**Graduate Studies Meeting Minutes for January 28, 2016**

3:00-4:30 Sprague-Carlton Rm. Student Center

Attachments sent by email on 1/26/2016 :

**GSC Minutes** for 11/19; **Agenda** for 1/28/16; **Policy:** Revised Final Exam Policy; **Curriculum:** 1/21 Consent Agenda

Attending: Anton, M; Austad, C; Basim, S; Benfield, R; Bernstein, S; Christopher, S; Ciscel, M; Cistulli, M; Cohen, R; Davis, M; Drew, S; Durant, J.M.; Efremoff, T; Fitzgerald, G; Gardner, P; Hoffman, N; Howell, M; Jackson, M; Jacobson, Laura; Kirstukas, S; Lee, N; Leonidas, E; Martin, M; Nicholson, B; Pozorski, A; Ribchinsky, J; Sianez, D; Thornton, E; Valerie, L; Vedeler, H; Wu, S;

Eric Leonidas-Chair: CALL TO ORDER 3:07

1) Minutes from Nov. 19, 2015; review and vote by membership: MOTION AND SECOND

ADD MIKE DAVIS, APPROVED AS AMENDED

2) Please make copies of agendas and minutes for meetings to avoid excessive printing.

3) Meeting dates, spring term

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| **CURRICULUM Subcommittee 3:00-4:30** | **Full GSC MEETING****3:00-4:30** | **POLICY Subcommittee****3:00-4:30** |
| **Spring 16** | **Spring 16** | **Spring 16** |
| 1/21/16 | 1/28/16 |  |
| 2/18/16 | 2/25/16 | 2/11/16 |
| 3/10/16 | 3/17/16 | 3/3/16 |
| 4/14/16 | 4/21/16 | 4/7/16 |

4) 2016 Elihu Library Research Awards-FIRST YEAR FOR GRADUATE AWARDS. GREAT OPPORTUNITY ADDITIONAL TO URCAD. WORTH PROMOTING DEADLINE MARCH 14TH. WILL SEND WEB ADDRESS FOR THE APPLICATION. CAN LOOK AT UNDERGRAD MODELS ONLINE FROM THE LIBRARY TO COMPARE—STEVEN BERNSTEIN

The Elihu Library Research Awards recognize excellence in undergraduate and graduate research papers/projects as well as skill and creativity in the application of library services, resources and collections. Two prizes of $350 will be awarded, one to an undergraduate student and the other to a graduate student during the 2016 spring semester at the University Research and Creative Achievement Day (URCAD).  \*Please note that for graduate students, this applies to class assignments and not the final program thesis/project. \*\*Also this award is separate from others presented at URCAD.

To be eligible, applicants must:

* Be enrolled during the spring 2016 semester as a Central Connecticut State University undergraduate or graduate student at any level or discipline/major.
* Have completed their research paper or project for a credit course during the spring, summer, or fall semesters in 2015.
* Agree that the paper or project and application materials will become property of Elihu Burritt Library and may be publicly displayed in the library and/or library website.

For more information please, contact Susan Slaga-Metivier at slagas@ccsu.edu. Application packets will be due March 14, 2016.

Website: <http://library.ccsu.edu/services/award/application.php>

Dean Glynis Fitzgerald’s Notes:

* SCHOLARSHIP IS NOW IN PLACE FOR A FULLTIME OUT OF STATE SCHOLARSHIP—EVERYTHING COVERED—CURRENTLY ONE IN HISTORY. ALSO LOOKING TO INCREASE GRADUATE HOUSING: THE DEAN CAN PROVIDE THEM WITH HOUSING—HAVE TO BUY MEAL PLAN AND ABIDE BY NON-ALCHOHOL POLICY
* NEASC SELF STUDY WILL BE FINISHED BY FALL OF 2018—WITH VISIT. IF INSTERESTED IN SERVING ON CTTE. GRADUATE STUDIES, SEE DEAN F.
* Graduate Academic Awards Ceremony is February 11, 2016 at 5:00 p.m. – 7:00 p.m. Constitution Room. SOON! FACULTY NEEDS TO SEND IN WHO IS GOING TO PRESENT THE AWARDS FOR STUDENTS—YOU WILL BE ON CAMERA FOR THAT
* Still need faculty to present awards.  R.S.V.P. Ashley Black by Friday, Thursday, January 29th with the name of student and faculty.
* GSA scholarship research/conference & society budget requests extended the deadline for Friday, January 29th.
* STUDENTS PRESENTING AT CONFERENCES NEED TO GET IN APPLICATION BY Friday 1/29 FOR TRAVEL. LET DEAN KNOW IF YOUR SOCIETY DID NOT GET FUNDED. RESOURCES ARE BASED ON ENROLLMENT NUMBERS. Societies can reapply for funding for the spring semester.
* CREG fee is assessed after the add/drop registration deadline. CONTINUING REGISTRATION FEE CONTINUES ACCESS TO LIBRARY and is AUTOMATICALLY ASSESSED.

Graduate Admissions Pat Gardner, Associate Director of Graduate Recruitment and Admissions

* GRADUATE OPEN HOUSE MARCH 3 4-6 PM IN ALUMNI HALL—Please indicate who from your program will staff your table
* FALL 2016 WE Will OFFER AN OPEN HOUSE ON A SAT.
* GRAD ORIENTATION: WED. JUNE 8/4:45 for STUDENTS. FACULTY COME AT 5:45 TO ASSIST WITH REGISTRATION, ETC.
* NUMBERS: AFTER FREEZE DATE OF FEB 8. ANYTHING LEADING TO TEACHER CERT HAS TO CHANGE FROM A GRADUATE PROGRAM TO AN UNDERGRAD (POST BAC) PROGRAM. THEY WILL BE CHARGED AT THE UNDERGRAD RATE. MANY WILL GET A REFUND. FULLTIME ENROLLMENTS HAVE TAKEN A BIG DROP—DOESN’T HAVE TO DO WITH THE UNDERGRAD MANDATE. DOES ANYONE HAVE INFO AS TO WHY STUDENTS HAVE DROPPED BACK TO PART TIME?

GSA Update: Shedia Christopher, President

* GSA-MEETING ON SATURDAY TO DECIDE ON FUNDING FOR STUDENTS
* FEB 23RD-WILL HOLD AN INTERVIEW WORKSHOP—7:15 IN CAMP ROOM
* MARCH 1ST—AT 7:00 PM $4.00 A BOWLING OUTING
* APRIL 7TH AT 7:00 PM ANNUAL ETTIQUITE DINNER
* MAY 19TH-COMMENCEMENT WITH RECEPTION IN ALUMNI HALL
* LOOKING INTO A GIFT FOR EACH GRADUATE—PROBABLY FLUTE GLASSES
* HOSTING ELECTIONS FOR EXECUTIVE BOARD-DEADLINE FOR NOMINEES MARCH 28. ELECTIONS BETWEEN APRIL 1-8. ENCOURAGE YOUR STUDENTS TO PARTICIPATE IN THE LEADERSHIP STRUCTURE—WOULD BENEFIT WITH BROADER REPRESENTATION.
* Students who graduate in May can use GSA scholarship money for events taking place before fiscal years ends on June 31.

Standing Committees

**POLICY**- Chair: Mike Davis

Members: Steve Kirstukas, Harold Vedeler; Linda Clark; Eric Leonidas (ex-officio), (additional members welcome)

* Revised Final Exam Policy
* CHAIR THINKS THAT THIS WILL BE ACCEPTED BY ACADEMIC STANDARDS AND THEN TO THE SENATE AND THEN IT WILL BE POLICY. THE GSA POLICY CTTEE PASSED THE DOC WITH THE PROVISO THAT “ACADEMIC DEAN” NOT “DEPARTMENT CHAIR” SHOULD BE IN THE FINAL SENTENCE.
* IF NOT PASSED BY ACADEMIC STANDARDS, THEN GSC WILL BE OK WITH SENATE MAKING THE DECISION. (ACADEMIC DEAN SHOULD DECIDE ON EXCEPTIONS—NOT DEPARTMENT CHAIR).
* FOUND AN EXCEPTION TO FIRST PARAGRAPH, PROPOSED NEW LANGUAGE :m “ONE SEMESTER HOUR OF CREDIT OR OF TWELVE OR FEWER WEEKS IN DURATION.” MOVED AND SECOND--PASSED

**CURRICULUM**- Chair: Laura Jacobson

Members: Shuju Wu, L. Reynolds, E. Thornton, L. Franks, E. Leonidas (ex-officio)

* Report from Curriculum Subcommittee Meeting, January 21
* Items from Biology and Psychology removed.
* Consent agenda moved by Austad/seconded by Davis. No discussion. Consent agenda passes unanimously.
* Remaining items:
	+ Biology: proposes reducing number of credits accepted from BMS courses from 10 to 7. Davis moves, Sianez seconds. Motion passes.
	+ Psychology 594: consideration of course proposal postponed. Drew/Davis
* APPLAUSE FOR THE 3 HOUR AND SIX MINUTE MEETING TO GET THE WORK DONE!
* DEAN—NEEDS TO SEE CURRICULUM CHANGES AHEAD—IT WILL SAVE TIME IN THE LONG RUN
* NEED MORE REPRESENTATION ON SUB COMMITTEES!

**SCHOLARSHIP**- Chair: David Sianez

Members: Mike Voight, Marian Anton, E. Leonidas (ex-officio) (additional members welcome)

* NEED REPRESENTATION—M. VOIGHT IS ON SABBATICAL AND DAVE WILL BE GONE—SPRING SEMESTER IS REALLY LIGHT BUT FALL WILL BE MOVE SUBSTANTIVE
* CRITERIA FOR GRAD ACADEMIC AWARD—BE CAREFUL OF MEETING ALL CRITERIA--ESPECIALLY GRADES—THE SCHOLARSHIP CTTEE DOES NOT CURRENTLY DIFFERENTIATE THE GRADE B. IT COULD BE B- OR B+.
* CHAIR LEONIDAS—TURN THIS BACK TO THE SCHOLARHIP CTTE.
* ADVISE CLARIFICATION OF GRADES OR REVISE CRITERIA. MOST APPLICANTS HAVE ALL A’S. SUGGESTED: STAY THE SAME/NO MORE THAN ONE GRADE BELOW A-/JUST GO WITH GPA.

**ONLINE**- Chair: Gustavo Mejia

NO REPORT

**APPEALS**- Chair: Ralph Cohen

Members: Jeff Thomas, Michael Voight, E. Leonidas (ex-officio) (additional members welcome)

NO APPEALS

New Business

URCAD:

* Graduate programs need to create a process to choose a student to present work at the University Research and Creative Activity Day in May.
* Submissions will be processed through the URCAP website.
	+ LIMIT THE NUMBER OF PRESENTATIONS SO IT IS MORE OF A SHOWCASE. LEANING TOWARDS NO MORE THAN 3 PER DEPARTMENT.
	+ DEPARTMENTS SHOULD COME UP WITH THE PROCESS
	+ NOW UG AND G COMBINED
	+ APRIL 1 IS DEADLINE
	+ MAY 6TH ALL DAY EVENT WITH A DINNER THE NIGHT BEFORE
	+ FIRST TIME ADJUDICATION AND FINANCIAL AWARD. JUDGES FROM THE COMMUNITY AND BOR.

Online Recommendation Form

* Ad-hoc committee meeting report
* Next: draft of form and instructions for referees
* CHAIR LEONIDAS—COMPARED DEPARTMENTS AND OTHER UNIVERISTIES
* NEEDED MORE FEEDBACK—MOST THOUGHT THIS WILL WORK.
* NEXT STEP IS DRAFTING A VERSION OF THE FORM. IF THERE ARE PROGRAM SPECIFIC QUESTIONS CAN ACCOMMODATE TO AN EXTENT. STRUCTURE WILL ALLOW YOU TO USE A RUBRIC OR WRITE YOUR OWN LETTER.
* WILL BE USEFUL TO KNOW SPECIFIC INFORMATION PLEASE SEND TO CHAIR

Adjourned

 4:20