

Graduate Studies Meeting MINUTES for October 27, 2016

3:00-4:30 Vance 105

CALL TO ORDER: 3:07 pm

Attendees:

Andreoletti, C., Bednarski, M., Castaneda, N., Chae, A., Ciscel, M., Cistulli, M., Cohen, R., Davis, M., Drew, S., Efremoff, T., Fitzgerald, G., Friesem, Y., Gardner, P., Kirstukas, S., Kurkjian, C., Nicholson, B., Pana, E., Pozorski, A., Reynolds, L., Rice, T., Ruane, S., Shen, X., Snyder, J., Wu, S.

Attachments sent by email on 10/25/16:

GSC Minutes for September 29, 2016; **Agenda** for 10/27/16; **Policy:** Report, 10/13 and appendices (MBA Revision, TESOL Revision, Online Recommendation Form); URCAP Award flyer

Eric Leonidas-Chair:

- Minutes from September 29, 2016; **APPROVED** with one small attendance change
- Please examine program websites and catalogue pages for missing information and broken links.
- Remaining FALL 2016 and Spring 2017 GSC and subcommittee schedules:

2016-2017 GSC and SUBCOMMITTEE MEETING SCHEDULE

CURRICULUM Subcommittee 3:00-4:30	Full GSC MEETING 3:00-4:30	POLICY Subcommittee 3:00-4:30
Fall 16	Fall 16	Fall 16
11/10/16	10/27/16 (Vance 105)	11/3/16
	11/17/16 (Vance 105)	
Spring 17	Spring 17	Spring 17
1/19/17	1/26/17	2/09/17
2/16/17	2/23/17	3/16/17
3/23/17	3/30/17	4/6/17
4/13/17	4/20/17	5/4/17

In spring, the full GSC will meet in the Sprague-Carleton Room in the Student Center. The Curriculum subcommittee will meet in Vance 106.

Please note: if you have a curriculum proposal, a representative from your program needs to attend the curriculum subcommittee meeting.

Dean Glynis Fitzgerald's Notes:

- Deadlines:
 - October 27th: 2016/2017 Graduate Student Recruitment Program
 - October 31st: GSA Society Budget Request (Note: GSA prefers not to receive submissions from faculty. Submissions should be from students.)
 - November 14th: Outstanding Scholar Award & Graduate Academic Award recommendations due to Dean
- Enrollment Management
 - Grad Studies is expected to increase enrollment. If you have suggestions, please pass them along to Dean Fitzgerald.

Please keep Dean Fitzgerald informed of student success and special projects/events.

Grad Studies promo commercial now airing.

Graduate Assistantship salaries have not been adjusted for quite some time. Dean Fitzgerald is examining this and is conversing with the Grad Dean at SCSU. If you have thoughts about assistantships, please share with Dean Fitzgerald.

GSA Update: President, K. Ayotte

- GSA Society budgets due 10/31/16
- Students who applied for scholarship funding should receive notification during the month of November
- Salary negotiation workshop 11/10/16

Graduate Admissions: Director Pat Gardner

- Fall 2016 Graduate Open House: results, follow up, and questionnaire
 - First time on a Saturday
 - 112 participants (LY fall Thurs. evening - 139)
 - Offered campus tours at three different times- 6 took advantage of this opportunity
 - A follow-up survey will be coming to faculty who participated in the open house
- Spring 2017 Graduate Open House: Thursday, March 9th, 4pm - 6pm, Student Center-Alumni Hall
- Spring 2017 application deadline: November 1st
 - If your department would like to request an extension, please contact Pat Gardner ASAP so she can make changes in the system

Standing Committees

CURRICULUM- Chair: Laura Jacobson; Members: C. Andreotti, N. Castaneda, L. Reynolds, E. Thornton, S. Wu, E. Leonidas (ex-officio)

Change Course [ANES 733 Advanced Anesthesia Clinical Practicum I](#)

APPROVED

POLICY- Chair: Mike Davis

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

- Admission policy, MBA **APPROVED**
- Admission policy, TESOL **APPROVED**

*Related note from Dean F: US Dept. of Homeland Security/Immigration no longer allows students to enter the US and simultaneously enroll in a program and an IELP.

- Online Recommendation Form **APPROVED**
- Process for updating admissions policies
 - Will be discussed further at the next policy meeting. If you have suggestions, requests, changes, etc. please send via email to M. Davis ASAP.

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

- Will meet 10/28/16, 3:00 pm

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

- No report

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

- Report, 10/25/2016
 - Discussed the need for those teaching online graduate courses to self-identify to the committee their level of online instructional expertise.
 - Most, but not all, are reporting.
 - Dean will make available names of online instructors as soon as course schedule is finalized.
 - Those who do not reply will have course converted to on ground.
 - Quality Matters peer reviewers- 3 completed, 2 approaching completion, 3 in process.
 - PRs have been notified to expect to be contacted for review of courses.
 - Please encourage faculty to take advantage of PRs.
 - Seminars planned for spring semester through ITBD.
 - Faculty development grants for online skills building.
 - GSC Chair proposes setting aside faculty development funds for online training
 - 1 faculty member speaks in favor
 - 3-4 opposed (Why favor one form of teaching? Administration should fund online training separately. Issue for larger Online Committee)

New Business:

- Discussion of graduate writing
 - What do we currently have to support graduate students' writing skills?
 - Writing Center (confirmed that graduate students are using this resource)
 - EDD Writing Institute website with a link for students
 - Occasional workshops
 - Do we need to augment the above?

- Discussion about possibly approaching administration about enhancing/expanding/adjusting the Writing Center to address to discipline-specific writing so graduate students' needs could be better met.

ADJOURNED: 4:17 pm