**Graduate Studies Meeting Minutes for October 15, 2020**

WebEx @ 3:00

[Meeting link](https://ccsu.webex.com/ccsu/j.php?MTID=me0463f6147140cd98b0aa7e3c47d2a81). Meeting Number: 120 581 6291 Pass: 9gmC4hgXYn4

Attending:

Fan He; Joo Eng Lee-Partridge; Nelson Castaneda; Angela Morales; Laura Jacobson; Aimee Pozorski; Reginald Simmons; Steve Watton; Neli Zlatareva; eleanor thornton; Paul Petterson; Eric Leonidas; Antoinette Ryan; Carlos Rodriguez; Andy Chae; Michael North; Rachel Rachler; Marsha Bednarski; William Davis; Swamy Basim; catherine; Xiaobing Hou; Xiaoping Shen; Sharon Clapp; Cara Mulcahy; Matt Ciscel; Chee-Hoi Leong; Rahul Singhal; Megan Mackey; Patricia Gardner; Eben Kling; Kareem Shabana; Leah Glaser; Barbara Nicholson; Joanne DiPlacido; Christina Robinson; Gaylon Robinson; Roger Bilisoly

Attachments sent by email 10/12

Agenda for 10/20; Policy Report; Curriculum Report

Minutes from 9/17/20; review and vote by membership; APPROVED UNANIMOUSLY

ANNOUNCEMENTS FROM THE CHAIR

Accelerate Central Program - Workshop coming for the Spring, per Dean Robinson.

Process for program creation includes:

* Create a course map, including course substitutions (undergrad for grad).
* Programs will work with Dean Robinson and appropriate academic Dean
* Seek curriculum approval from relevant committee and Faculty Senate
* GSC Policy Sub-committee and GSC will need to review admissions policy.

Dean Robinson indicated that there is no need to wait to move forward on developing a program. Contact her with questions/need for guidance.

Supporting Graduate Students

To provide graduate students with information regarding courses they in which they have enrolled, there is a Blackboard resource that provides a repository of materials that students may review, including syllabi, course descriptions. Dean Robinson will provide samples, which will be forwarded with GSC meeting notes from 10-15.

* Materials can be found on Blackboard, in Content Collection > Institutional Content > Syllabi & Course Desc by school. Additional materials for courses can be uploaded.

UPDATES

Christina Robinson, AVP Grad Studies:

* Group from Student Success Team is assembling focus groups, to offer graduate students an opportunity to express their experiences in a low-stakes forum, and to discuss what is working, what’s not, what could be improved, and where students are in the current social and academic environment.
* . Invitations are going out to students, including grad students, before the end of the week, and notices for participation will go out following the invitations. Focus groups

Pat Gardner, Director of Recruitment and Grad Admissions

* FT enrollments for Spring are good: +22% in applicant pool. 94 current applications (vs. 77 apps this time last year); +21 acceptances for full-time enrollment/admissions. Part-tme numbers are down by 23 applications from last year; acceptances are flat (at 36 acceptances). It appears that potential graduate students continue to consider opportunities to return to school full-time.
* Graduate application deadline is extended. Open House is 10/31, Nov 1 deadline is now extended, after speaking with faculty, to Nov 10. Notification will go out to everyone regarding the new deadline. In the event that a program needs to stay with the original Nov. 1, please notify Pat Gardner.
* Notifications for setting up program rooms at Open House will be forthcoming. Contact Pat regarding any process/program needs. Pat is also setting up a landing page on website for room set-up for Open House.
* Training sessions: everyone who will be part of the event should plan to attend the training session for Teams for this event. Email went out on 10/14 to everyone who signed up to host/participate in a room. Participants may choose from two live training sessions on Friday 10/16 and one on Monday. To join a training session (if you are not the main person managing the room), contact Pat G.
* Pat will send links to students to join Open House program rooms on the day before the event via email, with a follow-up email the morning of 10/31. Be prepared and ready by 10:45 that morning, do test runs, etc.
* Faculty are encouraged to promote Open House who are undergrads. Link is on website, and Pat will send out an e-blast to faculty, who can send to students.

COMMITTEE REPORTS

Laura Jacobsen, GSC Curriculum subcommittee:

* Agenda for subcommittee meeting on 10/8 included many requests for minor changes as well as course change approvals.
* GSC Review of Consent Agenda – agreed.

Policy Subcommittee (reported by Eric Leonidas)

* DNAP Program is doing well in terms of numbers of applications and admissions. Pre-requisites discussed. Grad admissions has the right to ask for additional transcripts to demonstrate that students have met the requirements.
  + Specific requirements have been added to improve students’ success in the program
  + Some discussion regarding moving period of most recent Chem and A/P courses from 10 years to 8 yrs
  + Minimum of 18 months of critical care experience by the deadline.
  + Motion for GSC Approval: Approved
* Portfolio Evaluation Program (PEP), to offer graduate program course credit for non-traditional learning experiences
  + Limited to 6 credits against maximum number of credits that can be transferred into program
  + Eligibility for credit is determined by the program. Students must provide a written explanation of their professional experiences and how they align with program requirements and outcomes
  + Evaluation Fee = $150 to compensate for review time and work with students
  + Portfolio Credit Fee = $250. Proposed fee would make up for lost income.
  + Review of portfolio contents
    - Evidence supporting claim of mastery of course content
  + Faculty of each participating program will determine equivalency of experience – goal is to maintain rigorous standards while acknowledging the benefit of relevant career experiences
  + Accreditation: Programmatic decisions regarding course substitutions will consider requirements of regulating/certifying organizations.
  + Each program will outline its process for portfolio evaluation
  + Programs may design a process for portfolio review that includes multiple faculty members – including Chairs and program directors.
  + Each program/department will determine what will be required as portfolio contents.
    - May include a uniform cover form for Graduate Studies tracking, followed by a program-specific cover.
  + Moved to vote - Passed unanimously

NEW BUSINESS

DISCUSSION: BARRIERS TO SUCCESS OF DIVERSE GRADUATE STUDENT POPULATIONS:

* Consider practices, processes, and other conditions that may create barriers for distinct student populations – race, ethnicity, age, geography, etc.
* Review the (unintended) impacts of various requirements, e.g. capstones, internships, research opportunities – who is getting them and how are those decisions being made about to whom they are available
* We seek input on these questions from a wide range of faculty, administration, and other staff. Outreach to students is critical if we are to understand and address barriers to success.
* Eric requests a work group to help examine these issues; concrete actions to result in change will take some time, but step one will be to examine what issues are present and to understand their impact.
  + Diversity Committee (Equity, Justice, Inclusion Committee) will be working on this
  + The work group will focus on issues directly and specifically associated with graduate students
  + Involvement can extend beyond the GSC committee
  + We must ensure that the group is not comprised solely of our faculty of color – no more burdens for already burdened faculty.
  + Including students is critical for diagnosis and recommendations for change. Include alumni and perhaps former students who did not complete their graduate programs for additional information and feedback.
  + **As reps, bring the request for participation in this work group back to departments. Reach out to people who know the grad program well, and who may contribute – include grad students.**
  + **Forward recommendations to Eric soon, so that grad students are entered into the conversation ASAP, esp given the emergency meetings currently taking place –by Wednesday of next week**
    - **Thoughts to share can be sent to Eric and Christina if people cannot participate in the work group**
    - **Contact those who have dropped out for their feedback**

MEETING ADJOURNED, 4:09 pm