**Graduate Studies Meeting MINUTES for September 21, 2023**

**3:05 pm**

Sprague-Carlton Room

 [Minutes](https://myccsu.sharepoint.com/%3Aw%3A/s/GraduateStudiesCommittee/EaBk-reeKe5Asf3u2AEc9tcBPpHND49NIL1CL3fGREmahA?e=hWIh5G) from last meeting

Meeting [Schedule](https://myccsu.sharepoint.com/%3Ab%3A/s/GraduateStudiesCommittee/EaISBToQnqlFmpnckFsIThABw4Rgw7W_2-G7CPniQgv9hw?e=Sf8Dsq)

*Note: A QR Code will be used to attendance at the meeting. If you don’t have a phone to scan the code, please email* *laura.jacobson@ccsu.edu* *that you were at the meeting*

Attendance: J. Bergman, A. Chae, K. Chiang, B. Clark, N. Castaneda, E. Dlugolenski, R. Gour, C. Hoi-Leong, J. Holt, L. Jacobson, J. Kennedy, H. S. Lim, J. Maynard, R. Rachler, C. Robinson, D. Rodgers-Tonge, J. Sikorski, B. Sommers, D. Spillman, N. Takemae, J. Tully, M. R. Vaziri-Sereshk, N. Zlatareva

New Business

* **Welcome & Thank You from Laura Jacobson**
	+ L. Jacobson guided attendees on a brief tour of the Graduate Studies Team space on *Microsoft Teams*.
		- Messages will be shared with the group through this medium.
		- There is a purple 2023-2024 folder with all documents including schedules and agendas.
		- Information and documents from previous academic years can also be accessed through *Microsoft Teams* via the Archives folder.
* The Minutes from the prior meeting of the 4/20/23 Graduate Studies Committee linked above under ‘Minutes’ were approved with minor clerical errors to be corrected in the coming days.
* L. Jacobson thanked Kareem and Toni for helping to chair the Graduate Studies Meeting group during her sabbatical during the Spring 2023 semester.
* **Enrollment related updates from AVP Christina Robinson**
	+ C. Robinson began by taking time to thank the Graduate Studies Committee for their efforts underataken to help improve enrollment numbers at CCSU.
		- Our full-time graduate enrollment is up 30.8% from this point last year. The goal is to have 40 more students enrolled full-time next year at this same time. C. Robinson thanked everyone for their effort to establish personal contacts with prospective applicants.
	+ C. Robinson highlighted notable accomplishments for multiple graduate programs at CCSU where high percentages of accepted students chose to attend graduate programs at CCSU. C. Robinson also thanked faculty for their efforts toward improving recruitment and retention, even if the enrollment numbers are not yet reflecting all of the extra effort put forward.
	+ One thing that C. Robinson suggested we bring back to Graduate Studies Committee is reviewing and talking about individual programs during meetings.
	+ Graduate Open House is again on the horizon. Different spaces on campus can be showcased and opened for tours. Please give C. Robinson time to plan transport to different locations you wish to showcase during the event. Faculty can play a role in helping C. Robinson and her staff create a coordinated program.
* L. Jacobson offered her thoughts that gains in retention were due to the superior efforts of CCSU faculty. She suggested that graduates of graduate programs at CCSU routinely speak about the amazing work and support of faculty members. L. Jacobson suggested that we connect better with students as they graduate and pursue their careers so that they can serve as resources to future students in our programs.
* Introduction and updates from AVP John Tully
	+ J. Tully described his newest work title and responsibilities, which includes a focus on graduate studies. He shared a slide show highlighting his career as a Historian and his evolution from student to professor to administrator at CCSU.
	+ J. Tully shared that his excitement about the possibility for graduate studies at CCSU to change the lives and careers of students. Dr. Tully indicated that his experience as a graduate student at CCSU helped prepare and motivate him to pursue his career accomplishments. J.
	+ J. Tully shared 6 guiding principles for his work in his new role through an engaging slideshow:
		- Explore the deeper why
		- Tell the Story
		- Change Lives
		- Support Faculty
		- Create Community
		- Play the Long Game
* Standing Committees  L. Jacobson urged members to consider that volunteers are needed for all standing committees. Please consider volunteering for these committees.
* **CURRICULUM**- Chair: T. Ryan – There was no report.
* **POLICY**- Chair: K. Shabana  - There was no report.

Share any regulatory issues with Christina before going to Policy Committee to save time and remain efficient.

* **AWARDS & SCHOLARSHIP**- Chair: J. Maynard – No report.

Announcements

* The Registrar’s Office has made the process of switching an undergraduate student to an Accelerate graduate program much easier. A simple submission of the change in major form is all that will be required.
	+ Last year, some students who switched to Accelerate had trouble registering for their graduate courses. That problem has been corrected.
	+ Any and all questions about the transfer of students from an undergraduate program to an Accelerate Program can be directed to Jillian Holt at the Registrar’s Office.
* L. Jacobson suggested that individual Graduate Studies Committee members take time to double- and triple- check the ease of navigation of program websites and the usability of links. In addition, L. Jacobson suggested that our websites should include simple, jargon-free language to attract prospective students.
* J. Tully will post a copy of a worksheet for graduate students to connect to community in the coming days to the Microsoft Teams Graduate Studies Committee page.
* Dr. Robinson would also like members to consider whether there are any past graduates of our programs who would like to serve as support people for current and future students.