**Graduate Studies Meeting MINUTES for October 23, 2014**

**3:00-4:30 Marcus White Living Room**

Attendees: G. Fitzgerald, S. Seider, M. Anton, M. Ciscel, R. Cohen, M. Davis, E. DePeau, D. Dziuda, K. Farrington, P. Gardner, M. Jackson, L. Jacobson, J. Kara-Soteriou, S. Koski, D. Larose, N. Lee, E. Leonidas, P. Lisi, D. Sianez, M. Strathy, N. Thai, J. Thomas, E. Thornton, H. Vedeler, M. Voight, S. Wu

**Called to order at 3:04pm**

**Susan Seider-Chair:**

1) Welcome and introductions

2) Minutes from Sept. 11, 2014; Minor change page 5. Motion made to accept as amended.

 Seconded.  **Approved.**

3) There are discrepancies with committee lists from the President’s Office. Please be sure your

 Department’s information is correct and make any changes on the sign in sheet.

4) Reminder: **See changes to** meeting schedule below for academic year 2014-15 meetings

Fall 2014 & Spring 2015 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 2014** | **FALL 2014** | **FALL 2014** |
| 9/18 VANCE 106   | **9/11** Founders Hall-Davidson Bldg. | Cancelled on 9/25 |
| 10/16 Vance 106   | 10/23 ***MW living Rm***. | 10/2/14 HB 222 |
| 11/13 Vance 106 | 11/20 Sprague-Carlton | 10/30/14 HB 222 |
| **SPRING 2015** | **SPRING 2015** | **SPRING 2015** |
| 2/19/15 Vance 106 | 2/26/15 Sprague-Carlton | 2/12/15 HB 222 |
| 3/12 Vance 106 | \*3/ **26** Sprague-Carlton | 3/5/15 HB 222 |
| 4/16 Vance 106 | 4/23 Sprague-Carlton | 4/2/15 HB 222 |

**Dean Glynis Fitzgerald’s Notes:**

Students can now purchase bound copies of their theses.  They will be $8 per copy, checks payable to the Burritt Library Foundation.  The form will be available on the GSC website in the near future.  There is a requested maximum of two copies.

The Dean had requested support for graduate recruitment and enrollment.  President Miller responded with $88,000.  So she is asking for recruitment ideas.   There will be $15,000 for grant opportunities, $2,500 for advertising.  An email will be forthcoming with specifics.  There is also the $30,000 she received last month to be used for recruitment scholarships.

1. Update on status of Transform 2020 initiatives: There are three items in Transform 2020 that meet graduate needs.  The Doctor of Practice is important for certain fields.  The Dean is on committees to make sure that the graduate voice will be heard.  The Doctor of Practice will go to legislature in spring 2015.
2. Update on scholarship support will be discussed by the Scholarship subcommittee
3. Use thesis and special project forms.  Please use correct form.
4. Please respond to applications as soon as is reasonable for your department. Adults applying to graduate school have an anticipated response time of two weeks.  Whereas that is a challenging turn-around time, we should be as timely responsive as possible.
5. Graduate Forum: follow-up: Tabled until November meeting.

**GSA Update**:

No report.

The Dean reminded everyone that there is money for travel and research requests so please make sure that students are aware of this opportunity.   If students didn't know about it send to the Dean’s attention.  Discussion on how the GSA used to have a monthly scholarship deadline, but it has now been changed to one deadline each semester. The faculty expressed concerns about this.

**Graduate Admissions Director Pat Gardner-**

* WebNow Training and Transition: The WebNow instructions document will be shared as faculty are trained.  Training is ongoing. Half of the programs have been trained. The second half is now starting.  Please sign up quickly.  The Graduate Admissions Department’s goal is that training will be complete by 11/1/2014.

**Subcommittees– see New Business**

**New Business**:

Standing Committees

**CURRICULUM- Chair:  Eric Leonidas**

Members: Shuju Wu, J. Calvert, L. Jacobson (sec.), E. Thornton, S. Seider (ex-officio)

 1) One item for discussion and vote by GSC membership: Department of Reading and Language Arts- Program revision

The following modification is needed to the MS in Reading and Language Arts that is offered to teachers in Jamaica.  The Jamaican Ministry of Education has a requirement of 36 credits for a master’s degree.  This proposal is to add additional 12 elective credits to the 24 credit core courses to meet this requirement.  The modification only affects the third strand in Corrective and Remedial Reading and Language Arts (certification track).

Also proposed to add in writing:

 The Master of Science degree in Reading and Language Arts is designed to prepare

 literacy professionals who are knowledgeable and competent in providing quality

 support, who can enhance students' literacy learning, and who meet the standards for

 reading professionals as defined by the International Reading Association and by state

mandates.

Link to current description: <http://web.ccsu.edu/catalog/masterdegreeprograms/readinglanguageartsms.asp>

-No other curriculum items to consider for a consent agenda (other items tabled).

-Motion was made to accept as amended, seconded. **Approved.**

**POLICY-** Chair: **Mike Davis-**

Members: Steve Kirstukas, Harold Vedeler; Penny Lisi, S. Seider (ex-officio),

**Policy Meeting notes for May 1, 2014-** The following items were addressed:

**Item 1**: **MA History, MA Public History, change of application submission dates.** Change in priority dates from April 1 to March 1. Motion made and seconded. Passed.

 (See documentation at end of these minutes under \*Item 1)

**Item 2**: **Change to the GSC Bylaws** to let alternates serve on standing committees.

Discussion of change to the GSC Bylaws to let GSC alternates serve on standing committees

Addition to Section IV Standing Committees of the sentence “Alternates may serve on standing committees in place of a department or program’s regular member.”

Appendix B, current GSC Bylaws with addition on p. 2

Rationale: This would broaden the diversity of membership on these committees.

--Motion made. Seconded. **Approved.**

**Item 3**:  Discussion of **changes to existing application procedures** for all graduate programs, to **accommodate the new fully online application process** to be used for Spring 2015 applications.

**“***The GSC Policy Committee recommends that the GSC form a taskforce to review the application process of all graduate programs, and propose modifications to those processes that will make full (or best) use of the new online application system being implemented.  The GSC Policy Committee further recommends that this process begin this summer, in the anticipation of the approval by the GSC at its first Fall 2014 meeting.”*

This has currently become moot due to dates.  Language across the catalog does not include online.   Policy committee will start on this and report to next full GSC meeting.  The software, Smart catalog may allow broad search and replace.  The Policy committee can look at wording, eg., “Upload information to electronic file in lieu of mailing to department”  and bring it back to the next full GSC meeting.

 **--**Motion made and accepted. **Approved.**

**Item 4**:\*\*Change to **application deadline for MS in Marriage and Family Therapy**; change of application deadline from April 1 to March 1.

--Motion made and accepted. Approved.

(See documentation at end of these minutes under \*\*Item 4)

**Item 5**: **Thesis completion deadline**: policy change to impose time limit to complete thesis.

Rationale: Dr. Dan Larose from Mathematical Sciences came to Policy committee meeting to explain how his department is experiencing problems with students not completing their theses based on the six year timeline.  The department is looking for ways to enact an individual deadline to keep them on track.  It would be a shorter deadline than the full six years.

Motion made and seconded.  Discussion: The Graduate School has a six-year deadline to complete the program.  This change would allow the program, faculty advisors and students to agree to shorter deadline if they chose. The deadline could be further revised if needed.   Currently there is language for a failing grade.  Some departments wonder if this would make any difference.  Dr. Larose explained that the average age of their students is 40. They are mid-career students and have many strong priorities pressing on them.  The students do well in course work, with the strong deadline.  But once they get to the thesis it slips to the bottom of their priority list.  It is currently happening with approximately 50% of their students. The option of thesis vs. capstone was raised for the program, but the department feels that the thesis is important and will continue with it. The consensus seemed to be that this option would provide an individualized route to keep students on track, as long as this was framed as a choice.

Motion made to allow departments to opt to use a thesis completion deadline that occurs before the graduate school six-year deadline. Seconded. **Approved.**

Item 6: Statement of changes to existing application procedures for all graduate programs to accommodate *the new fully online application process* to begin for, 2014 Spring & 2015 applications.

**SCHOLARSHIP-** Chair: **David Sianez**

Members: R. Kalder, M. Voight, S. Seider (ex-officio) Please encourage students to apply for these.

* *Outstanding Scholar Award* and *Graduate Academic Award* nominations are due PRIOR to Nov. 3, 2014. The Awards Ceremony date is Tuesday February 10th 2015 from 5pm-7pm in Memorial Hall’s Constitution Room. The snow date is Thursday February 19th 2015 from 5pm-7pm in Memorial Hall’s Constitution Room.

Each program is eligible.  Lists of eligible students were sent a few weeks back.  Contact the Graduate Office if you have not received it.  If you have more than one student that you would like to nominate please nominate them, but there will only be one winner per program.

The Scholarship Committee was also asked to start brainstorming on criteria for the use of the $30,000 in recruitment money. They handed out some ideas and asked the department representatives to take it back to their departments for further discussion.

**APPEALS-** Chair: **Ralph Cohen**

Members: Jeff Thomas, S. Seider (ex-officio) (additional members welcome)

None.

**Standing Committee for ONLINE INSTRUCTION-** Chair:**Gustavo Mejia**

Members:  Clayton Penniman (additional members welcome)

No report.

Adjourned 4:17 pm

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\***Item 1: Master of Arts in History**

CORE (18 credits) at 500 level; ELECTIVES (No more than 6 credits at the 400 level); CAPSTONE

Program Rationale:

The MA degree in history is offered for students who desire to do further historical study and research beyond the bachelor's degree. It serves students interested in graduate study of U.S., modern European, and comparative world history. The

degree is designed to meet the varied needs and Interests of students seeking an advanced degree in history. For

secondary teachers, it fulfills Connecticut State Department of Education requirements and may lead to other employment opportunities. Some who earn the MA will use it as a foundation for undertaking doctoral work in history, law, government, international affairs, and other relevant fields.

Because the majority of students in the master's program are employed full-time during the day, graduate courses are offered in the evening, usually on a one-n!ght-a-week basis. This schedule allows students time to complete regular assignments, carry on research, and make regular progress toward the MA degree.

Program Learning Outcomes:

Students completing the MA will be expected to:

•     demonstrate an understanding of historiography and its relevance for the study of history;

•     develop historical arguments and present them effectively, orally and in writing;

•     produce examples of various types of historical writing, such as book reviews, bibliographic essays, research papers, prospectus, and theses; and

•     present original historical arguments using both primary and secondary sources.

Admission Requirements:

To be considered for admission to the M.A. in History, you must meet the following requirements:

1) Applicants must have an undergraduate (or combined undergraduate/graduate) GPA of 3.00 or higher, as well as a degree In history or related field. If you do not meet this admission standard, please see the "NOTES" below.

2) Applicants must submit the following materials  to the Graduate Recruitment and Admissions Office:

• The graduate school admissions application and application fee

• Official transcripts from each college and university attended (except Central Connecticut State University)

3) Applicants must also submit the following materials to the History Department

• two letters of recommendation

• two essays. Write a 500-word essay that discusses a work of history that has influenced the way you think about the past, and write a 250-word essay that describes your career aspirations and any opportunities for career preparation that you

have had.

4) All application materials must be received by the Graduate Recruitment and Admissions Office and the Department of History no later than November 1 for spring admissions {with a priority date of October 1 for spring admissions) and May 1 for fall admissions (with a priority date of **March 1** for fall admissions). Applicants who do not meet the admissions deadline may enroll in courses on a non-matriculated basis, subject to course availability.

Master of Arts in Public History

CORE (18 credits), ELECTIVES (6credits), CAPSTONE PROJECT: Plan C (3 credits) Program Rationale:

Public historians are front line interpreters, bringing historical knowledge to a broad public audience beyond the traditional academic classroom. The Masters of Arts in Public History is designed to prepare students for careers in history museums, historical societies, historic preservation, cultural resource management, government agencies, heritage tourism, and other fields in which history is presented to public and client based audiences. The degree also provides 1<-12 history educators with tools to energize their classroom teaching. Students receive traditional training in the areas of historical research, writing, and interpretation, along with job specific skills and the hands on experience necessary to become efficient and ethical stewards of the past. This degree is also appropriate for those seeking to pursue further study in American history or public history at the doctoral level.

For more information, visit the department's website at [www.history.ccsu.edu/ma\_pubhist.html.](http://www.history.ccsu.edu/ma_pubhist.html%20/h)

Program Learning Outcomes:

Students in the program will be expected to:

•     conduct original research;

•     Interpret primary sources;

•     evaluate the historiography of a specific historical topic;

•     demonstrate knowledge of public history practices and techniques; and

•     communicate effectively with a non-academic or client-based audience.

Admission Requirements:

To be considered for admission to the M.A. In Public History, you must moot the following requirements:

1) Applicants must have an undergraduate (or combined undergraduate/graduate) GPA of 3.00 or higher, as well as a degree in history or related field. If you do not meet this admission standard, please see the "NOTES" below.

2) Applicants must submit the following materials to the Graduate Recruitment and Admissions Office:

• The graduate school admissions application and application fee

• Official transcripts from each college and university attended (except Central Connecticut State University}

3) Applicants must also submit the following materials to the History Department

• two letters of recommendation

• two essays. Write a 500-word essay that discusses a work of history that has influenced the way you think about the past, and write a 250-word essay that describes your career aspirations and any opportunities for career preparation that you have had.

4) All application materials must be received by the Graduate Recruitment and Admissions Office and the Department of History no later than November 1 for spring admissions {with a priority date of October 1 for spring admissions) and May 1 for fall admissions (with a priority date of **March 1** for fall admissions). Applicants who do not meet the admissions deadline may enroll in courses on a non-matriculated basis, subject to course availability.

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**\*\*Item 4:** Change to application deadline for **MS in Marriage and Family Therapy**; change of application deadline from April 1 to March 1; see ***Appendix A***

**Appendix A**

The Department of Counseling & Family Therapy is requesting a date change for the admission

application deadline from April 1 to March 1. This was voted on by the department at their September 9, 2014 faculty meeting and was approved. The recommendation for change is based on being more competitive in attracting applicants to the program.  Many other Universities have an earlier admission deadline and the department has lost applicants due to the lateness of the current policy.

**For School Counseling, Professional and Rehabilitation Counseling, and Student Development In Higher Education** the current wording *: “The deadline for receiving all admissions materials is April1st.”*

**New wording*:*** ***“The deadline for receiving all admissions materials is March 1.***

**For Marriage and Family Therapy** current wording*: Admission for the Evening Track occurs two times per year (Fall and Spring). All applications must be completed by May 1 for Fall admission of the following year April 1 for priority admission) and by November 1 for admission for the following Spring semester.“*

**New wording:** ***“Admission for the*** ***Evening Track occurs two times per year (Fall and Spring). All applications must be completed by March 1 for admission for the following Fall semester and November 1 for admission for the following Spring semester.”***