**Graduate Studies Meeting Minutes for March 7, 2024**

**3:05 pm**

Philbrick Camp Room of Student Center

 [Minutes](https://www.ccsu.edu/sites/default/files/2024-02/GSC%20Minutes%202-1-24.docx) from last meeting

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

**Attendance: N. Castaneda, A. Chae, M. Davis, R. Gour, P. Haperman, W. Henry, E. Koulidabrova, L. Jacobson, C-H. Leong, J. Holt, J. Kennedy, R. Rachler, C. Robinson, L. Scharfenberger, M. Reza Vaziri Sereshk, J. Sikorski, B. Sommers, D. Spillman, J. Thomas, J. Tully, A. Young, R. Zhang, N. Zlatareva,**

Meeting began at 3:05pm

Minutes accepted unanimously.

New Business

* Welcome from Laura Jacobson
	+ Some members have asked to attend via Teams due to illness or scheduling conflicts. L. Jacobson offered her opinion that the meeting offers a rare opportunity for graduate faculty to gather in person. With that said, if you would like to meet via Teams, please be sure to email L. Jacobson with as much warning as possible so she can create an online meeting and link so guests online can best follow and participate in meetings.
* Discussion: Laura Jacobson & Wesley Henry
	+ Internal initiatives to improve graduate school programming and community for graduate faculty at CCSU.
		- L. Jacobson - If we don’t have an active and cohesive committee of scholars and clear policies, it is increasingly possible that programmatic and curricular decisions will be made for us by administration. Graduate faculty need to be organized and focused. L. Jacobson invited W. Henry to the front to help organize the discussion.
		- W. Henry – introduced himself to the committee and described his extensive history of work creating and developing graduate programs.
	+ Some issues brought up by L. Jacobson
		- In talking to people who work at SCSU, they feel online instruction is really being emphasized at SCSU and other schools in a way that has driven gains in enrollment.
			* Talked about students interested in Educational Leadership at CCSU have declined entry to the program due to our lack of online offerings.
			* L. Jacobson asked program representatives about how many online or hybrid course offerings they have. There was great variability in the reports of representatives. She suggested that departments collect their own data about their online offerings and how they could meet the needs of some potential applicants and students.
				+ L. Jacobson - Since we don’t have a College of Graduate Studies, there is no one who is the voice to the other Deans to direct them what information to collect. In short, busy Deans may not even know much about the types of students served by our programs or reasons why some accepted students might choose other programs.

C. Robinson offered to collect information from accepted graduate students who declined entry to ask if the number and/or quality of online offerings impacted their decision making at all.

* + - * + J. Kennedy from Counselor Education and Family Therapy – suggested that there are important community building and rapport building elements to in person meetings. She suggested that student programs could gradually taper to offer more online programs once that sense of community is built.
				+ C. Rodriguez in Business– offered the perspective that there are multiple reasons why students might choose programs, and understanding the ways that preferences for online or in person instruction change based on other factors matters. Assessment needs to be pursued more continuously throughout the student’s education.
				+ W. Henry emphasized the possibility to be a state leader in online programming and unique hybrid opportunities that match the needs of students.

L. Jacobson suggested that maybe GSC could offer unique leadership in training faculty about rules and tips for creating new online and hybrid classes or programs at CCSU. We need that leadership in Graduate Studies to find those gaps. We need to be doing that at the program level and at the level of our GSC.

C. Rodriguez stressed that the data about program needs in the state needs to be collected before program creation.

Nurse Anesthesia urged colleagues to consider accreditation rules when considering how many online versus in-person courses are created and implemented in a given academic semester or given academic year.

* + - * + W. Henry talked about developing a culture of graduate studies where students can see themselves as scholars or professionals.

M. Davis asked…like a School of Graduate Studies?

Please gather information from the department about unique ways to better promote a culture of graduate study at CCSU.

* Dr. Toro would like to come to meet with our committee at 305pm on 4/25/24 in Davidson Hall 107. This is an opportunity for us to share who we are and what we do.
* Enrollment related updates from AVP Christina Robinson
	+ Exciting initiatives
		- Graduate enrollment is up 6% in the state. CCSU is up .6%, Southern is up 10.3%. Dr. Robinson reported feeling very competitive and concerned about these numbers.
			* Dr. Robinson has requested funds from UPBC to create folders that would help educate potential applicants and business/industry leaders about our graduate programs at CCSU.
				+ She is hoping to recruit specific faculty to accompany her to meetings advertising us as a place for their employees.
			* Dr. Robinson is asking individual faculty members to contact our professional and personal contacts from other institutions who work in programs that could serve as potential feeder programs and ask for opportunities to recruit.
	+ 103 students joined us for the first HyFlex Graduate Open House. A bit more than half joined us on campus and the rest joined online. Thank you to faculty who helped.
	+ Some CCSU programs posting impressive numbers and others need to make some adjustments. If contacted this week, please realize that Dr. Robinson is hoping to partner in addressing any number deficits.
		- W. Henry asked L. Jacobson to please notify our committee when the UPBC report goes out for public comment so that the GSC can comment and let their voices be heard.
	+ Graduate Payment Plan. Our current threshold for a financial hold is 3000 dollars.
		- Look at students in your program who are on a financial hold. C. Robinson asked faculty to contact them to motivate them to reach out to Kelly Perrotti in the Bursar to brainstorm potential solutions.
			* In fact, if you have a graduate student who might be in need of any type of financial assistance, please contact Kelly Perrotti in the Bursar’s Office.
				+ For instance, there is an employer reimbursement plan for those who are behind because of their employees.
			* J. Sikorski suggested that contacting students about their financial problems could be problematic from a relationship-building standpoint. He raised many concerns about privacy of student financial information. In short, J. Sikorski worried that students would not expect that their financial hold information would be shared with their educators. Others expressed similar discomfort regarding such a request.
				+ J. Tully suggested that professors or program coordinators who contact students on a financial hold focus on the fact that they have yet to register and not mention the fact that they have a financial hold.
* Updates from AVP John Tully
	+ There have been discussions about faculty getting load credits for capstone proposals and theses in a more efficient and clear manner.
	+ A. Gagnon is generating lists of students eligible for graduate awards. The Scholarship Committee will organize the application process and review applications.
	+ Lots of work being pursued with Marketing and Communications about Accelerate programs.
	+ Please do what you can with your busy schedules to address the enrollment numbers for our institution in unique ways.

Standing Committees

* [CURRICULUM](https://myccsu.sharepoint.com/%3Ax%3A/s/GraduateStudiesCommittee/EesNgI-R4yhKigiO1YzSwu8BsKph-unzMJvQvDwWdJxm0g?e=jgGqZM) meeting notes- Chair: Toni Ryan
	+ The consent agenda was accepted.
* POLICY meeting notes- Chair: Laura Jacobson & Mike Davis
	+ No meeting occurred since the last Full GSC Meeting
* AWARDS & SCHOLARSHIP- Chair: Jillian Maynard
	+ Scholarship and award applications are being submitted.
	+ Applications will be reviewed, and winners will be named.
	+ Thank you to Jillian Maynard for her leadership of our group.