

Graduate Studies Meeting MINUTES for September 29, 2016

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

CALL TO ORDER: 3:03 pm

Attendees: Austad, C., Ayotte, K., Bishop, J., Castaneda, N., Chae, A., Cisel, M., Clark, L., Cohen, R., Davis, M., Drew, S., Efremoff, T., Fitzgerald, G., Friesem, Y., Glaser, L., Howell, M., Jacobson, L., Kirstukas, S., Kurkjian, C., Kyem, P., Larose, D., Mejia, G., Mitchell, M., Nicholson, B., Pana, E., Pozorski, A., Ratansi, S., Reynolds, L., Rice, T., Ruane, S., Shen, X., Snyder, J., Wang, J., Wu, S.

Attachments sent by email on 9/27/16:

GSC Minutes for April 21, 2016; **Agenda** for 9/29/16; **Policy: Report**, 9/15; Student Enrollment Data

Eric Leonidas-Chair:

- Welcome, introductions, thanks, and brief remarks.
 - Very important that what is discussed at GSC meetings gets communicated to departments to contribute to
 - Membership encouraged to join GSC subcommittees (sign up distributed)
- Minutes from April 22, 2016: **APPROVED**
- Please make copies of agendas and minutes for meetings to avoid over printing.
- FALL 2016 and Spring 2017 GSC and subcommittee schedules:

2016-2017 GSC and SUBCOMMITTEE MEETING SCHEDULE

CURRICULUM Subcommittee 3:00-4:30	Full GSC MEETING 3:00-4:30	POLICY Subcommittee 3:00-4:30
Fall 16	Fall 16	Fall 16
	9/29/16 (Philbrick)	10/13/16
10/20/16	10/27/16 (Vance 105)	11/3/16
11/10/16	11/17/16 (Vance 105)	
Spring 17	Spring 17	Spring 17
1/19/17	1/26/17	2/09/17
2/16/17	2/23/17	3/16/17
3/23/17	3/30/17	4/6/17
4/13/17	4/20/17	5/4/17

In spring, the full GSC will meet in the Sprague-Carleton Room in the Student Center. The Curriculum subcommittee will meet in Vance 106.

Dean Glynis Fitzgerald's Notes:

- Open House – We are very excited to try our first Saturday Open House on October 8 from 11:00-1:00 in Semesters in the Student Center. We have a number of exciting changes and additions that we hope will further engage the prospective students. Please email GradStudies@ccsu.edu to indicate who will be attending for your program and if you have any technology needs. Please plan to arrive by 10:45. We are planning campus tours at 1:00. We are hopeful that some departments might also open up their spaces (labs etc.) at that time. If you plan to do so please indicate that as well.
 - Suggestion by E. Leonidas: bring current graduate student to Open House
- Please be sure to include CCSU ID # when sending any emails or paperwork to the School of Graduate Studies.
- Make sure that no GAs & GIs work until they receive their appointment letters. Copies are sent to the supervisors.
- Faculty are still using some old forms with SS on it. (All up-to-date graduate forms are on the GS website.) Please do NOT include social security number!
- Deadlines:
 - Comp. Exam application deadline: October 1st.
 - Academic Award Nominations deadline: October 14th
 - December graduation application deadline: October 15th
 - Thesis Workshop: October 17th
 - GSA Society Budget request due: October 31st
- Each department may apply for funding for program-specific graduate societies. Applications should be specific about what kind of programming, the value of the programming, etc.

GSA Update: President, K. Ayotte

- 42 fall scholarship applications received; GSA submitted recommendations to advisor 9/28/16. GSA is hopeful that results will be available in the next month. Total amount to be awarded is \$25,000 for the year (\$12,500 per semester). Due to large number of applicants, reserve funds are being used to supplement fall allotment.

Graduate Admissions: Director Pat Gardner

- Fall 2016 Graduate Enrollment (see attached enrollment document)
 - Full-time enrollment has increased by 2.5%
 - Continuing student enrollment decreased by 10%
 - Faculty- please assist with this by reaching out to students who do not register for a semester or two
- Recruitment Season – Communication with leads for your graduate programs
 - Dean Fitzgerald has additional funds (\$10,000) that may be used for other recruiting activities/advertising (for program-based recruiting)

Standing Committees

CURRICULUM- Chair: Laura Jacobson

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

- New Members: Carrie Andreotti; Nelson Castaneda

POLICY- Chair: Mike Davis

Members: Linda Clark, Steve Kirstukas, Eric Leonidas (ex-officio), (additional members needed)

- Admission policies, BMS (**APPROVED**) and Pre-Health (**APPROVED** as modified to include link to deadline website)
- Non-graded appeals (**APPROVED**)
- Conditional Admission GPA (**APPROVED**)
- New Members: Leah Glaser, Peter Kyem

SCHOLARSHIP- Chair: TBA

Members: E. Leonidas (ex-officio)

- New Members: Aimee Pozorski, Barbara Nicholson, Ella Pana, Jan Bishop

APPEALS- Chair: Ralph Cohen

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

- New Members: Lauren Reynolds, Andy Chae

ONLINE- Chair: Gustavo Mejia

- New Member: Catherine Kurkjian

New Business:

- **DegreeWorks:** Jillian Holt, Degree Auditor
 - Will be rolled out 10/4/16
 - For students who began with catalog term Fall 2015 and beyond
 - Instructions for advisors available under “Resources” on Grad Studies website
 - Goal is for planned programs to eventually be paperless
 - Email Jillian Holt with any questions
 - Request by Dean Fitzgerald: discuss terms for conditional admission status with your departments; can it be streamlined?
- **Enrollment and Recruitment:**
 - Out of State Scholarships
 - One out-of-state full scholarship available (includes tuition, room, board)
 - Alert the Dean to any potential recipients
 - \$30,000 recruitment scholarships
 - Proposal to allot 2/3 of these funds for recruitment of new students, 1/3 for returning students in financial hardship: **CONSENSUS**
 - Reach out to the Dean to alert her of any students in this situation
 - Decreasing continuing student enrollment (see Freeze Date data)
 - Recruitment Grants
- **NEASC** Review upcoming. Data needed on graduate student success. Send any data to E. Leonidas ASAP.

ADJOURNED: 4:27 pm