feedback. Once formalized the statement will be sent to the President and the VP for Research.

b) Questions on tuition costs on grants – will be postponed to next Monday when there will be more members in attendance.

c) Status of curriculum changes in MA in English – this proposal is waiting approval from the Dean of College of Arts and Sciences.

d) Status of ethnomusicology concentration in Music – this proposal is waiting approval from the Dean of the College of Arts and Sciences. Charles Taber has received a newly revised proposal, which he will share with the council once approved by the Dean.

7. New Business

a) Circulate proposal from Executive MBA in Technology – Joseph McDonnell in attendance. Joseph McDonnell, the Associate Dean for the College of Business, addressed the council as to why the following changes were being proposed. Name Change- Master of Business Administration in Technology and Management to Master of Business Administration in Business Administration. The new name would better communicate the program to current and potential students. The redundancy was questioned; however, the Council approved the change in name with a recommendation that the program be referred to in advertisements and bulletins with some less cumbersome name. Change in curriculum - The College of Business proposed a change in curriculum. Joseph McDonnell stated the change was mostly a change in semantics. The council asked that the proposal be revised, as there were several things that were not clear. Change in admissions – The change is from a 60-credit load to a 48-credit load for the Executive MBA. The College of Business wanted to make the MBA attractive to individuals who already have a post undergraduate degree. This could facilitate a number of joint degree programs such as a MS/MBA degree in Engineering and Business. The council asked that the first sentence of the last paragraph under the rationale for the Change in Admission be deleted. The council then unanimously approved the proposal.

b) Circulate proposal for Molecular Genetics and Microbiology. The proposal for Molecular Genetics and Microbiology was circulated. The proposal will not be discussed in this meeting allowing members the time to read it and be prepared to discuss at next meeting.

8. Dean's Report

The Graduate School had a good recruitment this semester. There were slightly more admissions this Fall than last Fall. There was a reduction in continuing students, which is a concern.

There was a mixed review received regarding the TA Training workshop that was held in August. The CELT is presently not active so a group of distinguished teaching professors were convened and asked to design a program. Lawrence Martin will continue to work on this.

The Graduate School newsletter is geared towards alumni. It will be delivered once a quarter with new, fresh data. The Graduate School is waiting for alumni email addresses, which a request for this information has been sent out to programs.

The NRC is still planning on doing an assessment of Research Doctorate programs. On December 1st it they will determine whether or not this will be done. The NRC is trying to get funding agencies interested in this study.

There will be a retreat on benchmarking graduate programs in October. The SUNY provost wants to be able to compare programs in SUNY and throughout.

Tuition on grants policy is almost finalized. Bob McGrath has convened eight chairs to discuss some of the concerns. It has already been decided that only 6 credits will be charged on grants at the state rate. This will not impede the amount of credits the students can take. There will be a waiver program for small grants. 2/3rds of the monies recovered from charging the tuition on grants will be returned to the person with fiscal responsibility in the student's department. Lawrence Martin is looking for to recover \$2.4M and he will be in charge of the final 1/3 that will be used for scholarships, science lines and other. Lawrence will give an accounting to the Graduate Council for its review.

There is still no new Associate Dean of the Graduate School and Smitha Mappilakand has been reappointed Graduate Student Advocate.

There is the annual Turner welcome dinner tonight. The entire Graduate Council is invited.

There is a Graduate Program Director's retreat on Friday, October 1st.

On November 10th or 17th the 2nd Annual New Graduate Council fellows' reception will be held.

State University of New York is in the process of changing new programs' submissions guidelines. The new proposal looks good. The major changes are well defined.

Graduate tuition has been increased. All full tuition scholarships will still be paid. Any partial tuition scholarships will be paid at the new rate.

Underloads will only be allowed once. The goal is not to have students pay for more credits but to minimize the abuse of this policy.

The Graduate Newsletter will feature Brooke Ellison, a new Graduate Council Fellow in Political Science who is paraplegic. Brooke's life story will be on A&E this month.

GRADUATE COUNCIL Annual Report 2003 – 2004

Graduate Council (GC) held fourteen meetings this year (9/15, 10/2, 10/16, 10/30, 11/13, 11/20, 12/11, 2/9, 2/23, 3/8, 3/22, 4/19, 5/10, and 5/17). The major initiatives undertaken by GC are summarized below.

Priorities for Graduate Education

Under a new initiative, the Graduate Council undertook to identify three priority areas for graduate education that demand the attention of administration, faculty, and students: (1) graduate student housing; (2) tuition and stipends; and (3) graduate student teaching. A summary statement on all three areas and separate, more detailed reports and recommendations for the "housing" and "teaching" priority areas are in preparation.

Requests for Programmatic Changes

- On 11/13/03, GC recommended approval of a new Master of Public Health Program.
- On 12/11/03, GC recommended approval of the formal separation of the M.A. and Ph.D. in Comparative Literature from the M.A. and Ph.D. in English.
- On 2/23/04, GC recommended approval of changes in the Materials Science graduate programs.
- On 3/22/04, GC recommended approval of a new Advanced Certificate in Finance.
- On 3/22/04, GC recommended approval of a change of name for the Graduate Program in Neurology and Behavior to the Graduate Program in Neuroscience.
- On 3/22/04, GC recommended approval of a new Masters in Environmental Geology.
- On 5/10/04, GC recommended approval of a new 5-Year BS/MS Environmental Geology Program.
- On 5/10/04, GC discussed proposals from English and Music. Decisions are still pending.

Policy changes

- The GC sought to clarify policies concerning Ph.D. dissertation defenses. Current policy requires participation at the defense of at least 3 internal and 1 external committee members. This requirement may be met in the following ways, listed in order of decreasing preference: (1) physical presence of all members at the defense; (2) virtual presence of some members through 2-way video/audio conferencing; (3) virtual presence of some members through 2-way audio conferencing but 1-way video (so the remote member can view the defense). The Graduate School has purchased a network camera to facilitate virtual participation. These requirements may be waived by the Graduate Dean if circumstances warrant.
- On 2/09/04, the policy on academic progress was modified, effective fall 2004, to read: "A student on academic probation who fails to achieve a 3.0 cumulative GPA for two semesters, consecutive or non-consecutive, will not be permitted to re-enroll."
- The GC discussed at several meetings the new policy established by administration to collect tuition off of research grants. The GC was not asked for, nor did it provide, a formal recommendation on this policy.
- On 2/23/04, GC considered a change to policy concerning campus housing leases for graduate students. Currently, grad students in their final semester have been allowed to not sign a housing lease for that semester, which caused a problem in fall 2003: many students chose not to sign a lease, then left too late in the semester for their units to be filled, causing many vacancies. The GC recommended that students be required to sign a lease, but that the penalty for violating that lease be one

month's additional rent rather than the full semester's rent. The penalty would not be enforced if the room is rented.

- On 2/23/04, GC recommended unanimously that current policy concerning the participation of Ph.D. graduates in graduation hooding ceremonies be modified to allow students who have not yet completed all requirements for the degree, but who will complete these requirements before August, to participate in graduation. To participate, the students' advisors and graduate directors must certify in writing that they expect the students to complete all requirements by August.
- On 4/19/04, GC approved revisions to the policy for academic probation intended to clarify the current rules. Students are placed on probation when their cumulative GPA falls below 3.0. Students who fail to raise their GPAs above 3.0 by the end of their second semester on probation "will usually not be permitted to re-enroll."
- On 4/19/04, GC approved revisions to the policy for approved underloads intended to clarify the current rules. MA students may only register for an underload once, and they must register for the number of credits needed to complete their programs.
- On 5/10/04, GC approved a new policy to regulate students seeking a second degree at the same level within the same graduate program. They may only do so with the written consent of the relevant graduate program director and the graduate dean.
- On 5/10/04, GC approved a new policy that all dissertations/theses at Stony Brook must be written in English. Exceptions will be allowed upon approval by the graduate dean only when another language is a "key component of the dissertation research."
- On 5/10/04, GC approved revisions to the policy for dissertation research away from campus, establishing new course designators to keep track of these off campus activities.
- On 5/10/04, GC approved revisions to the policy for academic dismissal designed to clarify current procedures.
- On 5/10/04, GC approved an increase in application fee from \$50 to \$60.
- On 5/17/04, GC approved a substantial rewrite of the policies on financial support intended to clarify existing policies.

Graduate Council Fellowships and Awards

The GC Fellowships and Awards Committee extended offers of GC Fellowships and Pieper Awards to 36 and 20 outstanding applicants to graduate programs, respectively. Recipients were also selected for five President's Awards. GC thanks the members of the GC Fellowship and Awards committee for the considerable time and effort that they expended in evaluating the large pool of outstanding candidates.

Graduate Council Appeals Committee

The GCAC made recommendations to the Graduate Dean for one appeal heard in 2003-2004.

Miscellaneous

- The GC reviewed the current ethics course offered at Stony Brook University.
- The GC discussed Peterson's consultation role for Peer and Capacity Analysis and their evaluations of graduate program websites.
- Members of the GC participated in academic reviews of the Center for Structural Biology and English.
- The GC responded to a request by Mark Aranoff to review the draft self study for Middle States Accreditation, forwarding comments on 2/09/04.
- The GC advocated for the graduate school to provide some support for program website development, perhaps developing a general template. Dean Lawrence Martin obtained a commitment from Jacob Levich from the Office of Communications to develop this template. The dean also promised to hire a student to assist programs in improving their websites.
- The graduate council participated with the GSO in developing a web-based survey of graduate students concerning graduate student teaching preparation and experiences. The results will be incorporated into the GC's report on teaching.
- The GC will be represented by Esther Arkin on the Calendar Committee.
- On 5/17/04, the GC discussed the lack of internet access in Chapin Apartments.
- On 5/17/04, the GC discussed the process through which student fees are established and reviewed. The GC plans to investigate this procedure next semester and will request that they be informed in advance of the imposition of new student fees.

Respectfully submitted,

Charles S. Taber
Chair, Graduate Council

Graduate

Council meeting
December 11, 2003

Attendees: Beverly Campbell (Pharmacology), Esther Arkin (Applied Math), Janet Hearing (Microbiology), Jacobus Verbaarschot (Physics), Arthur Bernstein (Computer Science), Ignacia Ruiz (Graduate School), Kent Marks (Graduate School), Charles Taber (Chair, Graduate Council), Angeliki Field-Pollatou (Graduate Student Organization), Lawrence Martin (Dean, Graduate School), Frederick Moehn (Music), Dorit Kaufman (PEP), Rita Nolan (Graduate School)

The meeting was called to order at 8:58 A.M.

Approval of minutes

Minutes were approved as modified

New Business

Registration of Ph.D. in Comparative Literature: Robert Harvey (guest)

Comparative Literature has been under the umbrella of English since 1977. Comparative Literature has achieved full-fledged status and should not remain under English. A new program is not being proposed and there will be no change of curriculum. The current doctoral candidates have an option of receiving a Ph.D. in English or a Ph.D. in Comparative Literature. The Graduate Council recommended to approve the request that the M.A. and Ph.D. in Comparative Literature be separated from the M.A. and the Ph.D. in English and be registered separately.

Chair's Report

Dissertation defenses memo and responses: Charles Taber sent out a memo clarifying the current policies and options regarding dissertation defenses. We will postpone discussion of the feedback received for next semester

Coordinating Council meeting: Charles Taber attended the meeting

Fellowship and Awards Committee: Graduate Council needs to recommend a member. There is a significant amount of work involved. Charles Taber will send an email inviting a council member to join the committee

Old Business

Web site development for Grad programs: Many are experiencing problems implementing Peterson's changes. Pharmacology was one of the departments that was determined to have a good website. If the Graduate School could assist programs by creating a template standardizing functionality it may ease some of the pressure. Each department needs to identify an individual who would be responsible for their website. The Graduate School could then have a GA spend some time with each department assisting them with their website development and conceivably web dissertation defenses. Charles Taber will forward best practices website. Lawrence Martin will contact Peterson's.

Place of Graduate Council in academic reviews: Graduate Council's involvement in academic reviews is very minimal and it doesn't seem appropriate. Graduate Council is the arm of the Senate responsible for Graduate Education and it makes sense that we should be more engaged in this process. Lawrence Martin is working with the Provost's office to ensure that Grad. Council is notified at the same time Deans are made aware of upcoming reviews.

New Business

Department of Materials Science Proposal: Materials Science is proposing significantly increasing the number of credits and dropping the qualifying exam. This is not a simple change and they will need to provide justification. Anything that changes the # of credits or eliminates a required course needs the approval of SUNY and the SED. There needs to be a proposal clarifying the rationale behind this program change. Graduate Council will address this at the first meeting of the Spring semester and someone from the Materials Science department will be asked to join that meeting.

Self Study. There is very little mention of the graduate student experience in this study. Housing is cited but not graduate housing specifically. Charles Taber will draft a response to Mark Aronoff citing points of emphasis for the Graduate Council and forward to Graduate Council.

Dean's Report

NRC study: Will forward to Chairs, Deans and Graduate Program Directors. This study lays out what the NRC will ask programs. Only those programs offering Ph.D's will be included. There will be classification issues for those programs who do not fit exactly in a field.

Alumni research: We spent \$12,500 on alumni research using a tool named PIN (Prospect Identification Network). PIN uses data we supply and provides us with matches of prospective donors. These individuals are listed in Who's Who, own real estate and/or shares of stock. Once this data is compiled I will send this information to the relevant programs asking them to review and update.

Electronic newsletter: The purpose of this newsletter is for alumni to have a source where they can see their accomplishments and those of their peers.

Minimum stipend for TA line: Masters' students are being offered same amount as doctoral students. As per the contract masters' students can be offered as little as \$6K. This is not to say programs cannot offer masters' students the \$12K but they

should realize that this is the maximum and not the minimum. Graduate Council will discuss at another time.

Proposals for external funding provision for RA's: The question is how to manage this? Pay stipend should pay fringe benefits as tuition payment

Von Humboldt: There is a huge amount of money involved and the success rate is 1 to 3. This support is continual, if they support you once they will support you forever. The program brought German researchers to Stony Brook and Stony Brook sent scientists to Germany all at the expense of Von Humboldt.

5-year enrollment plan: We are seeing continued growth pattern. This plan should increase masters' program's enrollment.

Fellows' reception: We had our first Graduate fellows reception on November 20th. This reception was to acknowledge the efforts of graduate students who have successfully competed for individual, national and campus-based, fellowships. We will continue to have this reception on an annual basis.

SUNY system: There will be a review of doctoral and professional education programs. We welcome this because we are successful at providing quality education. SUNY will compare programs one to another here and abroad. The end result should reveal how much they are under funding students in excellent programs such as ours.

G5's: We had all G5's register for 9 credits in order to be counted as full time. SUNY change their system of budget allocations without informing us and now we have a \$4 million expense. We may have to cover this but we are hopeful that SUNY will share this expense.

Proposal mandatory health insurance: The counseling center is overburdened. There is a health crisis for uninsured students. The health plans we offer are inferior to those of the International students and their cost is less. We can maximize what we offer and minimize our cost. This plan is also available to part-time students

Interview team to China: There will be a team of four faculty members who will visit three universities in China. On February 2nd graduate programs should forward a list of students they would like the team to interview. The team will interview these students and provide the programs with a list of those students they feel should receive an offer of support. They will submit this list to the relevant graduate programs some time in March.

How to improve electronic application: We would like to do away with "Apply yourself" which is expensive. The campus is looking into ways that we can process electronic applications ourselves.

The meeting was adjourned at 10:26AM

Respectfully submitted, Ignacia Ruiz
Assistant to Lawrence Martin, Dean of the Graduate School
Recording Secretary of the Graduate Council

Graduate Council Meeting
November 20, 2003

Attendees: Beverly Campbell (Pharmacology), Esther Arkin (Applied Math), Janet Hearing (Microbiology), Jacobus Verbaarschot (Physics), Arthur Bernstein (Computer Science), Ignacia Ruiz (Graduate School), Kent Marks (Graduate School), Charles Taber (Chair, Graduate Council), Angeliki Field-Pollatou (Graduate Student Organization), Smitha Mappilakand (Graduate Student Advocate), Frederick Moehn (Music), Mary Scranton (MSRC), Gulnara Shafikova (Library)

The meeting was called to order at 8:53 A.M.

Approval of minutes

Minutes were approved as modified

Announcements

Gulnara Shafikova was introduced as a new member of the Graduate Council representing the Library

Graduate Fellows Reception will be held today, recognizing new graduate fellows

Chair's Report

MPH proposal status: Charles Taber drafted a letter listing the Graduate Council's concerns and forwarded it to Jane Yahil. The letter however did state that the proposal was approved by the Graduate Council.

Dissertation defenses: An email was drafted by Charles Taber and sent to the Graduate Council regarding the current Graduate School policies on dissertation defenses. CT received some responses and will await additional feedback. Once agreed upon by the Graduate Council this memo will be forwarded to the Graduate Program Directors and Coordinators by CT and to the Graduate Students by Angeliki Field-Pollatou. This policy concerns Ph.D. students only.

Old Business

Prioritizing Grad Issues: The Graduate Council reviewed the list of agenda items and selected the following as priority: housing, tuition and stipends and grad student teaching experience. The first priority issue is housing and a letter will be forwarded to the Provost, Lawrence Martin, Deans, President, University Senate and GSO from the Graduate Council regarding this topic. In regards to some of the issues previously proposed there are some issues which the Council decided they couldn't affect significantly. Stipends, for example, are negotiated by GSEU; the minimum decided by GSEU affects RA's who are not part of GSEU. The different markets and disciplines oftentimes, determine the level of support. The Graduate School has been in discussion regarding support the only way to possibly impact this is to increase the resources to department. Also ABD students are perpetually counted twice. How master students fit in this support equation has also been questioned. If additional masters programs are being considered we need to prepare ourselves financially. The last two issue – having departments clarify steps to degree and the training of new and continuing staff – are not part of the priority list but will be in agenda separately for discussion.

Ethics Course: The course evaluations for this class were extremely poor. The overall consensus seemed to be the structure of the class needs discussion. Many felt that the class could be condensed into 1-2 days and the content needed to involve less animal regulations and more ethics and training. Faculty lecturers were said to have lectured on specific information regarding animal regulations, which for some students was irrelevant. It was proposed that the students needing specific training in the handling of human and animal subjects could perhaps fulfill this requirement in another course, for example the teaching practicum or on the web. The question is does this meet the requirements of the NIH who provided the course content. The issue should be an ethical one as opposed to the handling of animals. It seems to be about the decisions you make when you do research, the separation of ethics and training. The memo would include the Council's recommendations that the breakout sessions be emphasized more than the lecture, the use of modules for this course so that those in need of general ethics training will not be required to sit in on a lecture concerning the proper handling of animals in a research setting. The Graduate Program Directors should also be more involved with the course offerings. The people involved in the organization of this course were to review and discuss the results of the evaluation. Peter Williams will be invited to come to a meeting of the Graduate Council so that we can have his input and we could give him our recommendations. The Graduate Council will consult Lawrence Martin before making recommendations. Janet Hearing and Beverly Campbell will ask Peter Williams to attend a meeting of the Graduate Council in early Spring.

New Business

GSO: The senate decided by a 2/3 vote to remove their President, Guofeng Hou. The GSO appears to be disorganized. There is presently no budget and no committee was established. Charles Taber to send Lawrence Martin a request to look into the problems within this organization.

Fringe Benefits Ranges: There has been a change in the fringe benefits rates from 7 to 9% and RF employees went from 33% to 40%. These changes are posted on the Research Foundation website. Mary Scranton will forward information regarding this increase so that its relevancy to this Council can be determined.

The next meeting will be held on December 11th

The meeting was adjourned at 10:06AM

Respectfully submitted, Ignacia Ruiz
Assistant to Lawrence Martin, Dean of the Graduate School
Recording Secretary of the Graduate Council

Graduate Council Meeting
November 13, 2003

Attendees: Beverly Campbell (Pharmacology), Rita Nolan (Associate Dean), Esther Arkin (Applied Math), Janet Hearing (Microbiology), Jacobus Verbaarschot (Physics), Arthur Bernstein (Computer Science), Ignacia Ruiz (Graduate School), Kent Marks (Graduate School), Charles Taber (Chair, Graduate Council), Angeliki Field-Pollatou (Graduate Student Organization), Smitha Mappilakand (Graduate Student Advocate), Frederick Moehn (Music), Dorit Kaufman (PEP)

The meeting was called to order at 8:55 A.M.

Approval of minutes

Minutes were approved as modified

Announcements

The Peterson's Group is on campus for Graduate Programs website reviews. It was proposed that the Graduate School might be able to help departments by providing them with the resources to revise and enhance their websites. In the past some departments were unable to make necessary revisions to their websites because of a lack of staff to implement changes. The Agenda for the next meeting should include a discussion regarding what support, if any, the Graduate School will be able to provide departments in the implementation. It was proposed that the Graduate School could help minimally by creating a template and then there should be a discussion on whether or not this template would be mandatory or optional.

The Graduate Council meeting minutes will be posted on the University Senate's website.

Chair's Report

MPH proposal status:

The *proposal is approved* but with the following noted concerns.

1. The hiring of only two faculty members for 11 courses
2. The desire to maintain a workable faculty/student ratio which simply doesn't compute
3. The overlap with courses offered in SPD

Charles Taber will forward approval letter to Jane Yahil that will include the concerns noted above.

Prioritizing Grad Issues: The list of issues the Graduate Council will need to prioritize include

1. Housing
2. Level of stipends-competitiveness
3. Tuition support
4. Faculty and staff hiring problems and training of new staff
5. TA teaching- the degree of adequate mentoring received especially for first time teaching assistants
6. Ethics course
7. Making each department aware of necessary steps to degree

Chuck Taber will send an email with a list of priorities selected for next meeting. It is clear that Housing is on the top of the list. Beverly Campbell stated that a definite priority issue should be the faculty/staff hiring problem. She believes that senior staff members are leaving and new faculty/staff are overwhelmed. There is no formal training and year round job changes with recruitment and etc. She suggested an orientation for new graduate coordinators. There is a fear that some staff members are overworked, underpaid, lack formal training and have a high rate of turnover

Department of Materials Science Program Update: They are changing the requirements for the degree but are not proposing any new courses or a different degree. Their proposal is expected soon and should not need to be approved by SUNY. The Graduate Council does not approve the courses, but should review any program changes.

Old Business

Graduate Student Quality of Life and Housing Surveys: Fred Preston is asking faculty/staff/students to provide him with possible housing configurations. The issue is not only in adequate housing but affordable housing. It was discussed whether or not a survey would be useful. We know the issues and we know what they want; however it would be useful to get grad students' thoughts on possible configurations. The currently proposed housing styles are studio, one bedroom, shared common area with a separate bedroom and two-bedroom family. An important point to consider is how much students can afford. A concern was raised regarding the spending of time and money with discussions and surveys when there is no funding or commitment to begin this project. Fred Preston and Lawrence Martin are very involved in this process and would like to get other departments/committees/councils on board. The Graduate Council will attempt to have a letter prepared in early Spring listing possible housing solutions. Kent Marks will draft a new box on the form letter that is sent out with the letter of acceptance. This form letter ask students who are not accepting the offer to attend to check the appropriate reason for declining.

Ethics Class: Syllabus was received and discussion was tabled until the next meeting. It was stated that this class should extend to different programs; however course content would have to be reviewed and modified.

New Business

Academic Reviews (Thanks to Estie and Janet for attending the review of the Center for Structural Biology): The question of the Graduate Council's role in academic reviews was discussed. The council was concerned with what the Provost believed the Council's role is and what they thought their role is. Is it our role is to answer questions, raise issues? The external review board meets with Graduate Council representatives and Undergraduate Council representatives. Should the Graduate Council

be involved from the beginning of academic reviews and again at the exit stage? As the body ensuring academic excellence in graduate education it was clear that the Graduate Council's role and level of involvement should be defined.

Other Business: The following issues were tabled until the next meeting.

1. GSO problems. The President of the GSO was removed at the last GSO meeting
2. The change to increase the fringe benefits rate to 40% of base salary

The meeting was adjourned at 10:13AM

Respectfully submitted, Ignacia Ruiz

Assistant to Lawrence Martin, Dean of the Graduate School

Recording Secretary of the Graduate Council

Graduate Council Minutes

October 16, 2003

Attendees: Beverly Campbell (Pharmacology), Rita Nolan (Associate Dean), Esther Arkin (Applied Math), Janet Hearing (Microbiology), Jacobus Verbaarschot (Physics), Arthur Bernstein (Computer Science), Lawrence Martin (Dean, Graduate School), Ignacia Ruiz (Graduate School), Kent Marks (Graduate School), Charles Taber (Chair, Graduate Council), Angeliki Field-Pollatou (Graduate Student Organization), Mary Scranton (Marine Science Research), Dorit Kaufman (PEP), Frederick Moehn (Music)

The meeting was called to order at 8:48 A.M.

Announcements:

Susan Scheckel (English) will join the Graduate Council in the Spring

Chair's Report

Confidentiality and GC responsibilities: It was discussed that Graduate Council discussions should be confidential or at least sensitive issues should be flagged. This action is to prevent privileged Grad Council information from circulating

MPH proposal status: Charles Taber forwarded a letter to Jane Yahil in which he incorporated some Graduate Council members' comments on the MPH proposal

Middle States Accreditation Meeting: Charles Taber attended this meeting representing the Graduate Council. Stony Brook passed the accreditation review of basic data. The focus of accreditation this year is the Stony Brook student experience

GPD retreat: Primary discussion of the retreat was the NRC Assessment of Research Doctorate Programs. The next NRC study will begin in the Fall of 2004. Focus will be on what data we need to collect and does it exist. For example do we have information on students who have left programs? NRC has modified taxonomy fields

Dean's Comment

Report to review Research Doctorate Programs Study on Methodology and Assessment is due 11/19. Bruce Albert's committee will implement this review with attention to overlapping representation. An institutional coordinator (Lawrence Martin) will ask programs for help with data for study. NRC will need a list of faculty involved in each doctoral program for the fields listed in the taxonomy. In determining faculty members to include faculty should be those who are teaching graduate students. Everyone should not be listed. There will be questionnaires for institutions, programs, graduate faculty and students from selected fields. Questionnaires will be online and password protected. The current version of questionnaires and taxonomy can be found at

www7.nationalacademies.org/resdoc/index.html go to section "What's New". There will be an opportunity for review of questionnaire submissions, rates of response.

Graduate Housing: Fred Preston spoke at the GPD retreat regarding the housing situation. Faculty should get involved in housing issues. Graduate Council should make graduate student housing a priority. We need to go to constituents or go to GSO. Housing is definitely a problem the question is whether to modify current housing or build better housing. Dick Mann advises president and will entertain new housing ideas

Old Business

NIH ethics course: Teaching practicum is ineffective in many programs or non-existent. What should it mean to be awarded a Ph.D.? Are they competent to do what they are supposed to do and how did they achieve this? The syllabus for this course should be reviewed. Beverly Campbell will supply Grad Council with syllabus. What other ethical issues are there? What is included in present course material? The course is a 0-1 credit course and ethical issues are discussed as well as specific cases.

Peter Williams is the course director. The NIH requires training in Ethics.

Grad Student Lounge: Angeliki Field-Pollatou reported that the University Café is open. The entrance is on the North side of Student Union. You must enter through the door facing the Pritchard Gym. Café hours are Wednesday-Saturday 5pm-2am. Coffee and beer are served. Currently the Undergraduate Committee provides "Music at Lunch", on Wednesdays from 12:30 to 2pm. The university café is located on the web at www.universitycafe.org

Dean's Report

The new "Graduate Education" booklet formerly known as "Breakthrough Education" is being distributed

Last Friday the Philosophy department organized an event for 30-year graduates. This was an excellent model for departments to connect with past and current students

SUNY Mission Review: Each campus' President & Chancellor performance goals were met and exceeded. SUNY is often criticized for having low standards

Housing: Survey was done in May 2001, however it did not include concepts on configuration. Provost envisions-post doc, junior faculty and grad student mixed community. A new survey should include configuration ideas and may be posted on web. Beverly Campbell and Angeliki Field-Pollatou volunteered to serve on Graduate council committee on housing

Approval of minutes from 10/2 meeting

Minutes were edited and approved

The meeting was adjourned at 10:24AM

Respectfully submitted, Ignacia Ruiz

Assistant to Lawrence Martin, Dean of the Graduate School

Recording Secretary of the Graduate Council

Graduate Council Meeting

October 2, 2003

Attendees: Beverly Campbell (Pharmacology), Rita Nolan (Associate Dean), Esther Arkin (Applied Math), Janet Hearing (Microbiology), Smitha Mappilakand (Graduate Student Advocate), Jacobus Verbaarshot (Physics), Arthur Bernstein (Computer Science), Lawrence Martin (Dean, Graduate School), Ignacia Ruiz (Graduate School), Kent Marks (Graduate School), Charles Taber (Chair, Graduate Council), Marvin Glockner (School of Professional Development), Angeliki Field-Pollatou (Graduate Student Organization)

The meeting was called to order at 9:10 A.M.

Approval of Minutes

The minutes were approved

Proposal for Master of Public Health

The Graduate Council members discussed the concerns they had in regards to this program. Some of the comments were as follows:

How it compares with other programs in the metropolitan area

Its consistency with Graduate School and/or University requirements

What kind of financial support if any will be provided

The professional vs. the enhanced course requirements

The lack of Dental School faculty and broader social sciences representatives

The intent to contain recruitment to Stony Brook students

Satisfaction requirements of a statistics course should be more clearly defined

This program was thought to directly compete with some SPD courses

Jane Yahil and Ray Goldsteen were invited to respond to comments from the Graduate Council regarding the MPH program proposal. It was confirmed that the current proposal needed more work.

The meeting was adjourned at 10:30

Respectfully submitted, Ignacia Ruiz

Assistant to Lawrence Martin, Dean of the Graduate School

Recording Secretary of the Graduate Council

Graduate Council Minutes
September 15, 2003

Attendees: Beverly Campbell (Pharmacology), Rita Nolan (Associate Dean), Ester Arkin (Applied Math), Janet Hearing (Microbiology), Smitha Mappilakand (Graduate Student Advocate), Mary Scranton (MSRC), Jacobus Verbaarshot (Physics), Arthur Bernstein (Computer Science), Lawrence Martin (Dean, Graduate School), Dorit Kaufman (Linguistics), Fred Moehn (Music), Brent Lindquist (University Senate), Ignacia Ruiz (Assistant to Dean, Graduate School)

The meeting was called to order at 3:35 P.M.

Elections

Chair-Charles Taber (Political Science) was nominated to Chair and Brent Lindquist will contact to confirm acceptance.

Secretary-Ignacia Ruiz (Assistant to Lawrence Martin) was nominated as Recording Secretary
Graduate Council Appeals Committee-This committee consists of, minimally, two graduate students and two faculty members. Mary Scranton and Ester Arkin have volunteered to serve on this committee. The GSO in the past has elected two students to this committee. Based upon difficulties encountered by the GCAC last year, it was suggested that the Graduate Council, University Senate and the GSO could work together to identify graduate students to serve on this committee.

Vacancies

The library is working on an appointment and Brent Lindquist will send a note to the GSO. A Humanities and Fine Arts member has not been identified to fill the one vacancy.

Minutes of 5/12/03 Meeting

Ken Baynes former Chair of GC, recorded minutes from the last meeting however, has moved to Syracuse and the notes have not been found.

Dean's Report

Rita Nolan was introduced as the new Associate Dean of the Graduate School, Ignacia Ruiz as the Assistant to the Dean, and Smitha Mappilakand as the Graduate Student Advocate

Tuition Allocation: This year's tuition increased 25% for out of state and 35% for in state graduates leaving SB \$2.5 million in a hole with no increase in tuition scholarships. Dr. Kenny took \$2.4million in campus money in order to cover scholarships. Of 20 public universities with similarly sized graduate programs that were surveyed by the Graduate School, we are the only institution that does not charge tuition to research grants. A proposal is under consideration to charge graduate student tuition to research grants.

GSO: A referendum held by the GSO decided that the activity fee should be optional. LM set aside this decision because the April 2003 fee referendum was not presented to the Senate for approval or disapproval, as required by GSO Constitution Article VIII Section B1. There is a new graduate student lounge open to the University community the University Café, housed in the SB Union ballroom. It will be open Tuesday-Saturday 12pm-2am. They will serve tea and coffee (12-5pm) and alcoholic beverages (5pm-2am). Admittance after 5 PM will be limited to individuals 21 years or older.

Fundraising: Dr. Kenny is the interim Director of Development. She has increased the fundraising target levels of each group. David Acker is the Chair of the Dean's Council.

Enrollment Report: As of Day 5, there were 603 new FT graduate students, compared to 619 graduate students at this time last year, yielding a total number of graduate students enrolled to 2811 as compared to 2713 last year. As in previous years, the "backstopping approach" in which the Graduate School fronted funds for graduate programs to accept exceptional students proved useful. There was also a 40% increase in the number of students who applied for admittance to a graduate program. We had 7,000 applications, many of which were generated by Apply Yourself, the web-based application process. There are reports available from this tool, which will eliminate some of the data entry.

Peterson's Web Review and Strategic Planning: At the end of October, representatives from Peterson's will sit down with graduate program directors to evaluate the web-content for their respective programs. Peterson's will also do enrollment planning with programs in 30-minute sessions.

Graduate School Fellowships: This year there are 22 Turner Fellows, 9 Graduate Council Fellows, 7 Pieper Awardees, and 11 fellows funded by the EPA, NASA and the NSF, 6 of which are new. There are no new, but 4 continuing, Turner Postdoctoral fellows. There will be a Turner dinner on September 23, 2003.

Housing Issues: There remain quality and quantity issues with respect to graduate student housing. The most pressing issue is the lack of sufficient graduate student housing. Efforts continue by the University Administration to find a solution to this

problem.

NRC Study: The NRC study on the methodology for the research doctorate study_____ is completed and will be published on 11/27. Its findings will be discussed at the retreat of the graduate program directors on 10/3.

Visa Services Issues: The Graduate School was able to enter information for international students in SEVIS on time without the expenditure of additional funds. This was made possible, in large part, to volunteers from the Department of Information Technology and International Services who did exceptional jobs.

SUNY tuition scholarships task force: SUNY's tuition scholarships task force did not care about the quality of the graduate students quantity was regarded as success. The new round of Mission review what does SB want to do? Is it the mission of SB to have a real school of Business, a real school of Pharmacy?

Postdoctoral Office: The Provost said there would be a Postdoctoral Associate Dean whose office will be housed in the Graduate School. However there is no money budgeted for this.
Interdisciplinary seminars

Brochures, Achievements

New GPD session, GPD retreat-2 hour new GPD workshop to be held 9/16 and retreat on 10/3

Electronic submission of dissertations: The Library is helping with implementing the electronic submission of dissertations and it is hoped that this option will be in effect later this semester

New Business

Proposal for Creation of a Master of Public Health Program: Norman Edelman (Dean, School of Medicine), Jane Yahil (Assistant to the Dean), and Ray Goldsteen (Director, Center for Health Policy and Management) gave a brief overview of a proposal to create a Master of Public Health Program. Copies of the proposal were distributed to members of Graduate Council prior to this meeting. As the Health Sciences Center wishes to admit a class for the fall, 2004, Graduate Council will discuss the proposal at its next meeting and forward any questions/areas of concern to Dr. Goldsteen as quickly as possible.

Dissertation committees: External member attendance

Some students have defended their dissertations when the external member was unable to attend. The Dean feels strongly that the dissertation committee should be in place well in advance of the defense and that all members, including at least one external member, should attend. The Dean asked Graduate Council to review the policies concerning dissertation defenses

Ethics course

A biomedical ethics course is being offered this fall. The course, Integrity in Science (GRD 500), is for 0-1 credits and has formal lectures and breakout groups for discussion. The Graduate Council has supported the view in years past that all doctoral students should receive ethics training and it was suggested that GC continue to press for a requirement for all graduate students to receive formal training in ethics.

The meeting was adjourned at 5:12 PM (?).

Respectfully submitted, Ignacia Ruiz

Assistant to Lawrence Martin, Dean of the Graduate School

Recording Secretary-Elect of the Graduate Council

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GRADUATE COUNCIL Annual Report 2000 – 2001

Graduate Council (GC) held eleven meetings this year (9/18, 10/23, 11/13, 11/20, 12/11, 2/12, 2/26, 3/12, 3/26, 4/23, and 5/14). The major initiatives undertaken by GC are summarized below.

Requests for Programmatic Changes

On 11/20/00, GC approved a request from MSRC to change the names of both the PhD in Coastal Oceanography and MS in Marine Environmental Sciences to the same degrees in Marine and Atmospheric Sciences. On 2/26/01, GC recommended approval of a letter of intent from CEAS to establish an MS in Optoelectromechanical Systems Engineering. On 3/12/01, Graduate Council recommended approval of a proposal from CEAS to establish an MS in Information Systems, which will be offered both on campus and off-site at area companies. In response to GC's concerns, the original proposal was revised to clarify that the on-campus and off-site programs would have the same requirements and be of comparable quality. Recommended for approval on 3/26/01 was a request from the Harriman School for a curricular change to facilitate the delivery of the MS in Technology Management program, which is being offered abroad. A proposal from CAS to establish a Graduate Certificate in Composition Studies was recommended for approval on 4/23/01.

Policy changes

- A major revision of the Graduate School Grievances and Appeals policies was completed, and the proposed changes were approved on 9/18/00. This revision was an initiative that was launched last year. The purpose was to clarify and improve the procedures that are involved in hearing graduate student grievances (brought either by or against the student).
- On 12/11/00, the following additions to Section 3-025 of the Graduate School Policy Manual were approved: (1) "Effective Spring 2001, a student may register for no more than one additional semester following successful defense of the dissertation." (2) "The time limit for a doctoral degree is seven years for a student who has a previous graduate degree that is closely related to his or her graduate program. For all other students, the time limit for a doctoral degree is seven years after completion of two full-time semesters or the equivalent number of credits (24 credits for G3 students; 18 credits for G4 students)."
- On 5/14/01, GC amended Graduate School Policy 3-004 to extend the deadline for filing for advancement to candidacy from day one of the semester to day ten.
- On 5/14/01, GC instituted a requirement that official GRE scores be received from graduate applicants before offers of admission are made. Previously, students could enroll conditionally for one semester without submitting GRE results.
- On 5/14/01, GC voted unanimously to raise the minimum grade point average required for admission from 2.75 to 3.00, which is the standard at most other comparable institutions. Students who do not meet this requirement may be admitted conditionally; the terms of such admissions are to be determined on a case-by-case basis by the graduate program director and the Graduate School.
- On 5/14/01, GC approved addition of the following definition of full-time status to the Graduate School Policy: "Students admitted for full-time study to the Graduate School register for 9, 12 or more graduate credit hours per semester based on their academic level. Incoming full-time graduate students are classified as either G1, G2, G3, or G4 depending on the program to which they have been admitted and their previous graduate training. If a student has earned fewer than 24 graduate credits at another institution before being admitted, he or she will be classified as G1 in a master's program or G3 in a doctoral program. If a student has earned more than 24 graduate credits before being admitted, he or she will be classified as G2 in a master's program or G4 in a doctoral program. Students classified as G1 or G3 need to register for 12 or more graduate credits per semester to maintain their full-time status. Students classified as G2 or G4 need only register for 9 graduate credits to maintain full-time status. Once a G1 or G3 student has completed 24 graduate credits of coursework (generally two semesters) at Stony Brook, his or her academic level is changed to G2 or G4, respectively. Students who complete the necessary requirements for the doctoral degree except for the writing of the dissertation are classified as G5 upon advancement to candidacy. The maximum amount of credits a graduate student may register for is 18 credits. If students wish to enroll for more than 18 credits, they must get the permission of their graduate program director and the Graduate School. Once they have received written permission, they will be allowed to register for more than 18 credits at the Registrar's Office."
- On 5/14/01, GC approved addition of the following to Policy 3-019 of the Graduate School, concerning transfer credits, and to Policy 3-013, which spells out degree requirements: "Transfer between Primary and Secondary Programs. A maximum of 12 graduate credits from Stony Brook, which were earned in a primary program prior to a student being accepted into a secondary program, can be applied to the secondary program. Credits applied to the degree requirements of a primary program cannot be applied towards the degree requirements of a secondary program. Credits earned in a certificate program are not considered as credits from a degree program."

Graduate Council Fellowships and Awards

The GC Fellowships and Awards Committee extended offers of GC Fellowships and Pieper Awards to 36 and 12 outstanding applicants to graduate programs, respectively. Recipients were also selected for five President's Awards and seven Commendations to Distinguished Doctoral Students, six President's Awards for Excellence in Teaching by a Graduate Student, one Mildred and Herbert Weisinger Dissertation Fellowship, two Madeline Fusco Dissertation Fellowships, and one Dorothy L. Pieper Art Purchase Prize. GC thanks Paul Dolan, Steven Goodbred, Marie Huffman, Joseph Mitchell, Hanna Nekvasil, Aaron Neiman, Victoriano Roncero-Lopez, Randall Susman, and Charles Taber for the considerable time and effort that they expended in evaluating the large pool of outstanding candidates.

Miscellaneous

After lengthy discussions with GC, the Division of Information Technology agreed that doctoral programs in the basic health sciences are now eligible to make program-specific requests for computer equipment and software, to be financed by a portion of revenue from the students' technology fees. Previously, all revenue from Ph.D. candidates in the basic health sciences went to support the HSC Library computing center, a facility that few of these students use.

GC met with Provost Robert McGrath to discuss his vision for graduate education here at Stony Brook. Provost McGrath has made considerable funds available this year to increase the stipends being offered to applicants to a variety of graduate programs, which should increase both the quality and quantity of students in these programs.

GC worked with Robert Crease of Philosophy to ensure that a University-sponsored course in ethics would again be offered to graduate students in the life sciences. At the request of graduate program directors, the course was given at the end of the semester break, rather than late in the fall semester.

GC met with graduate student representatives to discuss the shortage of on-campus housing for graduate students. The students were encouraged to keep GC informed of any problems that arise as the new policies agreed upon by GSO and the University are implemented.

GC members (C. Taber and K. Baynes) participated in the academic review of the Linguistics Department on 11/6/00.

Respectfully submitted,

Martha B. Furie
Chair, Graduate Council

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GRADUATE COUNCIL
Annual Report
1999 - 2000

At the time of submission of this report, Graduate Council (GC) had held twelve meetings (9/27/99, 10/11/99, 10/25/99, 11/8/99, 11/22/99, 12/13/99, 1/24/00, 2/14/00, 2/28/00, 3/13/00, 3/27/00, and 4/24/00). The final meeting of this academic year is to be held 5/8/00. The major initiatives undertaken by GC are summarized below.

Science and Ethics Course: Last year, the Executive Committee of the University Senate charged GC and the Graduate School with implementing a pilot version of a Science and Ethics course, to be targeted initially to doctoral students in the biological sciences. The course, under the direction of Robert Crease of the Department of Philosophy, was held in November for 87 students. The format was four two-hour sessions, each consisting of a one-hour lecture on concepts and principles, followed by small, "break-out" discussion groups led by senior researchers. Although the course was generally well received, student evaluations indicated that scheduling, redundancy, and relevance of the lecture material were areas in which improvements could be made. GC plans to seek continued funding from the University to enable the course to be offered next fall, perhaps with a modest expansion to include students from a broader range of programs.

Approval of Programmatic Changes: On 10/25/99, GC recommended approval of a request for the Molecular Biology and Biochemistry program to change both its name and curriculum. The revised program is to be named Biochemistry and Structural Biology. Also on 10/25/99, GC recommended approval of the request of programs in Cellular and Molecular Pathology and Cellular and Developmental Biology to merge, forming a program called Molecular and Cellular Biology. On 11/22/99, GC recommended approval of a letter of intent, prepared by the CEAS, for a new program offering an MS in Information Systems.

Graduate Council Fellowships and Awards: The GC Fellowships and Awards Committee extended offers of GC Fellowships to thirty-five outstanding applicants to graduate programs. In addition, recipients were selected for five President's Awards and eight Commendations to Distinguished Doctoral Students, six President's Awards and eight Commendations for Excellence in Teaching by a Graduate Student, two Mildred and Herbert Weisinger Dissertation Fellowships, and two Madeline Fusco Dissertation Fellowships. GC is grateful to Joe Fetcho, Roger Flood, Martha Furie, Joseph Mitchell, Jonathan Nabe, Troy Rasbury, Randall Susman, and Peter Winkler for the considerable time and effort that they devoted to serving on the selection committee.

Academic Reviews: GC members participated in academic reviews of the following departments: History (C. Bethin, W. Fowler), Theatre Arts (M. Furie, J. Hearing), Oral Biology and Pathology (M. Furie, G. Lopez), Philosophy (C. Bethin, V. Henriquez), Electrical and Computer Engineering (M. Furie, C. Taber), Materials Science (M. Furie, W. Holt), and Mechanical Engineering (M. Furie, J. Hearing).

Policies revised or instituted:

Advancement to Candidacy: GC wished to correct what it viewed as an undesirable situation, *i.e.*, advancement of some graduate students to candidacy only shortly before defense of the dissertation. Philosophically, this situation is at odds with the commonly accepted view that graduate students should spend a good deal of their time engaged in research for the dissertation. It also deprives students of having a research committee in place at a relatively early stage in their careers. Lastly, it is financially disadvantageous to the University, since students with advanced status can register for fewer credits and thus cost the institution fewer tuition dollars. After extensive consultation with graduate program directors, GC approved the following policy on 9/27/99: "Effective 9/5/00, doctoral students must advance to candidacy at least one year before defending their dissertations. In exceptional circumstances, a student's Graduate Program Director may submit a written petition for a waiver of this requirement to the Dean of the Graduate School." On 4/24/00, GC decided that this policy will not apply to candidates for the Doctoral of Musical Arts, due to the unique structure of this program.

Evaluation of Graduate Students: Graduate School policy (Policy 4-001, Section IIC) required annual written evaluation of all graduate students, but the policy contained a loophole, namely, that "The absence of a report will be construed as a positive evaluation." A survey of the graduate programs revealed that not all had mechanisms in place to ensure that their students received feedback regarding performance on an annual basis. Therefore, on 11/8/99, GC decided that the quoted sentence

should be eliminated from the policy. The intent of GC is that all part-time and full-time masters' and doctoral candidates receive a written evaluation from their programs at least once each year.

Revision of the Grievances and Appeals Procedures: A case handled by the Graduate Council Appeals Committee (GCAC) this fall made it clear that the written policies of the Graduate School governing the handling of charges of misconduct brought by or against graduate students needed to be set forth with greater precision and detail. A subcommittee of GC was formed to draft a thorough revision of the pertinent policy (Policy 4-001, Section IV). The revised version spells out more explicitly the procedures for hearings and appeals and clarifies the right of graduate students to bring grievances against faculty or administrative personnel. The revised draft was discussed at length at the most recent meeting of GC and is expected to be approved before the end of this semester.

Other policy changes: In May and June of 1999 (after the last annual report was brought to the senate, GC approved changes to a number of Graduate School policies to improve clarity and consistency:

- *Policy 1-005 Admissions, English Proficiency Requirements for Graduate Students:* was modified to bring it into agreement with the current requirements for demonstration of English proficiency by graduate students who are not native speakers. The related *Procedure 1-011 Proficiency in English, Admission and Support* was revised to make it more clear.
- *Policy 3-008 Academic Progress -Degree Requirements and Information, Committee Approval:* was modified to change the deadline by which requests for approval of preliminary Examining Committees and Dissertation Examination Committees must be submitted to the Graduate School. In addition, a strong recommendation that Dissertation Examining Committees include individuals from at least two institutions was included.
- *Policy 3-023 Academic Progress, Advisors:* was revised to indicate that the graduate program director is responsible for advising students in his or her program unless another faculty advisor is assigned.

Three new policies and one procedure were also approved:

- *Policy 3-013 Academic Progress - Degree Requirements and Information, Graduate Students Seeking Degrees in a Second Program:* specifies that students seeking more than one degree or an advanced certificate in addition to a degree must obtain written permission of the graduate program directors of both programs.
- *Policy 3-014 Academic Progress - Degree Requirements and Information, Revocation of a Graduate Degree:* specifies the circumstances and general procedures for revoking a degree in cases of academic or professional misconduct.
- *Policy 3-015 Academic Progress - Degree Requirements and Information, Dissertation Defense:* states the procedures for holding and advertising the dissertation defense and the public presentation of the dissertation research.
- *Procedure 5-029:* details the steps that are involved in revocation of a graduate degree.

Respectfully submitted,

Martha Furie
Chair, Graduate Council

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GRADUATE COUNCIL Annual Report, 1998 - 1999

At the time of submission of this report, Graduate Council (GC) had held eight meetings (10/9/98, 10/23/98, 11/10/98, 12/15/98, 2/24/99, 3/10/99, 3/24/99, and 4/14/99). The major initiatives undertaken by GC this year are summarized below.

Advancement to candidacy: At the beginning of the year, L. Martin (Dean of the Graduate School) pointed out to GC that students frequently advance to candidacy only shortly before defending their dissertations. There was general agreement that this is an undesirable situation, since it deprives students of a dissertation committee at an early stage in their graduate careers. Philosophically, it is at odds with the commonly accepted view that graduate students should spend a good deal of their time engaged in research for the dissertation. Lastly, it is financially disadvantageous to the University, since students with advanced status can register for fewer credits and thus cost the institution fewer tuition dollars. Based on these considerations, GC decided to explore the possibility of instituting a requirement that doctoral students advance to candidacy by the end of their third year of study. Graduate Program Directors (GPDs) were polled to see whether their programs presently comply with this schedule. If not, they were asked to consider how the requirements of their programs might be restructured to accommodate earlier advancement. The survey revealed that many programs already advance students by the end of the third year, but other programs had vehement objections to such a policy. GC and/or L. Martin plan to meet with the GPDs of these latter programs to discuss concerns and to explore possible compromises.

University ethics course: Predoctoral students supported by NIH training grants are required to receive instruction in ethics. The Provost's Research Advisory Group and the University Senate's Research Committee worked with Robert Crease of the Philosophy Department to formulate a preliminary proposal for a University course in ethics. The Senate's Coordinating Council charged GC and the Graduate School with implementing the course. R. Crease met with GC to discuss the proposed course, which is envisioned to consist of four 90-minute sessions. The first half of each session will be in lecture format; the second

half is to consist of "break-out" discussion sessions. In addition to faculty from the Philosophy Department, faculty from various disciplines will need to participate to ensure the relevance of the course for their students. Since faculty resources from a variety of departments will be required, it was decided to present the concept of the course to the deans at a meeting of the Provost's Executive Council, which was held 4/21/99. The Executive Council raised no objections to such a course and asked GC and the Graduate School to prepare a projected budget for implementation. Current thinking is to first institute a pilot course for doctoral students in the life sciences. If successful, the course could be expanded to include doctoral and master's students in all disciplines.

Technology fee: The substantial rise in the technology fee this year was of particular concern to graduate students, since they were not included in the discussions that preceded this increase. In the fall, M. Furie, L. Martin, and representatives of GSO met with Richard Reeder (Chief Information Officer, Department of Information Technology), Nancy Duffrin (Coordinator of Instructional Computing, DoIT), and Richard Mann (Vice President for Administration) to voice the concerns of graduate students and explore ways to alleviate these concerns. It was agreed that a committee, including graduate student representation, would be formed to advise DoIT on how the technology fee revenues should be spent; that a budget showing income derived from grad students and expenditures that would benefit them would be prepared by DoIT; and that no further increases in the technology fee would be imposed for at least three years. On 3/10/99, R. Reeder and N. Duffrin met with GC to give a progress report. It was clear from this meeting that the diversity of graduate student needs and the difficulty of identifying these needs was slowing down implementation of projects that would be to their benefit. GC volunteered to help by asking GPDs to meet with their students to prepare lists of their computing priorities. To date, the response to this request has been disappointing. GC also met with Spencer Marsh, Director of the HSC Library, and Orlando Capulong, also of the HSC Library, on 3/25/99. S. Marsh is responsible for disbursement of technology fee revenue for East Campus students. Nearly all of this money is being used to upgrade and maintain the HSC Library's computing center. GC stressed to S. Marsh the need to make sure that input from graduate students was sought as planning for new initiatives goes forth.

Survey of the Graduate School: Last year, the University Senate's Administrative Review Committee conducted a survey to review performance of the Graduate School. L. Martin and M. Furie met with Provost Richmond to discuss the results. It was felt that the survey itself was of limited use, since specific problems amenable to correction were seldom identified. The Provost, with the cooperation of GC, decided to hold two town meetings to solicit more explicit comments. GPDs, deans, departmental chairs, and graduate students were invited to the first meeting on 3/1/99. A second meeting was held on 3/2/99 for assistants to the chairs and graduate program secretaries. Both meetings were poorly attended. Concerns that were most frequently voiced were lack of depth of staff to provide backup when knowledgeable specialists are unavailable; uneven quality of staff in terms of helpfulness and attitude; "micromanagement" of programs by the Graduate School; excessive paperwork; delays in timely processing of paperwork, and confusion regarding certain policies, particularly credits for G5 students and allocation of TA lines and tuition scholarships. Provost Richmond plans to meet with M. Furie and L. Martin to discuss possible responses to these and other issues that were raised during the meetings.

Policies instituted: On 10/9/98, GC voted to approve elimination of the requirement for students in combined bachelor's/master's programs to submit GRE scores before continuing with the graduate part of the program. It was also decided that individual master's programs should have the right to petition the Dean of the Graduate School for a waiver of the requirement for their applicants to submit GRE scores if it was felt to be inappropriate (e.g., for programs in which many of the applicants are employed and have been out of school for some time). On 2/24/99, GC approved a revision of Graduate School Policy #2-007 (Graduate Student Rights and Responsibilities), which brings it into compliance with the Scholarly Misconduct Policy of the Office of the Vice President for Research.

Approval of programmatic changes: On 10/9/98, GC approved a proposal to add a track in Global Studies to the Master's Degree in Sociology. On 3/10/99, approval was granted to the Graduate Program in Earth and Space Sciences for a change in name to Geosciences. GC also approved a request for the program to eliminate its degree program in Astronomy and Space Sciences and the concentrations in Astronomy, Astrophysics, and Planetary Sciences. Since some students in these concentrations are still finishing their degrees within the program, L. Martin worked out an arrangement with the SED that will allow them to receive degrees in Earth and Space Sciences, rather than Geosciences. A letter of intent for a Graduate Certificate in Art and Philosophy was approved on 3/25/99. A proposal for a revision of the MA in Romance Languages is currently under review.

Academic reviews: GC members participated in academic reviews of the following programs: Computer Science (D. Kinney, A. King), Anthropology (C. Bethin, D. Welton), Applied Mathematics and Statistics (J. Hearing, J. Thomson), Mathematics (D. Cross, M. Furie), and Physics and Astronomy (G. Lopez, M. Glockner).

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Created by [Melissa Bishop/DolT](#)
November 10, 1998
Modified by Laurie Theobalt, October 2006