**Graduate Studies Meeting Minutes for November 19, 2020**

Attachments sent by email 11/16

Agenda for 11/16; Minutes 10/15; Policy Report; Curriculum Report

Present: Leonidas, E. (Chair); Robinson, C.; Gardner, P.; Nicholson, B.; Davis, W.; Hou, X.; Simmons, R.; Ryan, A.; Pozorski, A.; He, F.; Bednarski, M.; Glaser, L.; Petterson, P.; Foust, M.; Clapp. S. Mulcahy, C.; Lee-Partridge, J.; Shabana, K..; Castaneda, N.; Robinson, G.; Thomas, C.; Rachler, R.; Leong, C.H.; Singhal, R.; DiPlacido, J.; Jacobson, L; Mackey, M; Davis, W.; Zlaterva, N.; Thornton, E.; Rodriguez, C.; Chae, A.; North, M.; Chen, X.; Ciscel, M.; Glaser, L.; Billsoly, R.; Cohen, R.

Meeting was called to order at 3:00 pm

* Minutes from 10/15/20; review and vote by membership

 - Jacobsen moved; Shabana seconded

* *N.B.: Jan 28 is next meeting – any changes in representation on the Committee must be sent ASAP to Eric L.*

Announcements

* GSC Chair, Eric Leonidas
	+ Email re: Pass/fail policy – extended into Fall 2020. Reminder: if a student comes to director or advisor for switch to P/F, make sure it is appropriate - Go to Graduate Studies website for form, which will go to the registrar.
	+ An INC is probably a better option for consideration before P/F
	+ Next semester is potentially under same policy. We don’t want long-term P/F on student records
	+ Ballooning number of INCs – may be capstone and dissertation processes, but if there are additional INCs, find another option for students
	+ Grad Student Assembly is up and running, but a lot of programs are lacking membership. Committee members are asked to recruit students for the GSA to get as much buy-in. Multiple programs, including certificate programs, are seeking student participation. Programs can develop a process for election, but emphasis is on representation at this point
	+ Proposals for Capstones are quite lengthy. Suggest that perhaps the process to review student projects could be streamlined and reviewed earlier. IRB etc. should be done earlier. Consider process for capstone submission to produce earlier and more concise proposals
	+ Foundation deadlines for Awards are happening quickly. If you receive an email from the Foundation that a student is applying and asking for recommendation, please write the recommendation as soon as possible. This is the first part of the process (two evaluations)
	+ Accelerate Central Program has great interest. Grad Admissions has developed guidelines for app. Must go to the BOR as well, so the earlier, the easier.
* Dean of Graduate Studies, Christina Robinson
	+ BOR budget cuts: grad assistant line. Compromise is that we could honor commitments made to students currently in the position. Positions cannot be offered to additional students at this time. Apps that are already in writing should be submitted to Christina to see if they can be honored. Students may possibly be hired as student workers. Students who need jobs in departments with need can be sent to Christina for advocacy.
	+ Pool of funds is available for students facing hardships for Spring semester, as part of pool of $$ in office of Financial Literacy. Student can contact Gladys, and also advise Christina about student, who will work with Gladys to smooth process for support.
	+ Re-running program director and thesis director of the year award. Shortly after start of Spring, notices will be sent to students for nominations. Possibly by end of Spring winners will be announced.
	+ Grad Students Assembly will help with students enduring the difficulties of these times. Thinking creatively to meet students where they are can mean carving new pathways for completion online, or hybrid during alternate periods (winter sessions, summer sessions etc.) Academic deans are looking for creative alternatives for students.
	+ See online teaching award in listserve.
	+ There are additional institutional efforts to determine how grad students are feeling about online learning. Focus group for grad students was going to be a follow up. CR recommends a subsection of this committee to create a survey for grad students. The more personalized dissemination approach will work better (i.e. at the department level). Include the GSA members as well.
	+ CCSU emails have inundated students, so there is a need for a better or closer source for survey to students.
	+ R. Simmons mentioned a survey sent to grad student and alumni and current undergrads to learn about preferences for online, hybrid and traditional. Majority of students preferred hybrid and information was used to create options for programming.
* Graduate Recruitment and Admissions, Director Pat Gardner
	+ Re: survey: we could ask questions for incoming students, e.g. why CCSU now, any comment regarding pandemic and going to school now to have credentials ready once pandemic is over.
	+ Enrollment: FT app pool – 184 app vs 132 last year (49.4% increase); Acceptances up – 95 acceptances, vs 44 (115.9% increase); Student confirmations - 28 confirmed vs 13 last year.
	+ PT – 165 apps vs 218 last year (-24.3%); Acceptances: 76 vs 81 last year (-5 people), registrations are up by 4 students.
	+ Grad Open House: 235 students registered vs 217 last Fall; 123 attended virtual vs 180 for on-campus event.
	+ Grad Recruitment is sending info re: students who didn’t attend but might still be interested. Grad Admissions office has also reached out to these people.
	+ Qeustion was posed as to whether there were there certain schools that had more applicants, and why (e.g. financial support). PG: Spring # in FT, opened up MBA program which we hadn’t had before and that gave an uptick. Also, Fiscal Ed and MFT is up. Increases in both of those programs. Other programs are seeing increases. Let Pat know if you are interested in your numbers and you can discuss ideas for increasing graduate numbers.

Standing Committees

CURRICULUM- Chair: Laura Jacobson

* Report from 11/12
	+ No removals requested from Consent Agenda
		- Committee accepted agenda as presented – passed unanimously

POLICY- Chair: Mike Davis

* Report from 10/2
	+ **MS in Teacher Leadership – summer to summer option; catalog additions**
		- Committee passed unanimously
	+ **Connecting courses:**
		- Cross list
		- Bridge courses
		- Linked courses
		- Procedurally, the distinctions may create issues re: oversight
		- Revisit policy diff between linked and bridge courses. What problems if any may arise from linking courses? E.g. curriculum revisions…
		- More cohesive approach to curriculum
		- If we create a uniform policy between bridge adn linked courses, are there problems with curriculum?
			* LG: the distinctions exist in their curriculum (with consistent course numbering).
			* EL suggested that re-thinking policy might be helpful for other programs. It is worth thinking about for programs that want to make the distinction.
			* CR raised concern re: cap on # of programs with these kinds of courses. Limit the number of courses an individual student can have (on the agenda for the Spring)
			* Math Dept (actuarial science) – e.g. one teacher for the program, limited by the number of faculty available to teach them.
			* LG: – 400 level classes as part of grad credit. Limits the interdisciplinary option if students can’t take grad level courses in programs without grad courses.
			* Eric and Policy will continue to work and discuss with the Committee
			* C-H L:– some students may not have access to classes to complete the program, but training for the major may notmatch. Looking at 400 level advanced clinical courses that could be given graduate credit to solve the problem**.**

AWARDS & SCHOLARSHIP- Chair: TBA

* No Report

Non-Graded APPEALS- Chair: Ralph Cohen

* No report

New Business

Application processes

* Technical process appears to present issues for reading and processing applications – let Pat G. know.
* Are we getting what we need regarding applicants and applications to make decisions quickly to entice students?
* Some challenge accessing Web Now remotely. Occasional issues can be frustrating. System is clunky and could be improved
* Knowing who is admitted would be helpful (since there is no opportunity to receive list or copy of admission letter)
* Getting admissions data is a challenge experienced by other depts
* If students are accepted but haven’t registered and/or don’t contact dept for advising, then we don’t know if they are coming or not.
* Are there more applications in process that we should be on the lookout for?
* Registrar will provide list of admitted students (whether or not they have registered) on demand. He can also supply whether they are registered or how many credits they have accrued.
* Jillian Holt will try to access lists of admitted students to contact the non-matriculated students to get them into courses
* **Pat G:**
	+ WebNow: Secure enclave was set up, and as people worked with process, sometimes at home access might have been a challenge, but there are ways to work with people having issues.
	+ Web Now Processing: peak periods and exponential volume can affect processing, esp in virtual work. Apps may not hit the queue as quickly. Many apps coming in daily now, and staffing is limited (as well as certain changes that have affected processing speed). If student transcripts are pending, Grad Admissions won’t send the information out to programs until received. PG asked that we allow for time for processing. PG has worked closely with IT on an automated process for a list of students who have been accepted, with advisor info, PT/FT status and information. Once this process is online, it should help with advisors ad student contact as well as clearing up issues with students who must have their materials vetted etc. PG can provide anyone with a list of students who are in a pending status, upon request. She is happy to send to any dept. list of students and their status.
	+ Now in process of implementing a a Customer Relationship Management tool that will automate a lot of manual processes. Will be used for communications with students and faculty, as well as applications. Faculty will receive apps through that program. Work flow will be more smooth. Tentatively online for February 2021
* Meeting adjourned at 4:19