**Graduate Studies Meeting AGENDA for October 13, 2022**

**Philbrick Room**

**Minutes from last meeting**

* See Appendix A
* Minutes approved unanimously.

**Meeting Schedule**

* See Appendix B

**Attendance:** S. Basim, N. Castaneda, A. Chae, M. Cubellis, M. Davis, J. Edwards, L. Frazee, J. French, R. Fuentes, G. Gigliotti, R. Gour, J. Holt, Y. Huang, L. Jacobson, J. Kennedy, G. Kim, E. Kling, H. Koulidobrova, C.H. Leong, M. Levis, J. H.S. Lim, Maynard, S. Minkler, M. North, P. Petterson, R. Rachler, C. Robinson, T. Ryan, K. Shabana, J. Sikorski, N. Takemae, C. Thomas, J. Thomas, D. Rodgers-Tonge, J. Werblow, N. Zlatareva

**Announcements**

Subcommittee membership

* From GSC [By Laws](https://www.ccsu.edu/grad/gsc/bylaws.html): Assignment of members to standing committees will be carried out by the chairs of the standing committees at the beginning of the academic year. Members should be provided the opportunity to request specific committee assignments. Standing Committee membership shall be balanced by School
* L. Jacobson –We need volunteers to work as part of the Policy subcommittee. There are currently no members. We do not have a history of having to assign people to subcommittees of standing committees of the Faculty Senate. Given the current state-of-affairs with graduate programming at CCSU, L. Jacobson noted that it would be important to fill this committee with motivated members.
* C. Thomas asked for a list of subcommittee members from prior years be provided to jog the memories of potential volunteers for subcommittees. She suggested that perhaps people who were on certain subcommittees in the past might wish to volunteer again.
* L. Jacobson - Of note, subcommittee members can be alternates who do not usually attend the full University Graduate Studies meeting.

Spring Semester coverage

* Laura will be on sabbatical during the Spring Semester of 2023. Our committee will require a substitute for the Spring semester of 2023 only. Please consider whether you would be willing to fulfill this role and contact L. Jacobson before the next Faculty Senate University Graduate Studies Committee Meeting on November 10th.

[15% rule found](https://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Graduate-Academic-Policies-and-Requirements/Academic-Advising-and-the-Planned-Program-of-Graduate-Study/Extensions-Requests-for-the-Six-Year-Time-Limit) in the catalog

* The Policy subcommittee of the Faculty Senate University Graduate Studies Committee will review the language of this policy and bring their recommendations to the full meeting of the Faculty Senate University Graduate Studies Committee on November 10th for further discussion.

**New Business**

AVP, Dr. Christina Robinson

* Graduate Open House – 10/15/22
	+ There are already over 200 registered for the event. Dr. Robinson estimated that we will see approximately 90-100 students at the event, which would represent the largest Graduate Open House at CCSU in many years.
	+ The event will take place in Willard-Di Loreto Hall. When students get their name tag at check-in, it will have a QR code. Faculty and staff representatives will then scan each student who visits their booth, which allows us to record the name, address, email and phone number for all interested students.
	+ Some students will go into Room 120 for coffee and snacks. Booth representatives should feel free to visit students in Room 120. At 10:00 am, everyone will be moved to the big lecture hall for a brief introduction. Students will then come to visit with faculty at the booths representing different programs. Information sessions will take place at the top of the stairs (Graduate Admissions Information Session, Paying for Graduate School information session).
* There are many tours planned throughout the day. Golf carts will take students on tours of various facilities on campus.

Graduate Admissions Search

* The candidate chosen by the search committee turned down the offer.
* The internal posting for the new search will be posted later this afternoon (10/13/22)

AVP, Dr. Steve Minkler

* Thank you to faculty who will be attending the undergraduate and graduate open houses.
* Center for Teaching Innovations (CTI) updates & development
	+ This year’s chair of CTI is Dr. Kathryn O’Donaghue, an adjunct faculty member. The hope is to turn the CTI into a professional development and social connectedness center.
	+ The focus will be on the following subcommittees: Implementing Equity and Diversity in the classroom, Faculty Mentorship across the university beyond what is happening in each CCSU department, Innovative Technology Subcommittee, Part-Time Faculty Development, and the Program Calendar Committee.
	+ 10/14/22 Dr. Beth Merenstein will deliver the first presentation in a three-part series from 12:15 to 1:15pm in Library 30103 and on Teams. The presentation is entitled ‘Incorporating Experiential Learning into Your Classroom’. The 2nd and 3rd sessions will be announced earlier to better allow faculty to attend the event. The first session on 10/14/22 will be recorded in case some are unable to attend.
* Graduate Student Association (GSA) funding update
	+ According to Scott Hazan, based on our graduate enrollment, the budget for this year is approximately 50,776. According to the GSA constitution, that money is allocated with half going to scholarships, 25% going toward the societies and the final 25% for Marketing and Programming related to our graduate student population. Following the meeting, Dr. Minkler was kind enough to send a chart outlining the funds available. Please see Appendix C.
	+ The GSA is not effectively operating currently. Dr. Minkler has sought and received some recommendations from faculty about how things could be improved in the future. Dr. Minkler will request that he be allowed to decide how the portion of the budget pertaining to Marketing and Programming will be spent since there is an absence of leadership amongst the graduate students. This goal is pursued to keep programming going.
* Dr. Minkler - An email should be coming out tomorrow from the Provost about some of the remodeling about the School or Office of Graduate Studies. This communication was overdue. The delay has caused great consternation amongst faculty and staff. Dr. Minkler can sympathize with faculty concerns about who is leading graduate studies and how things will run for graduate students and graduate faculty in the future. The email will discuss why changes are happening and which professionals are doing what at CCSU pertaining to graduate studies. Dr. Minkler, Amy Gagnon and Dr. Sheldon Watson are playing crucial roles in the adjustment process as this restructuring plays out.
* Dr. Minkler suggested that although the transition has been somewhat rocky, things that need to get done are getting done at this time. It is hoped that the email serves as a prelude to the Faculty Senate Meeting on Monday, October 17th. Dr. Minkler assured us all that he and his staff are doing the best they can to keep graduate programming at CCSU running in a fluent and responsive manner. He stressed that he is doing the best he can to encourage the administration to communicate with faculty and students.

Changes to Graduate Studies at CCSU

* Role of GSC as a Faculty Senate committee – brief overview from L. Jacobson
	+ From the [Powers and Responsibilities of the Senate](https://web.ccsu.edu/facultysenate/powersandresponsibilities.asp): 2.3 The Faculty Senate serves in an advisory capacity in the appointment of administrative officers, budget and planning matters, university organizational structure, promotion and tenure policy, and in other matters affecting the educational quality and mission of the university.
	+ L. Jacobson met with Faculty Senate President F. Latour. She voiced her concern that the changes to graduate programming are in violation of Faculty Senate bylaws and represent a lack of shared governance.
* Review program/department questions & comments thus far
	+ L. Jacobson received all the questions and concerns from departments across campus surrounding recent changes to graduate programming at CCSU. She organized the questions into themes. Please see Appendix D for a complete list of the questions that L. Jacobson summarized.
	+ L. Jacobson noted specifically that no one from the Provost’s office has reached out with information of any kind pertaining to addressing relevant questions.
	+ L. Jacobson took the time to describe relevant trends/big picture takeaways from the questions and concerns noted.
		- There is no one looking at the overarching needs of graduate students, graduate programs and graduate faculty.
		- Concerns about What Faculty and Graduate Students are Supposed to Do Now
		- Concerns about the Rationale for the Changes
		- Concerns about Budget/Savings/Workload Related to Rationale for Changes
		- Concerns about Graduate Students and Programs as a priority
		- Concerns about Shared Governance/Logistics of Change/Morale
* Laura will request to meet with Provost Kostelis & AVP Minkler L. Jacobson suggested. It would be unfair to request for Dr. Minkler to answer our questions during our meeting without Provost Kostelis present. L. Jacobson proposed pursuing the plan below when she does meet with Provost Kostelis and AVP Minkler:
	+ Present questions & concerns
	+ Request to see the plan for the changes
		- Steps
		- Motivation
		- Goals
		- Perceived impact/benefit for students
		- Perceived impact/benefit for programs
		- Perceived impact/benefit for faculty
* Questions by members
	+ N Zlatareva – How does this impact the planning of the CCSU Graduate Open House? What do we do when Dr. Toro makes promises to graduate students that we fear may not be kept?
	+ There was a brief discussion about rumors that faculty and/or staff may boycott the Graduate Open House
		- Dr. Minkler shared his opinion that faculty and staff should show up to the Graduate and Undergraduate Open Houses in order to show the solidarity and commitment of the Faculty Senate University Graduate Studies Committee.
	+ Some members questioned whether the issue could be summarized in an AAUP Grievance
		- L. Jacobson suggested that AAUP CCSU President Dr. Tom Burkholder suggested that the issue cannot be put into an AAUP Grievance for reasons that were not entirely clear to L. Jacobson. However, Dr. Burkholder from AAUP and the rest of the Executive Committee of AAUP will be meeting with President Toro tomorrow (10/14/22). Dr. Burkholder promised to share the concerns of this committee with President Toro at this meeting.
	+ J. Sikorski – Are Deans permitted to talk to department faculty about the rationale for these changes? If so, why not?
		- Dr. Minkler – I believe they are permitted to do so. Dr. Minkler has a meeting with the Deans next week and this issue may be addressed.
	+ C. Thomas – We have a new graduate program. At the opening program, Dr. Toro talked a lot about how SCSU has many graduate programs, suggesting we should be building programs in graduate studies. How does this structural change match with these comments?
		- Dr. Thomas also suggested that some departments were too afraid to ask questions or offer comments out of fear of potential consequences (Many in our Faculty Senate University Graduate Studies Committee nodded and appeared to agree that members of their departments were also fearful.
	+ H. Koulidobrova – People in my department thought that the Faculty Senate should have been consulted and were not. Is there a way to bring the conversation to the Senate?
		- L. Jacobson indicated that Fred LaTour would be bringing up this issue at the next meeting of the Faculty Senate on 10-17-22.
	+ J. Holt indicated that she read through all the questions and concerns. She wanted to put peoples’ minds at ease about graduation. She stressed that students will still be awarded degrees. This whole discussion and list of concerns will not impact how she works with students and how she advises them on how to meet graduate requirements.
	+ J. Sikorski asked whether the AAUP Executive Committee or the Faculty Senate Executive Committee had received information about these changes prior to the faculty learning about these changes. If so, why did these groups choose not to share this information with the entire Faculty Senate or the entire AAUP membership? Dr. Sikorski suggested that executive committees do not always share information about bylaws violations they are made aware of.
	+ G. Gigliotti suggested that we should invite Deans to the Faculty Senate University Graduate Studies Committee.
		- L. Jacobson suggested that many Deans do not have professional expertise in the areas addressed by programs. As such, she and others were concerned that the Deans may not be qualified to manage all the different programs within a School. C. Thomas agreed.
	+ Dr. Minkler thanked everyone for offering their candid thoughts. He indicated that he considered excusing himself from this meeting so that people did not feel uncomfortable offering thoughts and perspectives. He did not excuse himself and wanted to take a moment to let people know that he appreciated the information shared and was going to work hard to support the needs of students and faculty.
* L. Jacobson - 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 make to graduate programming at CCSU. This will be an important part of our committee work during the Spring Semester of 2023 in particular.

**Standing Committees**

CURRICULUM- Chair: Toni Ryan

* [Report](https://myccsu-my.sharepoint.com/%3Ax%3A/g/personal/laura_jacobson_ccsu_edu/EapclI-Fb0VHqscoCYX48hEB_dUKx7Lm5GHj9GZ87W_EJw?e=TtIKIx) from 10/6/2022
	+ J. Werblow had a question about procedure. He reported that his new department has been trying to seek clarification from the Dean on a course in their department. H reported that the change to the course was proposed through the Dean’s office and not the faculty of the new department. L. Jacobson explained some of the rationale for the changes and clarified some concerns.

POLICY- Chair: Kareem Shabana

* [Report](https://myccsu-my.sharepoint.com/%3Ab%3A/g/personal/laura_jacobson_ccsu_edu/EZfcD6tZBtBOktd727CV2dkB5AO1ANAg6Mg0J1p7K4ybvA?e=rbEBhB) from 9/29/2022
	+ J. Edwards spoke about the certificate program she played a role in creating. She indicated that this program is not something that requires additional finances. Courses already present at CCSU would work to satisfy requirements. Only one class had to be revised slightly.
	+ L. Jacobson – Asked whether admission requirements for this program are the same as for other programs in the department.
		- J. Edwards suggested that the requirements were the same.
	+ M. Davis – Do you want the materials to arrive via mail or via the usual online application process pursued currently for graduate student programming.
		- J. Edwards suggested that the application process should be the same as the online process used currently for other graduate programs. She indicated that she would correct the error on the original submission.
* The policy change was accepted with no oppose votes.

AWARDS & SCHOLARSHIP- Chair: Jillian Maynard

* No new business discussed

NON-GRADED APPEALS- Chair: None

* No new business discussed
* A new chair of this subcommittee is needed.

**Appendix A**

**Graduate Studies Meeting MINUTES for September 22, 2022**

**Graduate Studies Meeting AGENDA for September 22, 2022**

Philbrick Room

**Dr. Sikorski does not know all names yet. He was unable to specifically give credit for specific comments to specific people in most instances. He will work to improve as the academic year transpires.** 😊

Attendance:  Bednarski, M.; Castaneda, N.; Chae, M.; Cohen, R.; Davis, M.; Davis, M.; Fuentes, R.; Gendron, M.; Holt, J.; Hou, X.; Huang, Y.; Jacobson, L.; Kling, E.; Koulidobrova, E; Leong, C.; Lim, H-S.;  Morano, P.; Mulcahy, C.; North, M. Passaro M.; Rachler, R.; Robinson, C.; Rodriguez, C.; Ryan, A.; Schnobrich-Davis, J.; Shabana, K.; Sikorski, J.; Simmons, R.; Sommers, B.; Spillman, D.; Takemae, N.;  Thomas, C.; Xiaobing, H; Yuem, J.; Zlatareva. N.

1. **Secretary for University GSC**
2. Jason Sikorski elected without objection.
3. **Laura Jacobson is on sabbatical in Spring 2023. The job requires the person to chair the full GSC meetings and attend the policy and curriculum subcommittee meetings.**
4. Please consider volunteering to take on this role at our next meeting in October.
5. **Dr. Christina Robinson, AVP of Enrollment Management**
6. Greeted the committee and clarified her role at the university and in working with and assisting graduate students.
7. If a student requires money to continue their schooling, please refer the student to Financial Aid. Financial Aid will work with Financial Literacy to assist the student. Dr. Robinson wants to know if faculty and students are being assisted at the Offices of Financial Aid and Financial Literacy. She is highly motivated to make the system as seamless as possible for students.
8. For instance, if graduate students have an employer helping them pay for school, they are probably eligible for the Employer Reimbursement Payment Plan. The Central Payment Plan is available to all CCSU students, including graduate students. Third party payment plans are also available for graduate students who have employers paying for their graduate education.
9. There is a current search for the new head of Graduate Recruitment and Admissions underway. Jillian Holt is the Chair of the Search Committee.
10. There is a new plan in place for the Graduate Open House in Willard-Di Loreto. They will clear out the open space for tables to be used for different departments and their graduate programs. Visitors will be able to park in the new parking garage and use the new pedestrian bridge.
11. Dr. Robinson wants a lot for the students to do when they come to Open House. She is hoping that departments will assist with programming.
12. Invite alumni from your programs.
13. Show off lab space or other innovative areas in your department.
14. Dr. Robinson is looking for the “wow” factor at the event.
15. Please discuss with your department ways to make Open House a meaningful experience for prospective graduate students.
16. **Associate Vice President for Academic Affairs: Dr. Steven Minkler. Dr. Minkler’s office is in Davidson Hall near the Provost Office**
17. His role in working with the Provost is multifaceted and focuses on faculty support services. He looks forward to partnering with faculty to improve the graduate programs and coordination amongst different faculty and student support services. Dr. Minkler will work to coordinate some of the departments below and others.
18. Library
19. Grants and Funded Research
20. Continuing Education and Workforce Development
21. Distance Learning
22. Dr. Minkler is also interested in partnering with community colleges and strengthening the pipeline from community college to the university setting.
23. Dr. Robinson reminded members that community college students can move directly into program Accelerate programs.
24. Dr. Minkler’s office is in Davidson Hall down the hall from the Provost.

Standing Committees

1. **CURRICULUM- Chair: Toni Ryan**
2. There were several new Accelerate programs voted on and some language changes for programs in the consent agenda for Graduate Curriculum. Please revisit the agenda from the Curriculum agenda.
3. The consent agenda was accepted without objection

1. **AWARDS & SCHOLARSHIP**
2. This sub-committee will require a new Chair for the Spring 2023 semester when Laura Jacobson is on sabbatical.

1. **Non-Graded Appeals**
2. We will need a new chair for the Non-Graded Appeals Committee

New Business

* Discussions
* Extensions to the Six-Year Time Limit (5-10 minutes)
* S. Minkler will work with Sheldon Watson and Amy Gagnon to manage what used to be called the School of Graduate Studies. In this role, S. Minkler heard student appeals of dismissal and heard requests for extensions of the 6-year time limit.
* Current policy - Students may request an extension to the six-year time limit, not to exceed a total of eight years (nine years for programs with 36+ credits)
* Changes in curriculum over time may make this impractical; significant extraordinary circumstances such as the COVID pandemic may increase such requests.
* S. Minkler sought advice regarding whether we should allow extensions beyond 8 or 9 years due to significant extraordinary circumstances?
* M. Davis recalled prior discussions in Graduate Studies where Deans wanted an absolute limit in place for how long extensions could be granted for.
* S. Minkler indicated that he would plan to work loosely with program coordinators and faculty to arrive at decisions for unique student scenarios.
* Some members indicated that some health programs have strict guidelines for not allowing students to extend their time in the program due to the speed by which knowledge accumulates and state of the art practices change (Doctor of Nurse Anesthesia Practice).
* Some members indicated that decisions were complex and tough to make on anything but an individualized basis in consultation with program coordinators and faculty members.
* There was discussion about whether people ever remembered there being a 15% rule where extensions could not be granted in situations where more than 15% of the program curriculum changed.
* No member remembered such a rule being in place.
* Laura asked members take these discussions to our departments in hopes of offering S. Minkler some information to use in arriving at extension decisions in a fair and equitable manner.
* Changes to Graduate Studies (15-20 minutes)
* Laura Jacobson shared some knowns and unknowns about plans for graduate programming at CCSU. She respectfully asked for the discussion to calm and deliberate and not include attacks on administration.
* Knowns Mentioned:
* The School of Graduate Studies no longer exists. The administrative role of that office has been absorbed into our colleges. There may be a Division of Graduate Studies like is seen at other CSU institutions, but that specific direction is unclear.
* The intention is to decentralize operation and put that work into the departments and schools where the programs reside.
* There is no longer a person that carries a Dean of Graduate Studies title. We do not have anyone who is solely in charge of graduate admissions. The colleges are supposed to get more Administrative Operations Assistants to work with schools, departments, and programs. That process of hiring Administrative Operations Assistants has already begun.
* These changes were not pursued with the feedback of members of the Faculty Senate University Graduate Studies Committee.
* L. Jacobson displayed the Faculty Senate bylaws of the University Graduate Studies Committee. Many of the functions and responsibilities require the Faculty Senate University Graduate Studies Committee to advise and make recommendations to the Dean of Graduate Studies. L. Jacobson was thus concerned whether our University Graduate Studies Committee would be rendered useless.
* S. Minkler suggested a potential change from the idea of a Graduate Student Assembly to a Graduate Student Advisory Board. S. Minkler is seeking feedback from graduate students, graduate faculty and graduate program coordinators in determining whether such a change is warranted.
* Unknowns:
* We do not know what the impact of this decision will look like for faculty and students, especially for programs that do not have undergraduate programs and thus may fear having less influence and support at the university level.
* We do not know what the next steps will entail and how it will impact faculty and students, but there are next steps coming from the Office of the Provost.
* L. Jacobson indicated that she is not clear about the purpose of these changes and the timeline of these changes.
* Some Questions from Committee Members **(I was unable to record names because I don’t know all names yet)**:
* How do graduate students supposed to proceed with thesis submissions?
* S. Minkler - Dr. Watson is reviewing capstone proposals. Dr. Watson and Dr. Minkler will be reviewing special project proposals.
* You can still send questions to the Graduate Studies Mailbox and personnel will be able to direct your question to the appropriate professional in charge of managing that issue.
* Has the Faculty Senate been notified of a potential by-laws violation, given the changes reported?
* That notification will proceed in the coming days.
* What was the exact date by which we stopped having a School of Graduate Studies?
* Some indicated that the change occurred at least 6 months ago, but no exact date was provided.
* Is the idea to have little graduate schools within every University School?
* S. Minkler does want to maintain some thread of continuity across the four schools, even though the idea of “little graduate schools” may apply in some ways.
* Given that having a Dean of Graduate Studies is so common at institutions with graduate programs across the country, there must be a compelling reason for the change. What is the compelling reason for the change?
* None was provided at this time.
* Does this decision mean that CCSU wants to be an undergraduate school and that graduate students and faculty are “second class citizens”?
* S. Minkler indicated that he did not think that the change represented an intentional move toward an exclusively undergraduate institution.
* S. Minkler absolutely supports graduate education and wants to see graduate programs grow and improve. He reiterated his willingness to support graduate students and graduate faculty.
* Will there be a graduate studies committee for every school?
* The answer to this question was unclear.
* Do we have a responsibility to report potential by-laws issues to the Faculty Senate Steering Committee?
* Yes. That report will be forthcoming in the very near future.
* Several years ago, the Dean of the SGS told us (the GSC) that significant increases in graduate enrollment were to be a major factor in maintaining and increasing overall university enrollment. As the SGS is eliminated, will the reliance on increasing graduate enrollment continue? If so, how will that be done with the new model for graduate studies at CCSU?
* For at least fifteen years, a substantial portion (one fourth?) of the proposals relating to graduate processes and policies that have come to the full GSC were initiated by the SGS Deans (Dr Lemma, Dr Fitzgerald, Dr Robinson). With the SGS Dean gone, will there be anyone in the administration with the breadth and focus in graduate matters to lead that innovation?

* **An important task for all of us:** Please share with departments what is happening and ask for feedback about concerns with these potential changes. A list of concerns will be generated by the Chair of University Graduate Studies, Dr. Laura Jacobson. Dr. Jacobson intends to share the list of questions with Dr. Steven Minkler and other administrators on campus responsible for overseeing graduate level programming at CCSU. **Please summarize concerns or questions from your department by no later than 10/22/22.**
* **Minutes respectfully submitted by Dr. Jason Sikorski on 9-22-22.**

1. **Minutes from last meeting are below**
2. **The minutes were approved without objection.**

Announcements

* GSC Chair, Laura Jacobson
* Several faculty are retiring this year including Ralph Cohen from the Counselor Education and Family Therapy department and Dr. Fearon from the Math department.
* There will be a retirement gathering May 11 from 2-4pm in the community room of Barnard Hall.
* On May 12 there is a retirement gathering for Joan Nicoll-Senft from 3-5pm in the Special Education department in Barnard Hall.
* L. Jacobson asked for a faculty member to serve as GSC secretary for the 2022-23 AY. Jason Sikorski put his name forward. The committee voted and he was elected as the new Graduate Studies Committee secretary.
* New Business
* What content might we want graduate students to be informed about during orientation?
* Issues of plagiarism were raised. More awareness on the importance of citing sources may be helpful to ensure students don’t unwittingly plagiarize sources.
* One suggestion was to offer a 2-credit course for graduate students with different faculty member teaching the course for 1 week. Each week would focus on a different topic (e.g., study skills, citing sources, etc.…).
* Make students aware of how to access resources such as the librarians and library resources.
* Highlight the importance of developing relationships with your professors and provide support on how to be actively involved in networking.
* Reach out to Laura Jacobson with any other ideas you may wish to share.
* Communications
* A reminder that it is important to be aware of the curriculum process. A workshop at the School level during new faculty orientation might be helpful.
* Be aware of the Graduate School mailbox.  Award nominations will come from this mailbox.
* To be sure that our voice is being shared intentionally, put the GSC agenda out as early as possible. Therefore, topics on the agenda can be discussed with departments prior to the meetings.
* Developing an exit interview asking questions such as: What should we be doing? What should we stop doing? What is working well?
* Ralph Cohen reminded us of a 2004 report on an Ad-hoc committee identifying ways to reorganize graduate studies.

Standing Committees

CURRICULUM- Chair: Toni Ryan

* [Report](https://myccsu-my.sharepoint.com/%3Ax%3A/g/personal/laura_jacobson_ccsu_edu/EXREtVcPww5DmUcvTIZTui8BQRGwaCE7SB9PHAFO5yCJJQ?rtime=XWuz0k0T2kg)
* Motion to pass the consent agenda was approved.

POLICY- Chair: Kareem

* [Report](https://myccsu-my.sharepoint.com/%3Aw%3A/g/personal/laura_jacobson_ccsu_edu/EfxVFDN6psBFtMFxAMdHFG8BxvDkOwOMmQn1B7UJreGeqQ?e=UOlkI4)
* All items were approved.

Graduate Student Assembly (GSA): Julie Schnobrich-Davis

* The GSA is hosting a winery event.

AWARDS & SCHOLARSHIPS

NON-GRADED APPEALS- Chair: Ralph Cohen

1. **Attendance:  Laura will fill in the attendance with her QR Code results.**

**Appendix B**

**Graduate Studies Committee and sub-committees schedule, 2022-2023**

**All meetings begin at 3:05**

|  |  |  |
| --- | --- | --- |
| **Graduate Curriculum** **Committee**   | **Full Graduate Studies** **Committee** *Philbrick Room Std. Cntr*  | **Graduate Policy** **Committee** *Clock Tower Std. Cntr*  |
|   | **Thurs Sept 22**  | Thurs Sept 29  |
| Thurs Oct 6 *Barnard Hall Rm. 102*  | **Thurs Oct 13**  | Thurs Oct 20  |
| Thurs Nov 3  *Barnard Hall Rm. 102*  | **Thurs Nov 10**  | Thurs Dec 1  |
| Thurs Jan 26 *Barnard Hall Rm. 102*  | **Thurs Feb 2**  | Thurs Feb 9  |
| Thurs March 2 *Barnard Hall Rm. 102*  | **Thurs March 9**  | Thurs March 23  |
| Thurs Apr 13 *Barnard Hall* *- HB 410*  | **Thurs Apr 20**  | Thurs Apr 27  |

**Appendix C**

**Graduate Student Association Budget**

|  |
| --- |
| **Graduate Student Association 2022-2023 Budget Break Down** |
| **Status**  | **# Of Students**  | **Activity Fee Fall**  | **Activity Fee Spring** | **Total** |
| Full Time  | 470 | $37.00  | $37.00  | $34,780.00  |
| Part Time  | 1333 | $6.00  | $6.00  | $15,996.00  |
|   |   |   | **Total** | **$50,776.00**  |
| **Breakdown of Budget Allocations**  |
| **Budget #** | **Allocation**  | **%** | **Amount** |   |
| GSA902 | Scholarships  | 50% of Total Budget | $25,388.00  |   |
| GSA903 | Operations | 25% of Total Budget | $12,694.00  | **Sub Budget of Operations**  |
|   | Operations | 8% of the 25% for Operations for GSA Administration |   | $4,062.08  |
|   |   | 2%o of the 25% of operations for marketing |   | $1,015.52  |
|   |   | 15% of the 25% of operation for Programming |   | $7,616.40  |
|   |   |   | **Total** | **$12,694.00**  |
| GSA991 | Society's Budgets  | 25% of Total Budget | $12,694.00  |   |
|   |   | **Total** | **$50,776.00**  |   |

**Appendix D**

**Themes Regarding dissolution of College of Graduate Studies**

*Overall and Big Picture Themes*

1. Everything seems clear as mud right now.
2. For at least fifteen years, a substantial portion (one fourth?) of the proposals relating to graduate processes and policies that have come to the full GSC were initiated by the SGS Deans (Dr Lemma, Dr Fitzgerald, Dr Robinson). With the SGS Dean gone, will there be anyone in the administration with the breadth and focus in graduate matters to lead that innovation?
3. It's hard to know how to respond to such a massive restructuring without knowing more about it.  GSC (backed by the Senate if necessary) should ask for an explanation: the rationale for the decision, who made it, who was consulted, new reporting lines, new funding paths, etc. The Interim Provost should have ready answers concerning something this momentous, and if she doesn't, the problem is a big one.  Once we have that explanation, it'll be easier to formulate more specific questions.

*Concerns about what Faculty and Graduate Students are supposed to do now*

**Student Specific**

1. we concern about the marketing, scholarship, and research fund opportunity for grad students. I think we will continue to have them but who will manage them?
2. Will we continue hearing from grad school about the student scholarship opportunity?
3. I am interested in how these changes will be communicated to our current graduate students.
4. Did anyone speak to graduate students about this change before or since?
5. If my students or I have any questions that were previously directed to graduate studies, who is the new contact person?
6. Will GSA continue to provide scholarships during the Spring semester as well?
7. Our students are at stake here.

**Procedural:**

Capstone/Thesis related –

1. Will there be a revised capstone proposal form?
2. How do graduate students supposed to proceed with thesis submissions?
3. Per GSC minutes last meeting: S. Minkler - Dr. Watson is reviewing capstone proposals. Dr. Watson and Dr. Minkler will be reviewing special project proposals.
	1. Now that AVP Minkler is also Interim Dean of SEST, will there be additional changes to the capstone proposal review process?
4. What is going to be the new process for submitting proposals and completed thesis/capstones?
5. Some faculty also want to know how special project proposals and final project will be reviewed (how will the work be divided between Sheldon Watson and Steven Minkler?).
6. In July I had a MA student finish her thesis proposal and that’s when I found out the School of Graduate Studies didn’t (apparently) exist anymore, so I didn’t know who should approve the proposal. After a number of e-mails, I found out who to send it to, but that should have been communicated whenever the change occurred

Enrollment/Admissions/Recruitment/Retention/Marketing related-

1. If they are so concerned about recruitment, how is it going to look that we no longer have a graduate school when all universities with graduate programs have a graduate school?  I would wonder about this if I was looking at graduate programs.
2. How is disbanding the graduate school (now losing resources) going to help with enrollment and retention?
3. Several years ago, the Dean of the SGS told us (the GSC) that significant increases in graduate enrollment were to be a major factor in maintaining and increasing overall university enrollment.
	1. As the SGS is eliminated, will the reliance on increasing graduate enrollment continue?
	2. If so, how will that be done with the new model for graduate studies at CCSU?
4. How are we supposed to increase graduate enrollment to 25% of overall enrollment if the Graduate School no longer exists?
5. We are told constantly that numbers are important, yet it is going on 1 month and we can’t get our faculty permissions done for slate allowing us to properly review graduate candidates. I have even talked with Christina Robinson who over a week ago said that it would be fixed that day and still it is not. Further, no one in IT knows how to proceed?
6. How will we recruit students if we must rely on the measly departmental budget we currently receive?
7. If the university administration wants numbers to be up, what type of support is going to be offered to aid recruitment? a
8. Slow processing of applications, special projects, and other paperwork have been an issue, so how will this improve if the Graduate School is gone?
9. Most of the concern is the administrative changes such admission and graduation and what will be the new jobs that the department will be responsible for.
10. We are concerned about the marketing. Will we have marketing PR as grad school?
11. I’m right now in the process of getting Slate access so I can review MA applicants, and it’s taking a while and hard to know where things stand. I’ve been on the phone with IT a couple of times and they’ve been helpful with pieces of the process, but I’d really like to have somebody, the equivalent of what used to be the School of Grad Studies, to contact for info about the process.
12. How will we recruit students if we must rely on the measly departmental budget we currently receive?

General Procedural

1. Who do we talk to about graduate things? Who even knows what is going on?
2. Will there be anyone who is responsible for providing oversight for all Graduate academic, budget, facilities, and other responsibilities?
	1. Will this be handled by the individual schools?
	2. Will there be any communication about graduate matters in general?
3. Without the exitance of School of Graduate Studies, how different programs/schools can be communicated and connected each other?
4. How would the chain of command work after this change?
5. The main concern of the department is to learn how this "decentralized" system is going to work and to have a clear understanding of the roles and functions of the people who will be in charge in CLASS.
6. Will the GSC remain the connecting body between the schools and departments?
7. We want to be able to call someone for admissions issues, comprehensive exam applications, graduation applications, etc. We have no idea who to contact. It’s like there has not been a School of Grad Studies for at least a whole year. We have no faith in using the general grad studies email.
8. Will there be some things that are sent to the department while others are sent somewhere else (Dean’s office, etc.)? For example, will all forms be sent to the same location or will we handle our own comprehensive exams while another office handles the admissions?
9. I would like to know a signature chain for all the paperwork that crosses my desk.  Could someone spell that out?
10. I believe that the respective Deans from the various schools may be in a better position to know about their graduate programs and what is necessary to move them forward better that a single person as Dean of so many graduate programs at CCSU. As someone who worked in various industries before joining academia, eliminating this role during a period of unusual-budget constraints and decline enrolment makes sense. I foresee each Dean of every graduate program to be able to set guidelines and controls around the graduate processes (e.g., application review, acceptance/denial, probation, and appeal processes, and so on).

*Concerns about Rationale for the Changes*

1. Given that having a Dean of Graduate Studies is so common at institutions with graduate programs across the country, there must be a compelling reason for the change. What is the compelling reason for the change?
2. I would like clarification on why they made this decision.
3. Is there a benefit to the graduate programs from having a decentralized approach?
	1. If the benefit is to the school, and the harm will be to the programs (as I suspect is the case), is there a reason the powers that be are hamstringing the graduate programs?
4. Are they trying to phase them out with the intention of becoming an undergraduate-only institution? I understand that question was asked and answered during the first meeting of the University Graduate Studies Committee meeting, it doesn’t seem to me that it was satisfactorily answered.
5. Why was this structural change done?
6. How is disbanding the graduate school (now losing resources) going to help with enrollment and retention?
7. If they are so concerned about recruitment, how is it going to look that we no longer have a graduate school when all universities with graduate programs have a graduate school?  I would wonder about this if I was looking at graduate programs.
8. Is this the writing on the wall that they want to move to an undergraduate only institution?
9. Is this going to affect accreditation?
10. Will the university graduate studies committee cease to exist?
11. What is the “Big Picture”?
12. Will there be a graduate studies committee for every school?

*Concerns around budget/savings & workload related to rationale for changes*

1. What are the costs of running the Grad Studies Office headed by a Dean?
	1. How much does it cost to run the office of the graduate dean?
	2. Are we saving funds by changing the structure?
	3. If so, how much are we saving?
2. Are money and resources being shifted from the Graduate School to the new School of Health and Rehabilitation Services set to open next year?
3. What workload analysis was completed to inform the decision to change the structure?
4. How does the change in structure affect workloads of all involved parties and are such changes sustainable?
5. How does the administration see the role of Deans of undergrad programs in relationship to the Grad Programs?
6. What is (or was) the job description of the Dean of Grad Studies at CCSU? Where can we find the description of the Dean’s specific duties?

*Concerns about Graduate Students & Programs as a priority*

1. I think overall there is just a general concern over what this is going to do to graduate students and programs as a whole, something I am sure other departments are expressing as well.
2. How when our deans are already overwhelmed with work are they going to take on the massive work for graduate programs?
3. Why haven’t the Deans visited departments to inform faculty about how graduate programming changes might look for specific departments?
	1. Do the Deans value the input of their faculty?
4. Does this decision mean that CCSU wants to be an undergraduate school and that graduate students and faculty are “second class citizens”?
5. How does the current CCSU administration see the present-day role of the Graduate programs in relation to the CCSU University mission?
6. Who will be in charge of making sure all schools/departments are following graduate expectations?

*Concerns about Shared Governance/Logistics of the Change/Morale*

1. How can we trust an administration that makes major structural changes affecting strategic outcomes without consulting those that are ultimately responsible for implementing change? Further, how can we trust an administration that does not appear to value timely and transparent communication?
2. This is demoralizing to faculty who have spent their careers building top quality graduate programs and they didn’t have the decency to ask for faculty input or even tell us about it. We had to hear it from the grapevine. Why? Can anyone explain why this information was not shared?
3. Why haven’t any members of the administration or Dean’s offices visited individual departments to work to improve morale and answer unanswered questions?
	1. Do the Deans feel comfortable supporting faculty in this regard given the current concerns with the administration?
	2. Are they able to fulfill their contractual role to support and develop faculty in the current climate?
4. Who made the decision to eliminate the Grad Dean?
	1. Were faculty consulted? If so, who and how, and when?
	2. How often were faculty consulted?
	3. What communications were made to faculty in general about the change?
5. Does the Provost value faculty?
	1. Did she feel that the way this decision was made was just?
	2. Why hasn’t the leader of academic programming at our institution, the Provost, spoken on this topic?
	3. Is the Provost actually in charge of academic programming. Will she claim this decision as her own?
6. Unless I'm mistaken, this decision was made in early summer, in the absence of faculty governance bodies.  Was the Faculty Senate consulted?  According to its Constitution, the Senate "serves in an advisory capacity in ... university organizational structure ... and in other matters affecting the educational quality and mission of the university."  This means that while the administration does not have to do as the Senate advises, it does have to provide the opportunity for the Senate to offer that advice, in a meaningful way (i.e. not after the decision has been made), after due deliberation by the faculty that the Senate represents. And because the Senate's bylaws and constitution are considered extensions of the CBA, if there was no consultation the Union could be asked to file a grievance.
7. Grave concern over the precedent set by what appears to be a “massive violation of shared governance and over the impact this violation and change could have on the quality of graduate programs.” Two main courses of action were proposed to the faculty and to GSC: charging the Senate to discover more details of the new admin structure and evidence-based justification for the change as well as, depending on the findings of the Senate, filing a grievance through the Union about the violation of shared governance.
8. It is a violation of shared governance
9. Why weren’t the faculty consulted?

**Minutes Respectfully Submitted by Dr. Jason F. Sikorski**

**10/21/2022**