

**GRADUATE STUDIES COMMITTEE  
MINUTES  
FEBRUARY 4, 2019  
BUILDING 1A, Room 308**

**Graduate Studies Committee:** John Sandler, Reece Peck, Xiaowen Zhang, Margaret Berci, David Allen, Susan Sullivan, Vinay Vaishampayan, Katharine Goodland (Chair), Alfred Levine, Maureen Garvey, Marcello Lucia, Patricia Given, Barbra Teater

**Staff:** Michael Anderson, Kerri Gerson, Veronica DiMeglio, Sasha Spence

**Ex-Officio:** Kenneth Gold, Marcus Tye, Sarolta Takács, Vivian Incera, Mel Pipe

**Excused:** Susan Holak, Jianying Gu, Jonathan Peters, Chandan Acharya, Ming Tang, John Dixon, Ananya Mukherjea, Alejandra Alonso, Wei Zhang, Li Ge, Sandra Hunt

**Guests:** Deirdre Armitage

**Date:** February 4, 2019

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1. The agenda for February 4<sup>th</sup> was unanimously approved (moved: Margaret. Berci, seconded: Alfred Levine)
2. The minutes from December 3, 2018 were approved with two abstentions (R. Peck and D. Allen).
3. Proposals from the School of Education for:
  - a. Change in existing course : EDE 608 Teaching Practicum I In Elementary Education
  - b. Change in existing course: EDE 609 Teaching Practicum II In Elementary Education
  - c. Change in degree requirements: Childhood Education (MSEd)

Proposals a-c were taken as a package and unanimously approved. (motion: Alfred Levine, seconded: Reece Peck).

4. Old Business: None
5. New Business: MA Thesis Requirements: Katharine Goodland asked the Committee if there are any issues with the requirements in the catalog regarding the submission of the Master's Thesis. Committee members were asked to review the requirements and forward any comments/questions to Amy Stempler, Chief Librarian. The requirements below are published in the Graduate Online Catalog:

Master's thesis is a scholarly work that is the product of extensive research and related preparation. The Library will make Master's theses publicly available to students, faculty, and outside researchers. For purposes of preservation, and to prepare them for bindery, theses must adhere to uniform standards of format and construction.

#### Number of Copies

Students submitting their approved thesis to the Library are asked to submit two copies, both of which must be signed by all members of the thesis committee, or by the program coordinator if no committee exists, on the thesis signature page. One copy will be kept in the Library archives; the other will become part of the circulating collection. Students wishing to copyright their thesis through an official agency must make their own arrangements to do so. (See U.S. Copyright Office website <http://www.copyright.gov/>)

#### Format

The two copies for the Library must be printed on 8.5" x 11" unpunched, unbound white paper of 20-24 lb. weight or heavier. The paper must also meet the specification of 100% cotton content (i.e., acid free) and must not contain lines, smudges, spots, or shaded background. Copies from a laser printer or commercial copier service are highly recommended. Copies done on departmental or self-service copy machines do not meet the Library's high-quality standard. All printing must be one side only.

Photographs, maps, charts, color copies, and some special illustrative materials may be placed, prepared, or reproduced on paper different from that of the regular text (for example, color copies on cotton paper will smudge; use paper specifically made for color copying). On either side of this special paper, students must include a blank sheet of the specified cotton, acid-free paper. Students also must place one extra sheet at the front and back of the thesis.

The following (minimum) margins must be used throughout the manuscript:

Left margin: 1.5"

Top margin:1.0”

Right margin: 1.0”

Bottom margin: 1.0”

Material that cannot fit within regular or oversized margin requirements may be placed on 11” x 17” paper. Page numbers on these oversized pages must be placed in the upper right corner in the same position as the rest of the text. These pages are not to be folded prior to submittal. The bindery will fold them as appropriate.

#### Abstract

Abstracts must be double-spaced and are limited to a single page with margins as described above. This page should bear the heading “Thesis Abstract.”

#### Submission

After a successful thesis defense, the student should submit two official copies of the manuscript to the Library. If there are any concerns regarding the submission guidelines, the student may consult with the Head of Reference (718.982.4010) or the Archivist (718.982.4128). Either person will be available to ensure that the thesis meets the standards as described above.