**Graduate Studies Meeting MINUTES for September 28, 2017**

3:00-4:30 Philbrick Rm. Student Center

CALL TO ORDER: 3:05 pm

Attending: Basim, S; Bishop, J; Button, C; Castaneda, N; Ciscel, M; Cistulli, M; Cooper, E; Criscola, J; Davis, M; DiPlacido, J; Durant, M; Efremoff, T; Fallon, M; Gardner, P; Fitzgerald, G; Hermes, K; Konieczyn, L; Kurkjian, C; Leonidas, E; Morales, A; North, M; Pana, E; Park, S; Ruane, S; Wang, J.;

Attachments sent by email on 9/18/117:

**GSC Minutes** for 4/20/17; **Agenda** for 9/28/17; AA and OS award information

Eric Leonidas-Chair:

* Welcome, introductions, thanks, and brief remarks.
* Minutes from April 20, 2017 APPROVED
* Please make copies of agendas and minutes for meetings to avoid over printing.
* FALL 2017 and Spring 2018 GSC and subcommittee schedules:

2017-2018 GSC and SUBCOMMITTEE MEETING SCHEDULE

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| **CURRICULUM Subcommittee 3:00-4:30** | **Full GSC MEETING**  **3:00-4:30** | **POLICY Subcommittee**  **3:00-4:30** |
| **Fall 17**  **(Blue White Room)** | **Fall 17**  **(Philbrick)** | **Fall 17**  **(Vance 106)** |
|  | 9/21/17 | 9/28/17 |
| 10/12/17 | 10/19/17 | 10/26/17 |
| 11/9/17 | 11/16/17 | 11/30/17 |
| **Spring 18** | **Spring 18** | **Spring 18**  **(Blue White Room)** |
| 1/25/18 | 2/1/18 | 2/08/18 |
| 3/8/18 (1849 RM) | 3/22/17 | 3/29/18 |
| 4/12/18 | 4/19/18 | 4/26/18 |

* Responsibilities of GSC members. Members in attendance reminded of their responsibilities to communicate all issues to the departments, students, program coordinators, and department chairs.
* Committee Recruiting—Curriculum, Policy, Awards. Representation across different schools was encouraged. The importance of coordination was emphasized, especially when new programs are proposed.

Dean Glynis Fitzgerald’s Notes:

**Great work on all the recruitment and continuing student work!!!**

* The GSA leadership would like to ask departments to provide a **list** of **recommended professional conferences and dates.** The list of most relevant conferences in each discipline should be sent to the graduate studies mailbox.
* Supervisors of theses should make sure primary investigators follow the required IRB steps. Students working on theses subject to IRB approval are required to attend the training workshop offered in the fall. Supervisors are encouraged to accompany students to these workshops. Software will also be available to get training at any time. The training using the software is not a substitute for the workshop. Students should secure the IRB approval before submitting applications to URCAP.
* Recruitment.

Dean Fitzgerald asked for ideas on how to promote programs and recruit applicants. Discussion focused on streamlining admissions for those graduating from other CSUs and those graduating from CCSU with a GPA above a certain level. Programs with a special admission process (e. g. audition) should also consider streamlining admission while maintaining the special components of the admission process. Due to budget reductions, the marketing strategy will highlight recruitment efforts at department level.

* Chair intends to create ad-hoc committee to investigate an admissions “pipeline” from other CSU’s to Central.
* Credit-bearing CREG registration

The current fee paid by CREG students is $40. A credit-bearing CREG registration will substantially increase the cost of CREG to students but will also motivate students to finish earlier. The CREG registration will simplify the payment process and will facilitate student access to wellness services. Dean Fitzgerald proposed the issue be deferred to the Policy committee.

* “What should a Gatekeeper Letter say?”:  <http://www.ccsu.edu/hsc/glg.html>
* The list of what comprises an appropriate external gatekeeper letter:  <http://www.ccsu.edu/hsc/glg.html>
* Our discipline-specific sample proposals:  <http://www.ccsu.edu/hsc/samplesGuidelines.html>
* Informed consent guidance and samples:  <http://www.ccsu.edu/hsc/samplesGuidelines.html>
* The HSC Q&A page:  <http://www.ccsu.edu/hsc/investigators.html>

We also have introduced a “New Submissions – Start Here” page designed as an entry point for first-time researchers, which may be a good place for advisors to use as a starting point for their students.  <http://www.ccsu.edu/hsc/newSubmissions.html>

**September Dates: PLEASE MARK Your Calendars!**

* Nomination applications and list of eligible students for the Outstanding Scholar Award and Graduate Academic Awards will be emailed to Department Chairs and secretaries by **September 21st**
* Deadline for submittingGSA Conference/Research Scholarship is **September 29th** by GSA officers

**October Dates:**

* Fall - Graduate Open House is **October 14th**
* **October 13** is the deadline for submitting the Outstanding Scholar Award & Graduate Academic Award nominations
* Thesis Workshop sometime in October - TBD

**Spring Dates:**

* Graduate Academic Awards is scheduled for **Thursday, February 8th** (**Snow date is Tuesday, February 13th**). It will be held in the Constitution room in Memorial Hall beginning at 5:00 p.m. with food - program starts at 5:30 p.m.
* Spring Graduate Open House is scheduled for **March 8th, 2018**

GSA Update: President, J. Haugen

No one present to report.

Graduate Recruitment and Admissions: Assoc. Director Pat Gardner

* Admissions Report
  + Fall 2017 Enrollment

Full time enrollment has increased by 11.9%. Total FTGR enrollment is 648.

First year enrollment has increased by 12.7%

Continuing enrollment has increased by 11.3%

The number of part time students is 1,678.

Overall, the total graduate enrollment has increased by 3.6%, from 2,326 to 2,246.

* + Fall 2017 Graduate Open House – Saturday, October 14th; 11:00am – 1:00pm; Student Center Alumni Hall. It will be a university-wide event.
* Assoc. Director Gardner welcomed the new Assistant Director of Graduate Recruitment and Admission Naixtza Rivera and thanked the leadership for their support.

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson

Members: L. Reynolds, E. Leonidas (ex-officio) (additional members needed)

* *(No curriculum items to report.)*

**POLICY**- Chair: Mike Davis

Members: Linda Clark, Leah Glaser, Steve Kirstukas, Eric Leonidas (ex-officio)

* Changes to the admission process. Would departments consider a virtual defense? Should it be recorded? Is there a way of preventing candidates to access internet during the defense?
* Graduate Students removal or exit. Students should apply for graduation but some do not.
* Committee charged with looking into a 1-credit CREG course or some other way to manage the CREG process.

**SCHOLARSHIP**- Chair: Ella Panna

Members: Jan Bishop, E. Leonidas (ex-officio), Barbara Nicholson

* Committee charged with discussing repurposing academic award funds.

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

Members: Jeff Thomas, E. Leonidas (ex-officio)

* Election of new members

**New Business:**

* GSC and Shared Governance. Chair Leonidas asked to more control on shared governance. How are program creations responding to demands from employers?
* Leadership would like to strongly recommend redirecting the money allocated to the Outstanding Scholar and Academic Award to areas with a higher impact on recruitment. If change is implemented, the award will be discontinued the next academic year. The Chair deferred the issue to the Awards committee.

Meeting adjourned at 4:18pm.