



Graduate Council
January 24, 2019
MINUTES

Present: Ellen Furman, Christine Michael, Susanne Swanker, Christine Woodcock, Sylvia Mason, Pamela Robinson, Laurie Bednarczyk, Karen Rousseau, Gail Stern, Kerry Cole, Lina Racicot, Allison Sullivan

New Business:

1. Minutes from December meeting accepted with minor changes (addition of Allison Sullivan and Kerry Cole to list of attendees)
 - a. October and November minutes were accepted with corrections made to attendees.
2. School Leadership (SOE), program (presented by Christine Woodcock and Sylvia Mason)
 - a. New courses specific to interests of the students, as mandated by a recent review by Massachusetts DESE. There is no change to the number of credits in the program, rather this will be changing the curriculum of the program, based on the track selected.
 - b. **MOTION** to approve the new course, EDU6XXXX (Legal Issues for Special Education Administrators), effective Fall 2019. MOTION PASSED.
 - c. **MOTION** to approve the new course, EDU6XXX (School Personnel in Special Education Administration), effective Fall 2019. MOTION PASSED.
 - d. **MOTION** to change the curriculum of the School Leadership program, Special Education for Administrators track to reflect the appropriate substitution of these new courses. MOTION PASSED.
 - e. Effective Fall 2019 for those students entering Fall 2019.
3. Physical Therapy program (SHS), presented by Gail Stern
 - a. **MOTION TO:**
 - i. To remove the courses PTR7530, PTR7540, PTR7240 will be removed from the catalog and removed from the DPT curriculum. This is to reduce redundancy in the courses and throughout the program. This is a total of 5 credits of coursework.

- ii. To change the number of credits of PTR7531, Pharmacology, from 1 credit to 2 credits. Learning outcomes and course content will be expanded to better reflect needs of the program.
 - iii. To change the number of credits of PTR7533, Integumentary Patient Management, from 2 credits to 3 credits.
 - iv. To change the name of PTR7142, Professional Foundations I, to Professional Foundations II. The second part of this course (PTR7240) is being eliminated so there is no need to differentiate the part.
 - v. To approve the new course PTR75XX, The Principles of Teaching and Learning Across the Lifespan, for 3 credits. This course will include content from two deleted courses.
 - vi. To update the program plan to reflect these courses changes. The total number of credits for the DPT remains unchanged although there will be a slight change to two of the individual terms.
 - b. MOTION APPROVED.
 - c. This is effective with the incoming cohort in Fall 2019.
4. Study abroad credit requirements, presented by Kerry Cole
- a. Current policy: any student with international coursework must submit an international transcript for evaluation for admission to an AIC graduate program. This is a problem for US citizens who have a study away experience as part of their undergraduate work.
 - b. Proposal: We will accept the credits and courses, as long as the grades are provided on the transcript, for any applicant who has completed less than 2 semesters at an international institution as part of a study abroad program at their domestic institution.
 - c. **MOTION** to replace II A and B with II A, B, C, and D, as below and renumber accordingly. MOTION PASSED.

II. Admissions Standards

A. General Requirements

Graduate programs are open to individuals with baccalaureate degrees in all academic disciplines and in some cases a master's degree, from a regionally accredited four-year college or university. Unless otherwise specified, eligibility for admission is based upon an individual evaluation of the applicant's prior academic record, standardized test scores and cumulative undergraduate and pre-requisite coursework GPAs as stipulated by each graduate degree program, letters of recommendation and, if applicable, career performance.

An applicant who demonstrates the necessary skills and background for success in a given graduate program will be considered for admission by the appropriate Dean and/or Graduate Program Director. Achieving minimum requirements for admission is not a guarantee of acceptance.

B. Application for Admission

Each candidate for admission must submit a completed “application for graduate admission,” official college transcripts and the required recommendation and personal statements for the selected graduate program. A minimum undergraduate GPA of 2.5 is required, unless otherwise stipulated by the individual program. Additional admissions requirements may include submission of GRE, GMAT or MTEL Scores.

Applicants will be reviewed for admission based on the strength of their ability for graduate study and the receipt of the following documentation. Individuals applying to graduate programs at AIC are required to submit the following documentation:

- Completed and signed application
- Official sealed transcript(s) of all previous academic work, undergraduate and graduate levels
- (2) Letters of recommendation
- Personal goal statement or essay
- U.S. \$50 non-refundable application fee

In addition to the items listed above, there may be additional requirements required for individual programs. Please refer AIC’s Graduate Catalog for a listing of additional application requirements.

C. Transcripts

Official transcripts from all colleges and universities attended are required (regardless of whether or not a degree was earned), including proof of a baccalaureate degree. Transcripts from institutions outside the United States must receive a course by course credit evaluation through a recognized service. AIC accepts evaluations from all active members associated with NACES. For more information, please visit: naces.org

Applicants who have participated in a study abroad program are not required to provide separate transcripts for study abroad credits, as long as the credits are listed on the transcript the transcript of a student’s home institution, the student is required to send a course by course credit evaluation through a recognized service. AIC accepts evaluations from all active members associated with NACES.

D. Non-Native Speakers of English

Non-native speakers of English who wish to pursue a graduate degree must submit evidence of proficiency in the English language. Results from the Test of English as a Foreign Language (TOEFL) require a minimum overall score of 550 for the paper based test, 213 for the computer-based test, or 80 for the internet-based test. Results 2 from the International English Language Testing System (IELTS) Academic Model require a minimum overall score of 6.5. Schools and programs may have higher standards that prevail over the Graduate School policy. TOEFL or IELTS scores are considered official only when submitted directly from the testing service; copies will not be accepted. Test scores are valid for 2 years after the test date. TOEFL/IELTS scores are not required if a prior college or university degree has been granted within the last three years from a regionally accredited institution within the United States or applicant can document that the language of instruction for undergraduate degree was English

5. Ellen met with Mika Nash to review the progress on academic regulations and the future of this group and how it will continue forward.
6. Ellen has requested that each program bring forward any handbooks for program.
7. Meeting was adjourned at 12:10 pm.

Respectfully Submitted,

Susanne Swanker, PhD
Dean School of BAS
Graduate Council Secretary