**Graduate Studies Meeting Minutes for January 31, 2019**

3:00-4:30 Sprague-Carleton Student Center

Attachments sent by email

Sent Jan 28: Agenda for 1/31, GSC Minutes for 11/15/18, Grad Curriculum Report 1/19/19, DNAP Admissions Proposal

Present: B Nicholson, M Davis, M North, S Wu, N Zlatareva, R Cohen, R Simmons, E Thornton, S Watson, S Basim, A Pozorski (Secretary), E Leonidas (Chair), H Sakaki, T Garceau, L Glaser, B Clark, J Snyder, C Lee, A Chae, N Castaneda, M Mitchell, M Passaro, L Konieczny, R Rachler, J Bishop, J DiPlacido, M Mackey, P Gardner (Admissions), B Merenstein (Curriculum), G Bierwirth (GSA), J Battye (GSA), G Fitzgerald (Dean)

The meeting was called to order at 3:00

Eric Leonidas-Chair

The chair presented the minutes from November 15, 2018. After a review of the minutes, M Davis called for a correction: B Hoopengardner was not present as reported. The minutes were approved with the correction.

* Upcoming meetings

Make sure to have representatives at meetings if there is something coming up on the agenda relevant to curriculum. Please submit the curriculum business on time.

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| Graduate Studies Committee  March 7, 1849 Room, 3:00  April 11, Sprague Carleton, 3:00 | Curriculum Subcommittee  February 28, Blue White Room, 3:00  April 4, Clock Tower Room, 3:00 | Policy Subcommittee  February 7, Clock Tower Room, 3:00  March 21, Clock Tower Room, 3:00  April 18, Clock Tower Room, 3:00 |

Upcoming Dates and Deadlines

* February 1, URCAD Research Award applications due
* February 4, URCAD student proposals open (deadline April 12)
* February 7, Graduate Awards Ceremony, 5:00-7:00 Constitution Room
* March 23, Graduate Open House, 11:00 – 1:00, Alumni Hall

URCAD prize is a significant opportunity for students; this year, applications are way down, despite the incentive: $700 in cash prize and money to attend a conference of the student’s choice. As faculty members drive the process, we are asking that they encourage students to apply to present research they have already done.

The general deadline for URCAD submissions opens February 4 and the deadline is April 12. Students who want to present are open to send in proposals. The graduate scholarship committee will generally accept up to three students from each program. Students may choose either to create a poster or deliver an oral presentation.

Feb 7 is the date of the graduate awards ceremony. If a student has RSVPd, program directors will have heard from Gina Montano. Before the ceremony, Gina collected the name of faculty presenting and their remarks. Only two students have indicated they would not attend. It will be a great event with great turnout.

The chair also announced that he has reorganized the website to make it easier to navigate Graduate Studies Resources. Graduate Studies Committee will be on the left hand side menu. A new front page includes annual reports; by laws; meeting dates; meeting minutes; and the GSC policy change form.

Regarding the policy change form: If you want to make a change, be sure to include the DATE your department voted to make a change. All changes require signatures of the department chair, the academic dean, and the graduate school dean. We need to make sure everyone has seen it and remembers seeing it. Take questions to the GSC chair or Mike Davis, the curriculum subcommittee chair.

Dean’s Announcements

The dean began her remarks by thanking faculty for attending the winter 2018 commencement. When she asked for feedback, the chair noted the need for a taller box for presenters/ hooders to stand on.

The graduate studies office continues to see forms without signatures. If you need to get the academic dean’s approval, get it first, before sending along to the graduate school. Make sure all signatures from the committee are on the forms for capstone projects. She suggested we ask academic deans if they do anything before they sign independent study or capstone forms; if they don’t do anything, maybe the forms do not have to go to Dean’s offices first. Further, we do no have to walk the forms over; they can be scanned. Make sure to note the new location of the office in Barrows.

This has been a bad year in terms of continuing registration for graduate students, which is down to 13.3% for FT students. Although it is up 2% for part time students, the overall drop average of decline is 4.8%. What can we do?

1. Talk to students to see if there is something going on to explain such a steep decline; even anecdotal information could help. Perhaps larger programs could run focus groups. Some possibilities for the decline include financial difficulties, availability of classes, personal or health problems.

2. We might also become proactive to see if there is anything to be done to improve fall numbers. If funding is an issue, we can direct them to foundation scholarships.

3. Participate in strategic planning meetings. The school of graduate studies composes 20% of students and the goal is 25%. Graduate faculty should attend the open forums to articulate needs.

The chair suggested that scheduling may be an issue. If it appears there will be an issue in the fall, now is the time to schedule classes in a way that best benefits the program. Advising is another factor; the planned program may not be enough. Make more of an effort to advise students, not only to tell them what to do; students could be a source of feedback in these advising meetings. Being more in contact with advisees will allow us to hear more in advance possible problems. Registrar sends to chairs a list of students that do not register; at the UG level we reach out. We can use a similar system for Grad students, which may require strong support of the department chairs to ask the registrar for a similar list. Students should have a planned program on file after completing 12 to 15 credits. Students need to file a planned program if they want to be approved for a capstone.

In looking at fall schedules, make sure you have three courses students can take at three different times that do not overlap or conflict.

Sarah Dodd, Guest: Office of Diversity and Equity

* Pregnancy and Parenthood under Title IX

Title IX relates to pregnant and parenting students. Her focus for our meeting: “discrimination based on the basis of pregnancy, childbirth and/or parental status is also prohibited.”

Leaders tend to focus on high school population; on campus it is also an issue. Graduate students have sought services based on Title IX. Opportunities cannot be withheld; faculty must excuse students from work and assignments as long as doctor sees fit. Types of assistance we must provide include: 1) reasonable and responsive accommodations; 2) excused absences; 3) an opportunity to make up work; 4) the same services as provided to students with temporary medical conditions; 5) recognition that formal accommodations supersede faculty attendance policy.

Disability services works on accommodations. While asking students to take off a semester seems compassionate or well meaning, it also prohibited by Title IX. If you have questions, contact Disability services: Joanne Milke, Director 860 832 1952.

Strongly recommend to students to file formally for accommodations, which then becomes a civil right. Diversity and Equity gets involved if a student feels she has been harassed or discriminated against. The parenting part is more nebulous; Sarah will get back with a broader response. The focus today is on pregnancy.

Reporting responsibilities: Under title IX faculty are required to report incidences of sexual misconduct regardless of a person’s age.

GSA: Gabriella Bierwirth and Jacob Batty – Finance committee

The GSA received 44 applications for the graduate travel awards, requesting $47,000 in total. The GSA will be reviewing applications the week following our meeting. Last semester, the GSC awarded $27,000. Their system for communicating to applicants includes: sending an email to each student who applied, telling them the amount they received and describing the decision making process. If anyone is denied in full, which is unlikely, they too will receive a message.

The GSA can help advertise the URCAD opportunity. They are collaborating with other graduate honor societies and plan to attend the graduate open house. They will link the open house info in their newsletter and plan to attend food service focus groups.

Graduate Recruitment and Admissions: Assoc. Director Pat Gardner

Every contact, every student makes a difference. Keep working on fall enrollment with every effort.

The Graduate Open House is scheduled for Sat. March 23 from 11-1 in the Student Center Alumni Hall. Requests for representation and invitations will come soon; share with potential graduate students. The JOT form will be easy to fill out. Faculty appreciate receiving the registration list to communicate with interested students directly.

The office is updating the automated inquiry system so that the program directors will receive inquiries directly. Please do contact them. We are to expect a higher volume of inquires from the process. The change will go into effect within the week following our meeting. The $50 application fee will be waived for those who attend open house. Please pick up several open house post cards from Pat and distribute.

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson

* Report from January 24 (sent as separate attachment); presented as consent agenda

The GSC chair reported on behalf of Laura Jacobson. The Engineering proposal was tabled for further consideration. The consent agenda was moved, second, and passed as proposed.

**POLICY**- Chair: Mike Davis

* Proposal to change admissions policy, DNAP (sent as separate attachment)

General announcements: The policy committee needs a member from CLASS. The committee is considering a way to try to simplify the system we use for students we admit conditionally and seeks to generate a drop down menu with a contained list for program’s conditional admit criteria.

The subcommittee will email to poll whether programs have a specific conditionally admission process; please provide information so they can return to this question at the next meeting.

The DNAP program needs to have changes made in time to affect incoming applicants.

Mark Jackson reporting: Suggested changes to DNAP admissions criteria include 1) dropping the GRE requirement; and 2) making deadlines earlier to accommodate hospitals and compete with programs who are making offers before CCSU deadlines.

Since every candidate is personally interviewed and CCSU is competing with Quinnipiac and Fairfield who do not require the GRE, the CCSU program proposes to drop it as it is not essential in the screening process. The deadline is changing to September 1 to give the DNAP faculty time to interview the best candidates before competitors.

The proposed changes apply to both the introductory and advanced specialization programs. Cohen and Bishop motion and second; discussion ensued:

As the EDD requires GRE, for example, shat does it mean for other doctoral programs who do require the standardized test. In fact, the DNAP added the GRE because the EDD set the precedent. In the case of the DNAP, it is not relevant. The dean suggested it is unlikely a person would compare one program’s criteria to the other and cautioned against any one committee member making all admissions decision. The GSC was ensured that a committee made decisions. All voted in favor of the proposed DNAP changes.

**SCHOLARSHIP**- Chair: To be named

* No report

There was no report from scholarship subcommittee, which hopes to meet soon to choose the URCAP award winner and also a system for choosing foundation scholarships.

The Foundation Office has asked how we process student awards. Lisa Bigelow is conducting a larger audit about students receiving scholarships and encourages us to rethink what we are doing with the awards, asking first: What is the general purpose?

The Chair will email everyone with date of the next scholarship meeting in case people want to join to discuss generally the purpose of our awards. We need to change the timing of the process.

New Business

A GSC member asked for an update into the inquiry of whether we can receive credit for grading comps. The Chair talked with various deans who suggested the best way to receive credit hours is to set up a class assigned to faculty, who can receive credit hours through the curricular process.

The last day for thesis submission for students to get their names and project titles into the commencement program is April 15th.  The thesis must be completely finalized with necessary signatures. If the goal is not to be printed in the program, then the deadline is more flexible.

One program reported an emergent problem with candidates thinking just because they walk across the stage, even if they haven’t finished requirements, they report themselves as graduates. We may want to reconsider at what point we let students walk at commencement. It seemed to be the general consensus that the concern is broader than whether a student physically attends commencement. We may want to introduce specific language into our respective handbooks.

The meeting adjourned at 4:15.

Respectfully submitted and fondly,

Aimee Pozorski, GSC Secretary