**TCNJ Graduate Studies Council**

Meeting Minutes for February 6, 2018

**Opening:**

The meeting of the TCNJ Graduate Studies Council was called to order at 1:30 PM on February 7, 2018 in Room 302 F, Education Building.

**Members Present:**

Stuart Carroll, Suzanne McCotter, Michael Ellard, Susan Hydro, Alan Amtzis, Lauren Shallish, Connie Kartoz, Brian Buczynski

**Corrections:**

None

**Business Discussed:**

* **Discussion** of question of incorporating a program for undergraduate students to do **Independent Studies**, in which they would assist professors with class.
  + **Not heavily supported** as a future endeavor since TCNJ class format takes pride in not having TA’s (teaching assistants).
* **Michael Ellard:**
  + Reported on the **Graduate Orientation for Fall 2018**:
  + As of January 4th, 2017, there was a **large increase in registered students** (159 students) compared to last year (only 20 students registered).
  + **Exceeded goal of 67 new students** enrolled Spring 2018 – have 72 new students.
  + **Counselor Education** desired population was met – with about 50 students.
  + **Enrollment Deadlines:** Summer – May 1st; Fall – August 1st .
  + Will **attend upcoming events** at Rowan and West Chester Universities in February and March.
  + TCNJ Counseling Education scheduled to **attend NJCA Conference**.
  + **Request for Proposal (RFP**) – narrowed to 3 choices to increase graduate digital marketing.
  + **Request for Quotation (RFQ)** – working with 3 vendors currently; submission deadline (March to May) is 2/7/2018.
  + **New Graduate Website** – is up and running and council members were invited to log on and make any recommendations or corrections to website if needed.
* **Susan Hydro**
  + Reported on **new Advertising**, including billboards to increase awareness of graduate programs.
  + **New digital billboards on campus** will also advertise graduate programs and events for increased TCNJ (undergraduate) awareness of graduate programs and certificates, etc.
  + **Summer Contracts:** will be announced in near future.
  + Undergraduate graduation rate at increase of 6% -- higher than national average.
  + **Issue for future discussion:** new targeted programs when TCNJ no longer increase more undergraduate programs/numbers

**Adjournment:** Meeting was adjourned at 2:30 by Stuart Carroll. The next meeting will be held on March 21, 2018, at 1:30 pm, room 302F, Education Building pending weather; and April 4th, 2018.

**Minutes:** Presented by Brian Buczynski