**Graduate Studies Meeting MINUTES for November 15, 2018**

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

The chair sent all relevant attachments by email on November 11: Agenda for 11/15, GSC Minutes for 10/18/18, Policy Report 10/25/18

Present: C. Rodriguez, B. Nicholson, M. Davis, B. Hoopengardner, M. North, S. Wu, N. Zlatareva, R. Cohen, S. Watson, A. Pozorski, E. Leonidas (Chair), M. Ciscel, X. Shen, L. Glaser, S. Clapp, J. Snyder, R. Bilisoly, R. Schwartz, L. Konieczny, J. Bishop, J. DiPlacido, M. Mackey, P. Gardner, A. Cintron, B. Merenstein, G Fitzgerald (Dean).

The meeting was called to order at 3:01. The agenda was radically condensed. We focused on actionable items due to impending snow and sleet. See appendices for further messages from the Chair, the GSC President, and the Curriculum Committee.

Eric Leonidas-Chair

* Minutes from October 18; review and vote by membership.

The minutes were moved, seconded, and approved without discussion or revisions.

The chair directed our attention to an actionable item: only 17 graduate faculty RSVPd to commencement; we needed another person from SEST to hood. The chair will put the call to serve in the notes (appendix 1).

* Upcoming meetings

|  |  |  |
| --- | --- | --- |
| Graduate Studies Committee  November 15, Sprague Carleton, 3:00  January 31, Sprague Carleton, 3:00  March 7, 1849 Room, 3:00  April 11, Sprague Carleton, 3:00 | Curriculum Subcommittee  January 24, Blue White Room, 3:00  February 28, Blue White Room, 3:00  April 4, Clock Tower Room, 3:00 | Policy Subcommittee  November 29, Clock Tower Room, 3:00  February 7, Clock Tower Room, 3:00  March 21, Clock Tower Room, 3:00  April 18, Clock Tower Room, 3:00 |

* Update on load credit for comprehensive exams

Fall Dates and Deadlines

* December 16, 2018- Award date for fall completion; Fall Commencement Ceremony
* December 27, 2018- Winter Intersession classes begin
* December 30, 2018- Last day to drop a winter course without “W”

Dean’s Announcements

* Pregnancy and Parenthood under Title IX sponsored by the office of diversity and equity.

GSA: President, Andres Cintron (see appendices 1 & 2)

Graduate Recruitment and Admissions: Assoc. Director Pat Gardner (see appendix 1)

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson

* Report from November 8 (see Appendix 3 below); presented as consent agenda

All proposals were circulated on a consent agenda. Nothing was removed. All voted to approve curriculum consent agenda.

**POLICY**- Chair: Mike Davis

* Report from October 25 (sent as attachment)
* Proposal to change submission of theses and special projects

**The following composed the majority of our work during the meeting itself.**

1. **Biology seeks to modify the number of letters of recommendations for five listed programs. Currently, they require three but are looking to change the number to two, which would also include a clause for exceptions if it becomes difficult to get two from two college instructors. All changes will be consistent across the five programs in Biology. The proposal was moved by B Nicholson and seconded. All voted to approve.**
2. **a. All programs need to review the process for applicants to send additional materials.**

**b. We moved that departments and programs will alert the policy committee about changes to instructions for how to send additional materials, and the policy committee will vote, but not take to the GSC as a whole. The process can stop at policy. (Leonidas moved; all approved.)**

1. **Using three OCPs as an example, we discussed looking at all catalogue language for outdated material, particularly dates. See attachments and notes from the Chair calling for further updates and instructions.**
2. **We revisited the proposal to change the policy for submitting theses and special projects (Leonidas). According to the current policy, students submit a bound copy and original to dean; the dean submits a copy to the library and department after approving.**

**The new proposal includes submitting one, original thesis to the dean who will review it and send it to the library. The chair will check to see whether the dean should also collect a separate copy of the abstract with cover page in a clear report cover, but it was generally understood to be unnecessary.**

**This would reduce the new checklist to include:**

**--original thesis;**

**--a flashdrive including electronic version of thesis and abstract**

**--thesis access approval form**

**--thesis approval form**

**Cohen moved; Discussion took up the internal checklist itself, which would also need to be updated to reflect the above four items. Further changes include a change of address -- not to Henry Barnard but rather the School of Graduate Studies (currently located in Barrows 120).**

**This means the advisor will never officially receive a copy. The library offers a service to have a copy bound and we can still tell students to provide a copy. This is just the process for graduate studies.**

**The thesis should be submitted as a single file, with all tables, charts, or graphics positioned within the document. The student may also submit to the library on a USB flash drive; after the thesis copied, the USB drive is reformatted and sent to circulation desk so students can recycle.**

**The Amended list was moved and approved.**

**The name of the thesis reproduction approval form will change to thesis access approval form. See revisions to remote access form: Strike “student agreement for access through interlibrary loan.”**

**Further discussion wondered whether there should be a new mechanism to allow faculty to stop the project with the graduate school and not send on to the library, where it would otherwise be read as an endorsement of exemplary work. The above policy change only reflects the typical process, but we may want to revisit the policy for less typical scenarios where the quality of the work is questionable.**

**The special projects forms and procedures should also be updated to reflect the new policy regarding thesis submission. Finally, we voted to add “special projects” to the thesis and dissertation form.**

**All voted in favor of passing the proposals as a package as amended. The changes will**

**be in effect after passing through Senate and should be put it into place for spring 2019.**

**SCHOLARSHIP**- Chair: To be named

* No report

**Non-Graded APPEALS**- Chair: Ralph Cohen

* No report

New Business

* Suggestions from membership

No suggestions. The meeting adjourned shortly after 4:00.

Respectfully submitted,

Aimee Pozorski

Appendices

*Appendix 1 (Follow up from the Chair, November 17, 2018)*

Dear All,

 Thanks again to all who braved the weather and scheduling conflicts to make our meeting last Thursday. To recap, we had a truncated agenda: we passed the curriculum report as proposed, the policy report with some minor modifications, and the proposed revisions to the thesis submission process (with some more substantial alterations).

The Dean announced that she is seeking a faculty member from SEPS to hood at December commencement. Please email Graduate Studies to volunteer. Also, to anyone who would like to help decide on the Outstanding Scholar awards, the committee will meet Tuesday, 11/27, at 1:30.  Please let me know if you’d like to join.

Since we skipped all other agenda items, I’m including reports from Graduate Recruitment and Admissions and the Graduate Student Association.

From Assoc. Director Pat Gardner, a report on Recruitment & Admissions:

* Fall 2018 Open House – 69 applications were submitted with the Application fee waiver codes, compared to 62 last year
* Dr. Toro has offered New Britain Teachers and the children of NB Teachers an application fee waiver through December 1st
* Spring 2019 Incoming Enrollment Numbers:

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL TIME** | **11/15/2017  Spring 2018** | **11/15/2018  Spring 2019** | **Change   Prior Year** |
| **First Year** |  |  |  |
| Applications | 170 | 161 | -9 |
| Pending | 72 | 68 | -4 |
| Net-Acceptances | 76 | 69 | -7 |
| Net-Confirmed | 30 | 21 | -9 |
| Registered | 23 | 15 | -8 |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART TIME** | **11/15/2017  Spring 2018** | **11/15/2018  Spring 2019** | **Change   Prior Year** |
| **First Year** |  |  |  |
| Applications | 267 | 211 | -56 |
| Pending | 136 | 111 | -25 |
| Acceptances | 112 | 81 | -31 |
| Net-Acceptances | 112 | 81 | -31 |
| Registered | 25 | 21 | -4 |

From Andres Cintron, President of GSA (and please see his lovely note sent by email, 11/16! We have included that as appendix 2):

SCHOLARSHIPS:

* Spring Semester Scholarship applications to open in January and closes on January 25, 2019.
* GSA E-Board will change some of the wording on the scholarship application requirements:
  + Currently the scholarship requirement is a 3.0GPA. Board wants to add a statement to make sure first semester students are aware they also qualify.

Announcements:

* Newsletter for November is on the GSA website now. Future Newsletter will be posted on the website as well as sending via email.
* GSA will be sending out a survey to all graduate students to find out how the GSA has been doing and how the GSA could better assist students.
* The E-Board and Graduate Studies have approved GSA Brochure. Brochure will be distributed and can be used to provide students with information on GSA’s role.
* GSA looking to give Graduate Students graduating this winter a gift.

Events:

* Dec 1st, Social Event at Alvarium Brewery in New Britain at 3pm.
* Dec 3rd, Coffee with Dr. Toro at 5pm. Location (TBD)

Lastly, Graduate Policy will meet Thursday, 11/29, in the Blue and White Room. GSC meets again next semester, January 31, in Sprague Carleton.

Enjoy your break, and thank you for your work this semester,

Eric Leonidas

GSC Chair

*Appendix 2 (Follow up from A Cintron, GSA, November 16, 2018)*

Good afternoon,

I hope you all made it safely home last night and enjoyed the late start today. I wanted to personally express my gratitude during yesterdays GSC meeting, but unfortunately, we had to cut it short. On behalf of the GSA Board, I would like to thank you all for your support. We have had a great Fall semester and we look forward to continuing working together to support our graduate students.

Again, thank you for all your support.

Best, Andres Cintron

*Appendix 3 (GSC Curriculum Committee minutes, November 8, 2018)*

GSC Curriculum Committee, November 8, 2018, Blue-White Room 3:00

Attending: Jacobson, L; Holt, J; Merenstein, B; Lee, C.; Thornton, E; Castaneda, N; Snyder, J; Rachler, R; Watson, S; Leonidas, E; Yeojin, JK;

(Links to all items on the GRAD agenda can be found here: [GRAD Agenda](https://ccsu.smartcatalogiq.com/Curriculum-Management-System/Dashboard/Curriculum-Dashboard/?&workbox=%7b6EBC4C56-90AF-4291-A3A2-10B5C1CD4AC3%7d&field=%7bBF6BE2BF-98A9-414A-9F02-573ECA2D94A0%7d&value=Graduate%20School))

AP=Approved as Proposed

AA=Approved as Amended, with emendation noted

|  |  |  |
| --- | --- | --- |
| Change Course | [ACTL 565 Graduate Long Term Actuarial Models - 4 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b06FA7B65-D30A-48D2-A50B-BDE2CE8DEC14%7d&item=%7bDD9D43CC-F91A-426A-B10D-87862539E836%7d) | AP |
| Change Course | [ACTL 566 Graduate Short Term Actuarial Models - 4 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b06FA7B65-D30A-48D2-A50B-BDE2CE8DEC14%7d&item=%7bF3C16412-3FB8-4EA5-8E20-C5BC2BC44997%7d) | AP |
| Change Course | [BMS 500 Seminar in Biomolecular Science - 1-3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b06FA7B65-D30A-48D2-A50B-BDE2CE8DEC14%7d&item=%7b9CAC70EC-C3C7-49F6-86C6-9F21C8881B53%7d) | AP |
| Change Program | [Biomolecular Sciences M.A.](https://ccsu.smartcatalogiq.com/?sc_itemid=%7bB0B93825-3654-4ECE-91EB-4D1FE5871321%7d&item=%7b5469A35A-B19D-4130-A978-7AA3DD21BBAF%7d) | AP |
| Change Program | [Strategic Communication M.S.](https://ccsu.smartcatalogiq.com/?sc_itemid=%7bB0B93825-3654-4ECE-91EB-4D1FE5871321%7d&item=%7bCF4DA1CF-0F79-43E9-809E-E3991CCA3679%7d) | AP |
| New Course | [BUS 594 Independent Study In Business - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7b2582F8DF-B95E-4FCD-B2FB-9E0976335ADA%7d) | Postponed |
| New Course | [BUS 598 Special Topics in Business - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7bD8972B09-6CC9-45F5-84C6-BD2BCA9A9B58%7d) | Postponed |
| New Course | [COMM 511 Social Media Research & Analytics - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7b88A6FC70-9323-465E-8498-E41BB9A8D462%7d) | AA; Prereq: “Comm 500 or permission of department chair” |

**Appendix 3: Approved Thesis Policy**

The following is proposed replacement text for the School of Graduate Studies Thesis Handbook:

**Policies Regarding Submission and Approval of Thesis**

Central Connecticut State University follows certain procedures regarding approval of theses (see below). Individual departments may set additional criteria. (See Chapter 4.)

After your thesis has been approved by your thesis committee, the chair of the committee must submit ~~multiple copies of~~ the thesis and abstract, along with an Approval of Thesis Form (Form 3A) signed by all members of the thesis committee, to the Assoc. V. P. for Academic Affairs/Dean, School of Graduate Studies.

The following should be submitted to the School of Graduate Studies: ~~, Henry Barnard 102:~~

1. The original thesis and abstract.

~~2. A copy of the thesis.~~

~~2~~. ~~3. In a separate folder, three copies of the abstract, each with its own cover page. 1 separate copy of the abstract with an attached cover page submitted in a clear report cover.~~

2. ~~4.~~ A USB flash drive containing an electronic version of the thesis and abstract.

3. ~~5.~~ Thesis ~~Reproduction~~ Access Approval Form (See Elihu Burritt Library Thesis ~~Reproduction~~ Access Approval).

4. ~~6.~~ Thesis Approval Form

~~The original and the copy of the thesis should preferably be put in a clamp-type binder as per the instructions below~~ The thesis should be bound by means of a clamp-style binder or large binder clip (in which case place it in a labeled envelope). If it is 100 pages or more, you may use an accordion style folder ~~for each~~.  ~~(If one is not available, students should find another appropriate type of binder. However,~~ Students should **NOT use ring binders** or any other means that would create perforations to the thesis; these will not be accepted.~~)~~

~~Submission Instructions:~~

~~1~~~~st~~ ~~Report Cover: This must include: the~~ *~~original abstract and the original thesis.~~* ~~Place a label, with your name and title of the thesis, on the center of the cover, and a second label-stating ORIGINAL, in the upper right hand corner. This report is sent to the library where it is bound and stored.~~

~~2~~~~nd~~ ~~Report Cover: This must include: a copy of the abstract and the thesis.~~

~~Again, place a label with your name and thesis title on the center of the~~

~~cover and put a second label stating COPY in the upper right hand corner.~~

~~This copy is returned to your department.~~

~~Remaining Abstracts: Enclose the remaining three abstracts in one clear report cover. Staple~~

~~each set. The Graduate School will send one copy of the abstract to the Dean of your academic school; one will be held in the Graduate School Office; and one will be retained in your academic file.~~

~~In addition to the original and copy of the thesis, students may prepare final copies of the thesis for their thesis advisor, other members of their committee, and themselves if they wish.~~

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**[Delete Image Above]**

**Digitized/Electronic Submission**

Students completing theses are required to submit a copy of their thesis in digital format. The specific procedures are explained below. Both the digital copy and the signed Thesis ~~Reproduction~~ Access Approval Form (Elihu Burritt Library Thesis ~~Reproduction~~ Access Approval) should be submitted to the ~~Graduate School Office~~ School of Graduate Studies at the same time you submit ~~hard copies and abstracts of your thesis~~ your thesis.

The world of scholarship depends on people making their research available to others. Consequently, Elihu Burritt Library maintains a digital repository of over 1600 CCSU theses. There has been an increase in interest in our theses since this repository went live. This sharing of information stimulates education and research. It also ensures that many people give credit to you for your work and that your research may be cited in others’ publications, which adds to your prestige and can help your future advancement.

Since you spent a great deal of time on your research, it should encourage you to know that others are requesting access to your work. Your literature review may guide others, and your results may save others the time of replicating your study; instead they can build on your research study. It would greatly aid graduate education if as many of these were made available as possible, either through Interlibrary Loan or accessible full-text through the University’s digital repository.

In order to preserve your University Thesis in a digital format, the Graduate School **requires that you submit a copy of your thesis in digital format.** Once submitted, and if permission is granted, your thesis will be converted to a format suitable for access via the Internet. Only with permission does the library make your thesis available digitally to users outside of authorized members of the CCSU community. You and your thesis advisor must sign the form (Elihu Burritt Library Thesis Access Approval). All internet users will be able to access your thesis ~~through a variety of channels~~ once permission is provided.

## Guidelines and Specifications for Submitting Your Thesis in Digital Format:

The library can accept a digital copy of your thesis in one of several formats. In most cases the original word processing format used to write the thesis is acceptable without modification. Current or recent versions of Microsoft Word, or Portable Document Format (PDF) are acceptable. Theses should be submitted as a single file, with all tables, charts or graphics ~~should be~~ positioned within the document~~. word processing file~~. ~~If it is not possible for charts or graphics to be included in the word processing file, they may be submitted as separate graphic files in GIF, PNG, or JPG format.~~

Computer files may be submitted on a USB flash drive. Free drives are available at the library circulation desk. ~~the following media:~~

~~USB flash drive~~

~~CD-ROM~~

If your thesis was produced using very old, or unusual word-processing or editing software, or if you require assistance converting your document for submission, please contact the Library Information Systems and Resources (ISAR) Office at 860-832-2079. In most cases, the library staff should be able to help you convert your thesis to a format acceptable for submission.

Please refer to the Elihu Burritt Library Thesis ~~Reproduction~~ Access Approval Form. Complete the form and attach it along with your Thesis Approval Form.

Capstone Rubric

The Graduate Studies Committee has developed and approved a capstone rubric (Form 4). The rubric provides specific areas that all theses should contain and indicates levels by which theses will be assessed by committee members.

Bound Personal Copy of Thesis

As a service to our students, Elihu Burritt Library provides the option to have up to two personal copies of a Master’s Thesis bound professionally. Bound personal copies of theses are ~~$8.00~~ $20.00 apiece. Students must provide their own print copies of their theses for binding. Requests submitted without the appropriate number of print copies will not be processed. Due to the large number of theses that must be processed each semester as well as the library’s policy of not sending bindery shipments during the summer break, the turnaround time for students to receive bound personal copies of their theses can be between two and six months. To obtain bound copies of your thesis, please complete the Bound Personal Copy of Thesis Request and submit to the School of Graduate Studies with final submission of your Thesis.

**FINAL THESIS SUBMISSION CHECKLIST**

LEFT MARGIN MUST BE 1 ½ INCH

 ~~PROPOSAL – FORM 2A~~

 APPROVAL FORM – FORM 3A

 HSC OR IACUC APPROVAL FORMS, AS

APPROPRIATE

 LIBRARY ~~REPRODUCTION~~ ACCESS FORM

 DIGITIZED COPY

~~ 3 ABSTRACTS~~

 ORIGINAL VERSION ~~TO LIBRARY~~ WITH ABSTRACT

~~ COPY VERSION~~

Item F: The following is proposed replacement text for the School of Graduate Studies Special Project Handbook:

**Chapter 2**

**School of Graduate Studies Policies and Requirements**

**Submission Requirements**

Central Connecticut State University follows certain procedures regarding approval of special projects (see below). Individual departments may set additional criteria. (See Chapter 3.)

After a **Plan C** special project has been approved by your special project committee, the chair of the committee or the student must submit:

1. An original, including abstract, of the special project ~~in a three-ring notebook or clamp-type binder;~~ bound by means of a clamp-style binder or large binder clip (in which case place it in a labeled envelope).
2. ~~Three (3) additional copies of the abstract to be maintained in the School of Graduate Studies Office;~~
3. 2. Approval of Special Project Form (Form 2B) signed by all members of the special project committee, to the Assoc. V. P. for Academic Affairs/Dean, School of Graduate Studies;
4. 3. Digitized copy and library form (Elihu Burritt Library Special Project ~~Reproduction~~ Access Approval Form), only if the student, with advisor approval, wishes to post the special project to the web.

(**Plan E** projects are handled differently per department policies.)

In addition to the original and copy of the special project, students may prepare final copies of the special project for their special project advisor, other members of their committee, and themselves.

The Graduate School also has certain guidelines that govern each of the items on the following pages:

**Special Project Cover Page**

Each special project must include a cover page of pertinent information. The cover page should contain the following elements (items in italics require you to put in accurate information):

*Title of Special Project*

*Your Name*

A Special Project

Submitted in Partial Fulfillment of the

Requirements for the Degree of

Master of *(list your degree)*

In

*(list your program)*

Department of *(list department)*

Central Connecticut State University

New Britain, CT

*Month, Year*

Special Project Advisor: *Advisor Name*

**Abstract Cover Page (**See Same Abstract Cover Sheet, <http://www.ccsu.edu/grad/resources/forms.html> **)**

Each special project must include an abstract that summarizes the purpose, methodology, findings and conclusions of the study. The abstract should be written with approximately 200-300 words or from one to two pages. As a summary of the special project, it should contain the following elements: (1) a summary of the project’s purpose; (2) brief statements regarding the methods of investigation or the planning of the project; (3) a description of the results or the findings, including where and how you obtained them; and (4) conclusions and/or recommendations, which relate back to the original objective of the special project. When writing an abstract, it is important to be exact, concise, and unambiguous.

**Biographical Note**

It is your choice as to whether to include a short biographical note as the last page of your special project. At a minimum, you should summarize your academic background, honors, and pertinent employment history. Additional information--about your family, your interests, your long-term goals--is acceptable.

**Digitized/Electronic Submission**

Students completing Special Projects may submit a copy of their special project in digital format. Projects should be submitted on a flash drive as a single file, with all tables, charts or graphics positioned within the document. Both the digital copy and the signed Special Project ~~Reproduction~~ Access Approval Form should be submitted to the ~~Graduate School Office~~ School of Graduate Studies ~~(Barnard 102)~~ at the same time that you submit the hard copy and abstract of your special project.

**Special Project Deadlines**

Submission of special projects follows the final examination deadlines for both fall and spring semesters. For students seeking summer graduation, Special Projects should be submitted no later than August 15.

**Capstone Rubric**

The Graduate Studies Committee has developed and approved a capstone rubric form (Form 4). The rubric provides specific areas that all special projects should contain and indicates levels by which special projects will be assessed by committee members.

**SPECIAL PROJECT CHECKLIST**

The following checklist is provided to assist you with the organization of your special project. It is suggested that you check all the boxes below to be certain your special project contains each of the items before you submit your special project for review.

**The paper format of your special project should be assembled in the following order**

**Special Project Cover Page**

**~~Abstract Cover Page~~**

**Abstract (**The abstract size should be between 200-300 words.)

**Text/Narrative, along with appropriate tables and figures**

**List of References**

**Appendices**

**Biographical Statement** (If appropriate)

**Submission requirements:**

**Proposal – Form 2B**

**Approval Form – Form 3B**

**HSC or IACUC Approval forms, as appropriate**

**~~1 Abstract~~**

**Original Version with abstract**