**From:** Laura Zieger   
**Sent:** Monday, April 03, 2017 2:21 PM  
**To:** Donna Piscopo  
**Cc:** Christopher Shamburg; Christopher Carnahan; Kathleen Rennie; Daniel Julius; Sue Henderson, President; Deborah Woo; Rosilyn Overton; Joshua Fausty; Ethan Prosen; Gloria Boseman; Max Herman; Cynthia Vazquez; Collin Officer; Anna Palermo; Joseph Riotto  
**Subject:** RE: Graduate Council

**M E M O R A N D U M**

**TO:**                 Dr. Joseph Riotto, University Senate President and the Senate Executive

Committee

**FROM:**           Dr. Laura Zieger, Chairperson and Professor of Educational Technology

**DATE:**           3 April 2017

**SUBJECT:    Graduate Council**

Dear Dr. Riotto:

Thank you for your response of March 29th. I appreciate your consideration. As requested, I have begun the process of reconvening the Graduate Council. These are the actions I am undertaking:

1) Research and gather the previous Council members' email addresses.

2) Request the email addresses of all chairpersons of graduate programs.

3) Schedule a date for the Graduate Council to meet

4) Create the agenda for the meeting to include:

* Nomination and election of a Chair
* Schedule meetings for the Spring and Fall
* Discussion of Council charge per the Handbook
* Discussion of agenda items for future meetings

I will ask that the Chair of the Graduate Council comply with any Senate policy with regard to reporting as indicated in your email.

Thank you.

Regards,

Laura Zieger, Ed.D.  
Chairperson and Professor  
Department of Educational Technology  
New Jersey City University  
[lzieger@njcu.edu](mailto:lzieger@njcu.edu)

**From:** Donna Piscopo  
**Sent:** Wednesday, March 29, 2017 11:53 AM  
**To:** Laura Zieger  
**Cc:** Christopher Shamburg; Christopher Carnahan; Kathleen Rennie; Daniel Julius; Sue Henderson, President; Deborah Woo; Donna Piscopo; Rosilyn Overton; Joshua Fausty; Ethan Prosen; Gloria Boseman; Max Herman; Cynthia Vazquez; Collin Officer; Anna Palermo; Joseph Riotto  
**Subject:** Graduate Council

[](http://www.njcu.edu/home.aspx)

**M E M O R A N D U M**

**University Senate**

**Professional Studies Building, 203A rm. 3; Extension 3459**

**TO:**                 Dr. Laura Zieger, Chairperson and Professor, Department of

Educational Technology

**FROM:**           Ms. Donna Piscopo, University Senate Office Assistant

**On behalf of Dr. Joseph Riotto, University, Senate President and the Senate Executive Committee**

**DATE:**           Wednesday, 29 March 2017

**SUBJECT:     Graduate Council**

Dear Dr. Zieger,  
  
Thank you for your e-mail.

Given the interest on the topic the Senate Executive Committee (SEC) would like for the "Graduate Council" to provide a report as they have not done so. That is, the SEC would like for the Graduate Council to provide a report for the Senate's April 10th meeting, including but not limited to membership (policy indicates rotating membership), activities etc.

The SEC will position the Graduate Council/Doctoral Program/Policy topic on the agenda for updates as we now have three doctoral programs and NJCU structure has changed; hence, the reasons coupled with those previously listed. Also, please note that the "Graduate Council" is a Senate committee and would be appropriately charged by the Senate and not Administration.

I hope this helps.

Again, the SEC thanks you and the committee for their service and work.

Best regards,

**Senate Executive Committee**

**Excerpt of Senate Constitution...**  
*(2) All standing and ad hoc committees shall be responsible to the Senate.*

## Excerpts from Doctoral Policy Handbook:

## Membership

The membership of the Graduate Council shall include:  one elected representative from each department offering a Master’s/Certificate/NPTNJ program and a second for departments offering a doctoral program, with a maximum of two persons per department; the Dean of Graduate Studies and Continuing Education; one designee of the Vice President for Academic Affairs (ex officio) or one of the other three deans on a rotation basis every two years; a representative from the Grants/IRB office (to serve in an ex officio capacity); a representative from the University Library (to serve in an ex officio capacity); and one graduate candidate (who will be a voting member).

The terms of elected members shall be arranged by the Graduate Council to secure and maintain a pattern of rotating membership with the purpose of electing approximately one-third of the elected members each year.  The graduate candidate representative will serve for a term of one year.

Members shall take office at the beginning of the academic year following their election.  Should a vacancy occur, the unexpired term shall be filled by an alternate determined by the constituency from which the member was selected.

If a person serves more than one year of a term for which someone else was originally elected, that partial term shall be considered one of the two consecutive terms that a person may serve.

The Chair of the Graduate Council, who is elected by the voting members of the Graduate Council, must be a member of the Graduate Council.  He or she shall serve a two-year term and can be reelected to only one consecutive two-year term.

## Meetings of the Graduate Council

The Council shall meet once a month during the regular academic year.  In emergencies, however, the Chair of the Graduate Council may call the Council into extraordinary session.  Summer work on behalf of the Graduate Council will