

Minutes
Graduate Studies Meeting
March 31, 2011--2:30 Marcus White Living Room

Susan Seider-Chair: Welcome

Attendees: D. Lemma (Dean), S. Seider (Tchr Ed), E. Retelle (Ed Lead), M. Davis (BMC), O. Perdomo (Math), E. Leonidas (Eng), W. Nelson (Sped), E. Demos (Read), J. Krans (Bio), D. Adams (Phil), C. DaCosta (GSA), G. Fitzgerald (Comm), R. Cohen (CFT), A. Hyman Gregory (Crim), R. Benefield (Geo), B. Greenfield (Hist), M. Bednarski (Phys/E. Sci), M. Howell (Tchr Ed), C. Parr (Music), A. Andreoletti (Psych), M. Cisel (TESOL, Eng).

Visitors: T. Rigazio-Digilio & S. Sogunro (Ed Lead).

- Minutes from February 24, 2011 approved.
- **Meeting date** for the remainder of the 2011 Spring Semester: 2:30 – 4PM Marcus White Living Room: **April 28**
- Don Adams, Chair of the University Curriculum Committee, announced that the Banner ³level² for each course will no longer be displayed to students.
(Many students falsely assume that if the Banner ³level² for a course is ³graduate,² then they automatically receive graduate credit for taking the course. Since the Banner ³level² has nothing to do with graduate credit, and there is no reason why students need this information, this field will no longer be visible to students).

Notes from Dean Paulette Lemma

1. Please remember to encourage your students to participate in the May 10 **Graduate Research Event**; information is on line at <http://www.ccsu.edu/page.cfm?p=8464>. Will provide students poster boards.
2. **Graduate Forum** is April 14 at 12:30. Please email Dean Lemma to let her know who will be attending so that she may order lunch. Presentation of the Department Scholarship Award will made, and discussion of the the student survey and the orientation survey will also be topics for the Forum. Any suggestions for other discussion items may be sent to the Dean.
3. Planning for the **graduate commencement** will soon begin. Information is posted on the University website: Thursday May 26, 7:00 Welte Hall. Thus far 500 students are on the pending list to graduate and all of these students have been notified of the commencement. It is likely that approximately one third to one half of those eligible to graduate will attend the commencement ceremony.
4. Dean Lemma encouraged volunteers who wish to participate as *hooders* and *marshals* to send her names to be put on a possibilities list. Last year, the procedures were well executed and will be replicated this year. A meeting will soon take place to determine how many faculty are needed which will depend on the number of students who participate per school/department.
5. Dean Lemma has been sending lists of **students who are pending** for admission out to department; please encourage your department to return the decision sheets as soon as possible. Students can start registering for classes on April 11.
6. **Advising** will begin soon for students who will be registering in fall. If the students do not have a planned program, they will need to see their advisors for the pin number.

(Please do not send them to get their pin number to the graduate school office.) Please plan the program at the same time that you meet with them so that next time they will not need a pin number. Students accepted for summer or fall 2011 will not need a pin number this first time for registration. Undergraduate students who are continuing into a graduate program need a pin number. Ask secretary or chair for a student's pin number.

7. Remember that **Graduate orientation** is tentatively being planned for **June 28** and departmental representatives need to attend this event. Please send names to Dean Lemma.

Committee Reports

- **GSA:** Mr. Chris DaCosta-discussed the success of the Etiquette Dinner. If you have any students who may be interested in GSA, please tell Chris or Daphne. They distributed \$30,000 in scholarship funds.
- **Scholarship:** Dr. Oscar Perdomo (Chair); Members: Drs. M. Voight, R. Siporin, H. Wang. Note: Two awards are available in Spr. Semester: Students may apply for the GSA Scholarship and departments for the Community of Scholars; find applications on the *Institutional Advancement website* and in graduate office. The committee will meet on *April 14 at 2:30* in HB 102 to determine scholarship awardees.
- **Policy:** Dr. Mike Davis (Chair); Members: Drs. E. Demos, L. Zidani-Eroglu, E. Retelle, S. Seider, G. Fitzgerald. Discussed proposed changes for admission to MS MFT program. All changes were passed by GSC (see below)

Admissions to the Master's program in Marriage and Family Therapy are made on a competitive basis two times per year (Fall and Spring). All applications must be completed and received by May 1 for fall admission of the following academic year and by December 1 for admission the following Spring semester. Approximately twenty (20) students are accepted per academic semester (Fall and Spring).

The admission standard for this program requires a minimum of 2.70 combined undergraduate and previous graduate GPA (of at least a 3.00 for graduate work) based on a 4.00 point scale where A is 4.00. Students with grade point averages between 2.40 and 2.69 may appeal their denials for admission. Conditional admission may be considered on a space-available basis. All students who are accepted into the department are initially granted pre-candidacy status and are assigned an academic advisor. The advisor will orient the student regarding prerequisites, course scheduling, potential course transfers and substitutions, and the planned program of study. Pre-candidacy status allows the student to begin taking classes.

Candidates for initial admission will be selected on the basis of the following criteria:

1. ***Grade point average:*** Minimum 2.70 grade point average (GPA) and previous graduate GPA if applicable (of at least a 3.00 for graduate work) based on a 4.00 point scale where A is 4.00.
2. ***Three recommendations*** from individuals able to attest to the student's suitability as a prospective Marriage and Family Therapist
3. ***Personal essay*** regarding the applicant's motivation and readiness to pursue a degree in Marriage and Family Therapy. Candidates will be asked to respond to the following questions (three to five pages maximum, double-spaced):
 - a. *Personal and professional experiences and reasons that influenced you to pursue the field of Marriage and Family Therapy.*
 - b. *Personal characteristics you believe will contribute to your success as a Marriage and Family Therapist.*
 - c. *Attitudes and beliefs regarding the importance of engaging in a ~~personal~~ therapy experience as part of becoming a marriage and family therapist.*

- **Appeals:** Dr. Marsha Bednarski (Chair); Drs. J. DeLaura, M. Howell, R. Cohen
Nothing to report.
- **Curriculum:** Dr. Carlotta Parr, Chair, Members: Drs. S. Jones (Math), E. Leonidas (English), W. Nelson (Special Education); M. Gadalla; P. Lemma (Dean), G. Fitzgerald (Dean's Assistant), D. Adams (Chair, Curriculum Committee), S. Seider (Chair, Graduate Studies Committee). Approved sociology courses. Changes were made to the 21 credit program for EDL and approved. All other changes were approved for EDL. Approved history course.
- The committee provided input to the proposed changes to the Curriculum Committee By-laws. Don Adams asked faculty to review and send feedback. One concern is the student membership on the curriculum committee. There was a suggestion that the graduate student association appoint a member to the curriculum committee. It was mentioned that suggestions for proposals that affect all departments on campus is a concern.
- **New Business:** The GSC membership made suggestions to the Policy Committee for possible revisions to Bylaws. The policy committee will discuss the suggestions offered by GSC members for bylaws revisions in their next meeting on April 7. The Policy Committee will report back to the GSC during the last meeting of the semester on April 28.

Meeting adjourned at 3:30 pm.