

**Graduate Studies Meeting Minutes for January 26, 2017**  
3:00-4:30 Sprague Carleton

Present: Austad, C; Basim, S; Bednarski, M; Castaneda, N; Chae, A; Cohen, R; Davis, M; DePeau, E; Drew, S; Durant, M; Efremoff, T; Farrington, K; Fitzgerald, G; Friesem, Y; Glaser, L; Hoffman, N; Howell, M; Jackson, M; Jacobson, L; Larose, D; Leonidas, E; Mejia, G; Merenstein, B; Nicholson, B; Pana, E; Pozorski, A; Rice, T.; Ruane, S; Simmons, R; Vargas, E; Wang, J; Wu, S;

Called to order at 3:02

Eric Leonidas-Chair:

- Minutes from November 17, 2016; review and vote by membership.
  - Moved/seconded: unanimously approved
- Spring 2017 GSC and subcommittee schedules:
  - Correction: Policy will meet March 9, not 16, due to spring break.

2017 GSC and SUBCOMMITTEE MEETING SCHEDULE

<b>CURRICULUM Subcommittee 3:00-4:30</b>	<b>Main</b>	<b>POLICY Subcommittee 3:00-4:30</b>
<b>Spring 17</b>	<b>Spring 17</b>	<b>Spring 17</b>
1/19/17	1/26/17	2/09/17
2/16/17	2/23/17	<del>3/16/17</del> 3/9/17
3/23/17	3/30/17	4/6/17
4/13/17	4/20/17	5/4/17

GSC: Sprague-Carleton Room in the Student Center. Curriculum will meet in Vance 106. Policy meets in Carroll Hall, 3<sup>rd</sup>-floor conference room.

- New Scholarships; ideas for promotion

Need to try to promote on the main website. The purpose is to get new students to apply who may be on the fence about applying. Will put up a poster at the open house. How can we promote these scholarships to students who are thinking about applying, but not necessarily certain to apply? Suggestions from membership: Send PDF to professional conferences. Eric will send to everyone so we can post to conference organizers in our disciplines. Will create a nice flyer for promoting. Programs that attract out of state are data mining (online); History brings in people from out of state (Michigan); Nursing Anesthesia draws from out of state; students come from New York. Could the PDF be uploaded to target courses in BBL? We will find out the logistics. Continue to think about ideas.

- URCAD:
  - May 5, 2017
  - Applications begin in March; please encourage current and former students

We are working on the website as we speak. Opening up for all grad students to apply. Faculty will select who will be presenting. Trying to get as much talent as possible. Reach out to students who excelled last semester with final projects, posters, etc. Encourage successful students to apply. Have moved it to the evening. Will be juries and events.

○ <http://www.ccsu.edu/urcap/graduateSubs.html>

- Awards Ceremony, February 9 (snow date is 2/15/17): See email re: awards ceremony. Making minor changes in how we run the presentations. Remarks are due to Graduate Studies by 2/3. Begins at 5:00. Presentations are from 5:30-7:00.

- NEASC: please send evidence of student success

Can come in the form of data: securing employment, certification; publications. Anything that suggests students have succeeded, whether as data or in narrative form. Deadline: Early March.

#### Dean Glynis Fitzgerald's Notes:

Exciting meetings with Dr Toro: her primary goal is enrollment: Looking at continuing enrollment as well as increasing enrollment in graduate programs (new students) as well as other programs.

- Three elements:

1. Continue to talk to continuing students. The more conversations we have about continuing the better. Need to reach out to individual students to continue their coursework.
2. New, incoming students – goal of 6% growth in FT graduate students by this fall. History is exemplary in growth for FT, on ground students. Counseling, too. For the programs that can be done FT, reach out to Glynis to see what can be done to help. There are funds to reach out to students. Advertisements, conferences, etc. Dean Fitzgerald has resources for support. Real push: Fall 2017.
3. Can make an impact with conditional admits. There has been a drop in conditional admits. This may mean we are fully admitting more students. But we also have a 62% accept rate. If there are marginal students, we should still try to take a chance, to help them succeed. If they don't meet conditions, they will be dismissed. Faculty should accept more; the Dean will take responsibility for exiting those that don't meet conditions.

- Dean Fitzgerald will help find ways to increase the pools. We can look for ways to get them actually to enroll. If programs asked for a little, consider asking for more.
- Commercials will air again.
- Four plus one programs are an example of an innovative idea to help attract students – designed around a certain need. (Undergrad that would lead to a grad degree—both degrees completed in five years.)
- Program directors asked to answer the following questions after interviewing students and submit to the Dean in an attempt to begin focus group (this will provide a thumbnail sketch with which to guide future marketing decisions):
  - Identify successful students in the program now.

- Who are they (not by name)
- Why are they seeking your degree? What triggered their desire?
- Why Central?
- How did they select?
- How do they perceive CCSU?
- How does program meet or fail expectations?
- Ideas about more people like them?

Open Educational Resources: CTFD working with faculty about reducing the cost of faculty textbooks. Need to consider and inform faculty and students about how much is out there for free. Open Educational Resources is free; librarians will help find sources; CTFD will help faculty incorporate into classes.

- It would be helpful increase printing budgets so students can print and take materials to class for discussion.
- Links to browse resources:
  - <http://libguides.ccsu.edu/oer>
  - [https://docs.google.com/presentation/d/1ECzsgFHgFWZKVI29aS0Yt62986eO3j2wFgUbD\\_49gk/edit?usp=sharing](https://docs.google.com/presentation/d/1ECzsgFHgFWZKVI29aS0Yt62986eO3j2wFgUbD_49gk/edit?usp=sharing)

Kindly suggestions:

- If your program does not use a rubric for grading comprehensive exams, they are strongly encouraged. Important protection against a litigious student.
- Assign numerical grades to comprehensive exams. Demonstrate how faculty came up with a grade. Letter grades must equal percentages.
- FT/ PT GAs: a lot of splitting into 2 10 hr GAs. Try to keep it as a 20 hr GA, which has more advantages: additional fees waived, \$3000 more saved.
- If students do theses through Human Studies Council, they should spend more time with the HSC website. There is more guidance there than before. HSC will begin to send back thesis HSC proposals that do not meet the criteria. The site has been redesigned and is user friendly.

Dates and Deadlines:

- February
  - 7<sup>th</sup> FREEZE Date
  - 9<sup>th</sup> GCS Academic Awards Ceremony (snow date is 2/15/17)
  - 15<sup>th</sup> Deadline for comprehensive exam application
- March
  - 9<sup>th</sup> Graduate Open House
  - 15<sup>th</sup> Deadline for May & August Graduation/Completion applications
- April
  - 13<sup>th</sup> Last day to submit final Thesis to have name listed in the commencement program
  - TBA Regalia ordering for May commencement will be announced
- May
  - 5<sup>th</sup> University Research & Creative Achievement Day
  - 6-12<sup>th</sup> Final Exam week – Capstone final submission

- 18<sup>th</sup> Graduate Commencement

#### Graduate Recruitment and Admissions: Assoc. Director Pat Gardner

- Graduate Open House for Spring Thursday March 9 in the evening: 4-6 pm in Student Center Alumni Hall.
- Fall semester: Will give Saturday a try again – not on Columbus Day weekend. There is an opportunity for another Saturday; October 14<sup>th</sup> will be the date. 11:00 to 1:00 p.m. in Semesters. Will reach out to have faculty sign up for the Spring graduate open house.
- Dr. Toro also has an open house task force to look at ways to improve the open house experience for undergraduates and graduates.

#### GSA: Eric Vargas

- Spring 2017 research scholarship deadline passed. Will be reviewed 1/27.
- During the semester, if a graduate student has comments or suggestions, he or she should attend the first half hour of regular meetings, can be found on the GSA webpage. Meetings: open session: 6-6:30 moving from Fridays to Mondays. The first Monday of the month. Feb 6, Room 1849.
- Events upcoming:
  1. FEB 24<sup>th</sup>: Attending Hartford Wolfpack Game. 10 reserved seats, paid for by GSA.
  2. Aware of the Awards Night.
  3. End of year event: considering a brunch. Reception after graduation last year was not well attended. They are considering cancelling the event. (Could be because it was pouring rain; moving from Kaiser to the Student Center. Could possibly host at HillTop.)
  4. Alumni-current student networking event, possibly at Stanley Golf Course.

#### Standing Committees

##### **Curriculum presented by Laura Jacobson.**

- Consent agenda passed unanimously.
- See appended additional course changes

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

Members: L. Clark, L. Glaser, S. Kirstukas, P. Kyem, E. Leonidas (ex-officio)

- Next meeting scheduled 2/9

##### **SCHOLARSHIP- Chair: E. Pana; Members: J. Bishop, A. Pozorski, B. Nicholson, E. Leonidas (ex-officio)**

- URCAP Graduate Award: 9 proposals received.
- Winner: Pamela McKeever, Delayed High School Start Times and the Impact on Graduate and Attendance Rates. Accepted at the *Journal of Sleep Science*

**APPEALS-** Chair: Ralph Cohen; Members: A. Chae, L. Reynolds, J. Thomas, E. Leonidas (ex-officio)

- Student Dismissal hearing, 12/16/16. Dismissal returned to department and school to provide student opportunity to answer charges.

**ONLINE-** Chair: Gustavo Mejia; Members: C. Kurkjian, E. Leonidas (ex-officio)

Three seminars this month:

1. Quality Matters peer review process, taught by Yonty FrieSEM 2/9 at 3:05
2. Peter Troiano 2/16 at 3:05: the QM Rubric
3. Gustavo Mejia: 3/2 at 3:05 p.m.: Introduction to Camtasia

Collegial place to get suggestions to improve courses. Workshops in Barnard 301.

Faculty Senate passed a binding agreement: UG/G need special training to teach wholly online courses. Online committee will help train all Grads.

**MOTION TO ADJOURN:** move/second; approved unanimously.

## Appendix A: Additional Course Revisions Approved

**CRM 450** change to four credits from a three credit course—writing intensive course; the description would need to be changed to reflect the increased amount of credits. If students get four credits, faculty get four credits. Move/second; approved unanimously.

**CRM 475:** change to four credits; moving to a more writing intensive course. Move/second; approved unanimously.

**PS 446:** Jerold Duquette from Political Science; has typically been an independent study; a budgeting course that fulfills requirement for learning about budgeting. Graduate students would be give an additional assignment in addition to broad introduction to public budgeting. Seeking a broad audience; students do not have to be accepted by the PS graduate program. Move/second; approved unanimously.

**ENT 475:** Drew Harris presenting. Carrie Andreoletti requested using it in a graduate program for gerontology; undergraduate course with wide appeal for graduate programs. Previously run as a topics course. Entry by permission of instructor. Move/second; approved unanimously.

**MGT 573** Drew Harris presenting. Open to school of business, MBA students; A separate course at the graduate level to allow for room in undergraduate classes also with a focus on managing for innovation (MGT 473). Need to add caveat that students who take MGT 473 may not take MGT 573 for credit. Courses may not have the same title. MGT 573 must be given a new title: Advanced Organizing and Management for Innovation. Move/second; approved unanimously.

**MATH 515, 516, 519, 520** – change from three credits to four credits. The fourth credit allows for more contact with the faculty. Can all be voted on as a package. All four credits are required in the MATH MA. Need to propose a corresponding program change, which will move forward separately. The difference results in fewer elective credits for students taking all four courses. If we vote today, they get added to the new catalogue, but will be aligned with old program. We need the program change first and to vote on at the same time as these four courses. Postponed until the program change comes through.

Mark Jacobs presenting for **BIO:**

**BIO 504**, taught twice as a topics course by the new faculty expert, looking to make it a dedicated course. Would be four credits—lecture plus a lab. Helps students looking for research experience. Currently, only one course in the program with a lab component. Would/ could be taught in the evenings. Move/second; approved unanimously.

**BIO 507:** four credit course offered as a topics course twice in the past. Addresses change in faculty's research to focus on stream ecology. Lecture plus a three credit lab. Will have field work and will be offered during the day. Move/second; approved unanimously.

BIO 582, 584, 586, 587 – all are new courses focused on wildlife conservation taught by new faculty expert. Lecture courses with labs—field work necessary to demonstrate experience for the work place.

- BIO 582 Move/second; approved unanimously.
- Bio 584, focuses also on field research considering genetics of wildlife. Move/second; approved unanimously.
- BIO 586: One lecture, three credit course that has no lab. Wild ranging conservation-biology course. In the core for new BIO focus on conservation. Move/second; approved unanimously.
- BIO 587: four credits. Techniques for being a general purpose wildlife conservationist. Move/second; approved unanimously.