**Graduate Studies Meeting AGENDA for October 12, 2023**

**3:05 pm**

Sprague-Carlton Room

[Minutes](https://myccsu.sharepoint.com/:w:/s/GraduateStudiesCommittee/EQds1MjF9w1Lqz1FNWb9iioBc6GBcJtFdrQe8zqpup8IYQ?e=cdlYAN) from last meeting

Meeting [Schedule](https://myccsu.sharepoint.com/:b:/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*](mailto:laura.jacobson@ccsu.edu) *that you were at the meeting.*

Attendance: A. Chae, M. Cubelis, W. J. Davis, R. Gour, W. Henry, L. Jacobson, J. J. Kara-Soteriou, J. Kennedy, E. Kling, H. Koulidabrova, C. H. Leong, R. Rachler, M. Reza, C. Robinson, T. Ryan, L. Scharfenberger, J. Schnobrich-Davis, B. Spillman, J. Sikorski,, B. Sommers, J. Tully, N. Zlatareva

**Meeting called to order at 3:08pm**

**Minutes from last meeting accepted without objection.**

**Standing Committees**

[CURRICULUM](https://myccsu.sharepoint.com/:x:/s/GraduateStudiesCommittee/EdoPoLc5OaFBmz4cbNSc_7gBxtTMG_MNMTAYv_7QTHvVyQ?e=dXHcrJ)- Chair: Toni Ryan

* Consent agenda was approved without objection.
* Discussion of Construction Management program change & admissions policy.
  + The program changes and admissions policies were briefly reviewed and discussed. The proposals were approved without objection.

[POLICY](https://myccsu.sharepoint.com/:w:/s/GraduateStudiesCommittee/EWbC005JFLdNh-eodQSqIpoBuogXlXd_Dib_Pm5YZfT-yg?e=skBVsP)- Chair: Kareem Shabana

* There were subtle policy changes proposed to the MS in Elementary Education.
  + The motion to accept these policy changes was accepted without objection.

AWARDS & SCHOLARSHIP- Chair: Jillian Maynard –

* We still need additional volunteers.
  + J. Sikorski is willing to volunteer to help review applications. Please add him to the email list if possible.

**New Business**

* Welcome & Thank You from Chair L. Jacobson
* L. Jacobson requested volunteers for the curriculum, policy, and awards/scholarships sub-committees. Please email L Jacobson if interested in serving.
  + Of note, alternates are allowed to serve on the sub-committees of the Graduate Studies Committee.

**Enrollment related updates from AVP Christina Robinson**

* C. Robinson thanked members for their hard work and support of graduate students.
* As developing programs and new tracks, C. Robinson requested for faculty to kindly notify graduate admissions about any new program changes or policy changes so her office can incorporate these changes into current recruiting practices. It takes time to implement recruitment strategies effectively, so your willingness to notify C. Robinson’s office as early as possible is much appreciated.
* C. Robinson reported some staff changes to the Office of Graduate Admissions. New staff have been added to help run recruitment events with faculty members off campus. In addition, recruitment efforts can be tailored to students in upper level courses at CCSU as well. Please consider allowing staff members to visit classes and recruit students in your classes.
  + W. Davis updated the group on Slate. Over the weekend, new updates to Slate were run. While many tests were run to make sure that the system runs smoothly, it would be impossible to test every possible query. As bugs are being discovered, those bugs are being altered Starting on November 13th, please email W. Davis with concerns that emerge.
    - Of important note, as mentioned by several attendees, the system seems to be running much, much more smoothly.

**Updates from AVP John Tully**

* The Graduate Student Association has been working to review conference scholarship applications and award deserving students.
  + A number of social and networking events are being planned for students as well.
  + L. Jacobson suggested that GSA members be invited to attend our meeting.
* Marketing & Recruiting – J. Tully’s office has been coordinating with Marketing and Communications to help get the word out about Accelerate programming this semester.
  + J. Tully’s office is also reviewing program websites to ensure that the new application process is properly described.
* Role of the Graduate School in thesis and capstone discussion
  + Graduate Studies provides the university’s final approval of graduate students’ theses and capstones. J. Tully requested feedback regarding the best ways that he and his office can support faculty and students in this role moving forward. Members of our Graduate Studies Committee were asked to seek out feedback regarding how Graduate Admissions can best support faculty in this role.
    - J Sikorski indicated that faculty members in his department had questions about what the impetus for this request was.
      * J. Tully explained that he wanted feedback to best advocate for students in any situations when there are disparities in the amount of work completed and type of supervision provided. These comparisons would be discussed within the department and across different departments as well. When issues were noticed, Graduate Admissions would initiate a discussion with faculty. However, J. Tully was quick to mention that these discussions would allow him to advocate for students, learn what is happening across programs, and perhaps better understand differences in various ways theses are pursued across campus.
        + As the application process and thesis/capstone submission has changed pre- to post- covid, there has been confusion as to the procedures. They need to be standardized.
    - W. Henry suggested that members of his department felt that the review process should occur at the department level. Then, any review of the department review, should be handled by the Dean of that School where the program resides.
    - H. Koulidabrova felt it would be a waste of J. Tully’s time to review the nuts and bolts of these processes. They thought J. Tully’s time would be better served tailoring recruitment strategies and securing donors.
      * J. Tully is working to advertise donors for graduate studies specifically as a separate and wonderful entity accomplishing amazing things for students!!!
        + L. Jacobson suggested that departments should be connecting current students with alumni and using them in meaningful ways. Using alumni may result in them emerging as future donors, but either way, community is built in a broad sense regardless.
    - J. Kennedy noted that, in Counselor Education, they were surprised that anyone was actually reading their theses after the supervision process in the department was completed. J. Kennedy indicated, similar to the English department, that the faculty felt J. Tully’s time would be better spent elsewhere.
    - R. Rachler took time to share the perspectives of her department members. Clear guidelines for all doctoral projects have appeared to play an important role in managing any wide variability in the quality of the doctoral projects in her department. In short, R. Rachler indicated that the process of streamlining theses, capstones, and dissertations can be handled at the department level. In this department, they have standardized page breaks, formatting rubrics, and final uploading rules posted to a Blackboard shell so J. Tully and staff can view the documents as they wish. Further, the library uploads final projects to the library website.
    - L. Jacobson suggested that the bulk of departments felt that J. Tully’s time was better served elsewhere. Departments and programs need to revisit policies related to theses and capstones.

**Other Announcements**

* Please review your program course descriptions in detail. Many programs have courses that were changed in the OCP but not in the Master’s Program guidelines. These issues can slip through the cracks, especially with the Accelerate additions. Graduate Admissions is working to standardize information out there about our programs to reduce student confusion.

**Meeting adjourned at 400pm.**

**Minutes respectfully submitted by J. Sikorski**