**Graduate Studies Meeting Minutes for November 19, 2015**

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

Attachments sent by email on 11/16/15:

**GSC Minutes** for 10/22; **Agenda** for 11/19/15; **Policy:** Revised Final Exam Policy; **Curriculum:** Report for 11/12 meeting.

Attending: J. Wang; B. Nicholson; S. Park; R. Cohen; L. Clark; S. Kirstukas; A. Pozorski; M. Ciscel; J. Thomas; H. Vedeler; S. Bernstein; M. Howell; N. Lee; M. Anton; M. Cistulli; G. Mejia; C. Austad; L. Jacobson; M. Jackson; P. Gardner; C. Shedia; G. Fitzgerald; E. Leonidas

Called to order 3:04

Eric Leonidas-Chair:

1) Minutes from Oct. 22, 2015; review and vote by membership.

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

3) December and January meetings:

* Policy: 12/3, Barnard 222, 3:00
* Curriculum: 1/21/16, Vance 106, 3:00
* Full GSC: 1/28/16, 3:00 Sprague-Carlton

Dean Glynis Fitzgerald’s Notes:

* Dean Fitzgerald is working on a marketing campaign that includes a television advertisement, a radio spot, and updating the view book. She has asked the committee to consider what we would like to highlight from our programs: scholarships, student internships, important findings, publications?
* Dates for review
	+ GSA Conference/Scholarship & Society Budget – January 22, 2016
	+ GSA Scholarship Awards Ceremony – February 11, 2016
		- **Snow date** February 18, 2016
	+ Comprehensive Exam Spring application – February 15, 2016
	+ Graduation Applications – March 1, 2016 (Dec.), March 15, 2016 (May)
	+ Faculty Forum – April 5, 2016
* Stay tuned for more information on abstract proposal submission guidelines for URCAD; the deadline will be in March.

Linda Clark: Presented information on the Access Group/AIR Research and Dissertation Fellows Program, which offers some scholarship money for graduate and professional education. For more information, please see the website:

* https://www.accessgroup.org/research/grants-overview

**A visit from Cherilyn Bonin of the Learning Center** provided information on an e-tutoring service for graduate students. A part of the CT Distance Learning Consortium, the program helps students with writing, math, biology, psychological science. They are currently piloting a service to help graduate students with writing. Students can set up an account, submit their work, which is evaluated by learning center tutors on high order issues such as thesis development – and they will also flag improper citations. There is currently no page limit for paper submissions; the estimated turn around time is 48 hours.

**Pat Gardner, from the Admissions Office**, reported that FT spring applications totaled 236, up from 220 last year. Ninety three were accepted, up from 67 last year. For part time applications, thee were 301 this year, compared with 304 last year. One hundred thirty seven were accepted, up from 123 last year. Twenty-nine have currently registered, up from 26 last year.

Glynis suggested that if classes seem to fill fast, she can help to open up extra sections. She does not want students to be turned away because there are not enough seats.

The graduate open house for Spring 2016 is tentatively scheduled for March 3 from 4-6:00 in Alumni Hall. Email Pat with feedback for a possible Saturday open house.

**GSA Update: Shedia Christopher, President,** reported that the GSA awarded eleven societies funding for the 2015-2016 academic year. In October, they awarded 30 students in sixteen programs scholarships amounting to $22,000. There are eighteen people registered for the resume-building workshop. The October 10 happy hour was a success.

* There is an upcoming collaborative meeting with the CIE to discuss allocating funds to help more students study abroad.
* The 11/17/2015 “Be Brave” event – a deliberative dialogue – features GSA representation.
* February 11 is the graduate award reception.
* March 31 is the CACE annual etiquette dinner that will feature mock interviews and resume feedback. There will be a social in April; May 19 is the reception for graduation. The SPRING 2016 deadline for conference and travel scholarships is 1/22/16.

Standing Committees

**POLICY**- Chair: Mike Davis

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

* Final exam policy
	+ Mike Davis reported on the status for the final exam policy. There seems to be some disagreement between the GSC policy subcommittee and the academic standards committee, which has approved a second draft policy. Inconsistencies exist in the second paragraph. The Academic standards committee wants only the first sentence to stand thus: Traditional on-ground courses are expected to meet during their designated final examination period. The second inconsistency is found in the last sentence: The Academic standards committee says the department chair should pre approve exceptions; the GSC policy subcommittee recommends it be the academic dean. On 12/3/15 Mike Davis will attend the Academic Standards meeting to work to come up with one policy for the university. Davis pulled the exam policy off the agenda as a result and will bring it back to the graduate committee on 1/28/16.
* Student probation and winter courses
	+ Proposed: “Students on academic probation will not be allowed to register for winter classes without permission of the Dean of Graduate Studies.”
	+ Discussion: progress of students on probation is not available until after the winter session starts generally. Graduate students on probation in the fall need the dean’s approval for spring courses; how can this work for winter courses as well? One way to address the problem of winter courses is to provide unofficial midterm grades; graduate faculty are encouraged to provide the dean with this information as soon as it is available. There are about 36 students on the dismissal list if they don’t reach their required GPA.
	+ Lynda Clark moved to approve the policy; Ralph Cohen seconded. All approved.
* Changes to required IELTS
	+ Proposal postponed
* Changes to graduate student gpa calculation
	+ Committee will discuss (12/3) proposals to include only graduate courses, or only graduate courses listed on planned programs, in calculation of student grade point averages. GSC members are welcome

**CURRICULUM**- Chair: Laura Jacobson

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

* Report from 11/12 meeting
	+ Chair made some corrections to the report that was circulated with GSC agenda.
	+ Mike Davis moved to approve revised consent agenda; Ralph Cohen seconded. All approved the items.

**SCHOLARSHIP**- Chair: David Sianez

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

* Aimee Pozorski volunteers to serve as representative from CLASS.

**ONLINE**- **Gustavo Mejia, Chair of the Online committee**, reported that 8 people signed up to become peer reviewers for the Quality Matters process. Those applications were due 11/20. The committee will grant three awards by the end of the term.

**APPEALS**- Chair: Ralph Cohen; Members: Jeff Thomas, Michael Voight, E. Leonidas (ex-officio) (additional members welcome)

The chair reported that the committee is working on the language to address one appeal.

There was no new business. The meeting was adjourned at 4:05 with Matt Ciscel moving the motion and Mike Davis. All voted in favor of adjourning at 4:05.

Respectfully submitted,

Aimee Pozorski