**Graduate Committee Meeting**

**Minutes**

**April 29, 2022**

Members Present: Rich Grula, Maria Harrington, Will Kinnally, Elizabeth Kritzer, Peter Smith, Kim Tuorto, Rebecca Morales Magsino, Bridget Rubenking, Jennifer Sandoval, Jamie Kosnosky, Dionna Jean-Baptiste

Excused: all were present

**Agenda Items Discussed**

**Curriculum:** Kim Tuorto reminded program coordinators that changes to program handbooks are due on May 6th at 5:00. A new template for handbooks was issues by CGS, however, programs are not required to include all elements of the template. Kim also mentioned that admission information will be moved from the catalog to a separate website. Program coordinators are asked to enter their admission information on this site.

**Advising and Registration:** Rebecca Morales Magsino affirmed that all summer registration is up to date. Students who have registration access may need to be reminded to complete the process. Program coordinators should work with Rebecca and Jamie Kosnosky as they complete the fall registration process. Jamie Kosnosky will be managing graduate teaching assistant and associate contracts. She will collaborate with Rebecca in affirming graduate student teaching eligibility.

**Orientation:** Program coordinators are asked to share their program’s orientation for new graduate students with Tim Sellnow and Jamie Kosnosky. A list of these program-specific orientation meetings will be kept to help NSCM leadership plan fall meetings.

**New Staff:** Jamie Kosnosky was introduced as the new graduate student services coordinator, and Dionna Baptiste was introduced as the new graduate admissions specialist.

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**Next Meeting:** September 9, 2022, at 11:00