**Graduate Studies Meeting AGENDA for November 10, 2022**

Philbrick Room

[**Minutes**](https://myccsu-my.sharepoint.com/:w:/g/personal/laura_jacobson_ccsu_edu/EeiOHB1RC0xDi7RVieqZSWkBgTrWxLTxm-y_0dTHmPh54Q?e=E2uSYU) **from last meeting on October 13, 2022**

* Accepted without objection

[**Schedule**](https://myccsu.sharepoint.com/:b:/s/GraduateStudiesCommittee/EflYLzBEXy5EqKbdSkBwmBMBOXF-COtWUSoipXgOOGRmWQ?e=ucB04l)

**Attendance**: S. Basim, N. Castañeda, A. Chae, M. Cubellis,M. Davis, J. Edwards, L. Frazee, J. French, R. Fuentes, G. Gigliotti, R. Gour, C. Hoi, J. Holt, Y. Huang, J. Kennedy, G. Kim, L. Jacobson, E. Kling, H. Koulidabrova, M. Levvis, H.S Lim, J. Maynard, S. Minkler, M. North, P. Petterson, R. Rachler, M. Rahman, C. Robinson, D. Rodgers-Tonge, T. Ryan, K. Shabana, J. Sikorski, R. Singhal, H. Sook-Lim, D. Spillman, N. Takemae, C. Thomas, J. Thomas, J. Tully (guest), J. Werblow, N. Zlatareva

**New Business**

**Comments from Provost Kim Kostelis**

* Provost Kostelis felt it was important to provide an overview and summary regarding the evolution of current changes to Graduate Studies and Graduate Admissions at CCSU. Provost Kostelis described using the same 3 slides she has used to update other colleagues at previous meetings she has had across campus.
* Provost Kostelis is open to feedback on the titles for professionals and how they could be altered if needed. She hopes to strengthen the partnerships amongst different groups and people with different titles across campus to maximize effectiveness given current concerns about enrollment.
* Provost Kostelis described that Slate was a major improvement in linking Graduate Admissions and Program Coordinators to fine-tune the admissions process. The number of applications and whether applications are complete or not can be viewed by many professionals on campus from multiple levels of Graduate Studies, Graduate Admissions and Department Program Coordinators.
  + Students who did not meet the University Graduate Studies requirements were automatically rejected and they could appeal if they wished. Slate allows Graduate Admissions to coordinate with Program Coordinators to help students to avoid being rejected and instead have them accepted with conditions to increase their confidence and increase the chances they attend graduate school at CCSU.
* Provost Kostelis indicated that Curriculum policies “lie within the faculty”. There is no need to change any of that, but structurally, the Deans need to be involved with curriculum decisions since they are also in charge of managing limited resources. Having Deans more involved would also make the process of changing curriculum to meet the needs of a changing society more efficient.
* Provost Kostelis then took questions from the committee members:
  + M. Rahman - For advanced OCP, you need a Master’s degree already. Sometimes the appeal process, and getting through the appeal, can empower them to succeed.
    - L. Jacobson indicated that putting another barrier in front of students might sap their energy and cause them to avoid pursuing all the additional steps required to enroll in graduate programs at CCSU.
  + C. Hoi - Why are Graduate Admissions and Enrollment Management separate now? Will that create similar communication problems like we have seen in the past at CCSU?
    - Provost Kostelis said that SST did a lot of research on the value of having an additional division for Enrollment Management that is separate from Graduate Admissions.
    - Associate VP Robinson indicated that the coordination between Enrollment Management and Graduate Admissions is of central importance. Jillian Holt was moved into the Office of the Registrar to make things more seamless for students.
  + M. Rahman – With this new system, who communicates with the BOR?
    - Provost Kostelis - Associate Vice President Minkler communicates with the BOR, but many others may also do so. There are many budgetary challenges impacting choices. Further, there are many other updates required on a semester-by-semester basis for every program at CCSU in a new program migration for AOG. There is a lot more scrutiny about what programs require further scrutiny in the future. Legislatively we are mandated to be up to date in this Office of Education management system by June 2024. Department chairs and program coordinators will be needed to help provide missing data in this new system.
  + L. Jacobson shared her ideas about what the future of graduate studies looks like.
    - L. Jacobson noted that our committee needs a voice in having a role in hiring people to fill Interim positions on campus. The powers that be must know that we need administrators with specific expertise pertaining to issues surrounding Graduate Studies.
    - L. Jacobson – She believes that administration realized how concerned the faculty were about these recent changes. L. Jacobson has since been invited to numerous meetings to discuss recent changes and future changes. The Faculty Senate University Graduate Studies Committee has had a seat at these meetings, which L. Jacobson though is important.
    - L. Jacobson stressed that we need to be vocal about the differences in needs for graduate studies and graduate programming and advocate for administrators who understand these nuances.

**Enrollment related updates from AVP Christina Robinson.**

* C. Robinson – The search for a new Associate Director of Graduate Admissions is over. Jay Davis has been hired. There is a big learning curve here, so please be patient as he learns the job. C. Robinson will send out an email introducing him shortly.

**Updates from AVP Steve Minkler**

* Thank you for participating at the Graduate Open House. Thank you for being at the Undergraduate Open House.
  + C. Robinson also expressed her gratitude to attendees who helped run a smooth and useful event.
* S. Minkler and C. Robinson both attended a workshop on graduate enrollment strategies.
  + The university that first reaches students is the one they attend 80% of the time.
* 11/11 from 1215 – 115 in Library 30103 = Beth Merenstein, Director of Community Engagement and Social Research, is giving a talk.
* S. Minkler spoke about The Graduate Assembly for Student Grants. As of the deadline, they received 23 requests for conference and research requests and 3 requests for student association grants. Dr. Steve Schmidt from IRB reviewed them and recommended some go through the IRB. Students and advisors will be notified tomorrow. Those who are not approved by the IRB will be conditionally accepted.
* S. Minkler has been meeting with department faculty. Most recently, Dr. Minkler met with the Department of Psychological Science. Faculty in the Department of Psychological Science were grateful to S. Minkler for taking an hour of his time to answer questions.
* S. Minkler indicated that work is being done to develop a Masters in Social Work, Unsuspending the Elementary Education Masters and working on the emerging Engineering Graduate Programs
* Exceptions to the 6 year rule policy – S. Minkler told a story of how a student who has been working in the field for many years was granted an extension to the 6 year rule based on the department faculty and S. Minkler communicating about the exception.

**Changes to Graduate Studies**

* We will need to update our [By Laws](https://www.ccsu.edu/grad/gsc/bylaws.html) and [primary functions](https://www.ccsu.edu/grad/gsc/index.html) to reflect the changes once things are finalized
  + THIS DISCUSSION WAS TABLED

**Equity, Justice, and Inclusion (EJI) in graduate programing preliminary discussions**

* For reference UG [EJI designation definitions & process](https://www.ccsu.edu/eji/applicationProcess.html)
* THIS DISCUSSION WAS TABLED

**Standing Committees**

* CURRICULUM- Chair: Toni Ryan
* [Report](https://myccsu-my.sharepoint.com/:x:/g/personal/laura_jacobson_ccsu_edu/EWOW7AdJBIxPic36P1v9_HoBqKRoxIMLVGu59h-c7WXbaw?e=NsnXuL) from 10/6/2022
* The Consent agenda was approved.
* POLICY- Chair: Kareem Shabana
  + M. Cisel
    - This proposal was brought to the Graduate Studies Policy committee last year and tabled due to the lack of support from administration. The CCSU Administration has been consulting with colleagues across campus to coordinate the curriculum to make these admission changes to allow International students to be admitted if they fall short of the TOEFL English Proficiency score requirement if they take 1-2 semesters of intensive English training while beginning their undergraduate or graduate programs.
    - These students will need to pass the coursework instead of retaking the TOEFL standardized test. The purpose is to fully admit more international students. This is not for students with very weak English skills. It is for students who fall just short of TOEFL standards.
    - J. Holt – What happens if they do not pass their intensive English courses?
      * M. Cisel – They would be treated like other students who do not meet academic requirements if they are undergraduate students. For graduate level students, each student that are in this pathway would take 6 credits of Intensive English courses plus 1 course in their program to be full-time. If they do not pass these courses, they will fall below acceptable 3.0 academic standards. These intensive English courses will count toward one’s GPA just like other graduate courses they take.
      * C. Thomas - Will they be graduating with more credits?
        + C. Robinson – No. These courses will be on their transcript and count toward GPA, but not the student’s planned program of study.
      * M. Davis – Should there be a minimum grade required for these courses? Graduate students cannot take classes on a pass/fail basis.
        + M. Cisel believes that the overall GPA requirements will generally require them to get a B because these are a big part of their initial graduate program or undergraduate program grade point average.
      * K. Shabana- I am seeing this as lowering the standard for admission. Why not just lower the TOEFL admission standards for the program? We are admitting them providing that their English will improve.
        + M. Cisel – There will be a resource person and clear communication to make this process more seamless.
        + M. Cisel noted that the whole point is to not lower the standards but to provide assistance and a pathway that will help them succeed in their graduate program by improving their language skills.
        + L. Jacobson indicated that the intention of this pathways model is to improve the skills
        + N. Zlatareva - Many students were not able to be admitted because of their TOEFL scores. This could improve enrollment for some programs.
      * C. Thomas – Are classes going to be offered online or on ground?
        + L. Jacobson – we need to focus on admissions only
  + Motion to Approve this Pathways Model.
    - Motion approved with 3 abstentions
* SPED has an Accelerate Program that is not identical to many of the other Accelerate Programs that have been approved because SPED does not have an undergraduate program. In short, this is really a 3 +2 program.

The Accelerate Central language says if you have a 30 credit Masters degree, you can double count 2 undergraduate courses in their Master’s degree. SPED is having additional graduate courses count toward their undergraduate program.

L. Jacobson – This is a Certification Program where there is a national shortage. They want to have four courses double count because they are increasing the rigor of their undergraduate program and not their graduate program.

The GPA rules for Accelerate Programs is a 3.3 GPA. A 2.7 GPA is consistent with state certification standards for SPED. Since there are a number of empty seats in Special Education programs across the state, they are asking to make the GPA 2.7 or higher but 3.0 or higher in their SPED courses specifically. Graduate students are only allowed 2 C’s in graduate courses.

J. Holt – Students would also apply to this program as incoming freshman, which is different.

L. Jacobson – Accelerate has guidance language. This mirrors that language except for the GPA language due to shortage and certification requirements and the different ways that courses are double counted.

K. Shabana – The courses you are double counting are all graduate level courses. If you had the programs separate, the Master’s part is not really changed, it is the undergraduate part of the program that is changed.

M. Davis said a program that “if the reason is that 4 500 levels courses count, an Accelerate program might want to double count more than 2 if they are 500 level courses.’

J. Holt – all double counting Accelerate courses are 500 level courses.

The policy as written says 30 credits required at CCSU, but now it will be changed to 12 credits residency, to be consistent with University Graduate Studies policy changes.

* + - * + Motion to Approve this Program

Approved with 0 abstentions

**Non-graded appeals**

* A new chairperson is needed for this subcommittee
* TABLED

**Other Announcements**

* Subcommittee membership
  + We have a few new members for the policy subcommittee. We need at least 2 more members
  + We also need 2 more members for the curriculum subcommittee
* Spring Semester coverage
  + L. Jacobson will be on sabbatical during the Spring of 2022.
    - L. Jacobson will be speaking with individuals to cover the role of Chair during her sabbatical.