**Graduate Studies Meeting Minutes for October 22, 2015**

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

Attachments sent by email on 9/21/15:

**GSC Minutes** for Sept 24; **Agenda** for 10/22/15; **Policy:** Revised Final Exam Policy

Attending: J. Wang; T Efremoff; C. Penniman; R. Kumar; S. Wu; R. Cohen; S. Ratansi; E. Thornton; L. Clark; S. Kirstukas; A. Pozorski; M. Ciscel; L. Frank; S. Bernstein; N. Lee; M. Cistulli; D. Dziuda; G. Mejia; M. Voight; C. Austad; L. Jacobson; D. Sianez; M. Jackson; P. Gardner; C. Young.

Meeting called to order at 3:12 (Chair apologizes for starting late.)

Eric Leonidas-Chair:

1) Minutes from Sept 24, 2015; review and vote by membership.

Cohen moves, Pozorski, seconds, unanimously approved

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

3) November meetings:

* Policy: 11/5, Barnard 222, 3:00
* Curriculum: 11/12, Vance 106, 3:00
* Full GSC: 11/19, Sprague-Carlton

Dean Glynis Fitzgerald’s Notes:

* Deadline for the program marketing grants was Wednesday.  I’ll extend to Monday, 10/26  for any departments that need extra time. \*\*\*\* Catherine Hermes reported on success with FB and Twitter advertising moneys. FB was more successful than Twitter and only cost about $50 to do a blast a couple weeks before the application deadline. They also paid for prominence on their professional association’s website (becoming a partner). They also partnered a local magazine. Finally, they sent postcards to institutions that they thought might have employees or other who could benefit from a history MA.
* Deadline for Academic Awards is Nov 1.
* Reminder to submit to my office any website errors.  We can only correct what we know about, but we can make changes immediately.
* The Learning Center has extended free online tutoring to graduate students. The link can be accessed at: <https://www.etutoring.org/login.cfm?institutionid=179> Members asked for additional information; Chair will invite guest from Learning Center.
* All students currently on academic probation have had a “Dean’s hold” placed on their file.  They will not be allowed to register for the next semester (or winter) without my permission.  They will not receive my permission unless they can show satisfactory progress in their current courses.  I need to see official mid-term grades to make that determination, or emails from each faculty member.  The Dean welcomes other suggestions for tracking the progress of these students.

Problem with grad students is that grading tends to be heavy at the end of the semester, such that midterm grades aren’t terribly useful. Dean proposes hold only on winter courses; this does not address midterm problem or need to submit grades for all students in order to include those on academic probation.

What other solutions could there be? How about a form like the student athlete form to inform instructors who need to provide some feedback on the student’s progress. Or could it be automatized through Banner to get info to the Dean on student progress.? What about courses that run only part of the term or students who are conditionally admitted based on certification status (something other than gpa)?

Related policy issue regarding students taking courses that do not count toward the planned program and their role in GPA. Consensus that Midterm grades are not practical to address this. Members ask for direct contact regarding students who need grade reports, and would like to report progress as late in the term as possible.

* URCAD is now URCAD!!!  Undergrad is replaced now with University and it will celebrate all the great research and creative activity that happens throughout the school UG and Grad.  I’d like to have an advisory group of those who are most impacted by the change so we can discuss how to implement this change.

Format will follow undergrad event, so only one presenter per program and earlier deadline to submit. Dean requests an advisory panel from programs that expect to be or have been active in this. The goal of this is intended to highlight the highest quality research, not just everything that is being done. Panel volunteers: Laura Jacobson and Aimee Pozorski.

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

* Spring 2016 application decisions and deadline: November 1 is the deadline, so please do reviews as quickly as possible, so that students can make decisions. There will be a list of what is complete and not complete soon.
* Webnow Refresher Training: If you need a refresher, contact Pat, either over phone, email, or in person.
* Graduate Open House Report: Thanks for helping and participating. We had 139 students come through the open house. Report will be sent around so we can do a follow-up at the dept level. Also, send feedback on location or any other aspect of the open house. Feedback on whether Semesters should be used again and whether a Saturday open house would be feasible is especially welcome.

GSA Update: Shedia Christopher, President

No report.

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson

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

* Please review agenda online: https://ccsu.smartcatalogiq.com/Curriculum-Management/?sc\_itemid={9CD38323-C5FF-4E1E-BB8F-AF894166D83D}&committee=GRAD

Laura led presentation. No interest in pulling anything out of the consent agenda. Cohen moves, Mejia seconds, passes unanimously.

Lisa Frank from Finance joins the committee. Welcome!

**POLICY**- Chair: Mike Davis

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

* Final exam policy
* Graduate program outcomes

Eric reports on changes to exam policy made in committee. Word-crafting to clarify that take-home exams have to be due during exam week, ideally at exam time, for example. Exceptions should be approved by the academic dean rather than the chair.

Cohen asks about courses that are part of the semester, but not accounted for in the exam period. These seem to not apply, since they have their own instructional time scope and requirements. Perhaps add language about non-traditional on-ground courses. Sent back to policy for elaboration.

Who approves or reviews program or dept outcomes? GSC does not seem to have the expertise. But the assessment committee and curriculum also do not do this. Our GSC policy committee crafted a statement suggesting that assessment take this on. Consensus approves this.

**SCHOLARSHIP**- Chair: David Sianez

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

Nothing to report.

**APPEALS**- Chair: Ralph Cohen

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

Nothing to report.

**ONLINE**- Chair: Gustavo Mejia

Gustavo talked about an upcoming invitation to become trained with Quality Matters to be a peer reviewer. Please pass it on to relevant faculty when you get it.

**New Business:**

* Online recommendation form

There is movement toward a unified on-line recommendation form for applicants to most/all grad programs. Dean is calling for an advisory committee to help her build a form that could be widely adopted. E. Thornton, R. Cohen and L. Jacobson volunteer.

* Graduate Forum report, 10/6/2015 (postponed)

Meeting adjourned, 4:20.

Matt Ciscel, acting secretary