**Graduate Studies Meeting MINUTES for February 1, 2018**

3:00-4:30 Philbrick Rm. Student Center

Meeting called to order at 3:05

Attending: Basim, S; Bishop, J; Button, C; Castaneda, N; Chae, A; Chae, B; Clapp, S; Cohen, R; Davis, M; D’Onofrio, M; Durant, M; Fallon, M; Foster, P; Gardner, P; Gendron, M; Hermes, K; Jacobson, L; King, C; Konieczyn, L; Malloy, J; North, M; Pana, E; Park, S; Pesca, C; Pozorski, A; Rice, T; Simmons, R; Watton, S;

Please make any needed corrections to sign in sheet

Attachments sent by email on 1/30:

GSC Minutes for 11/16/17;

Minutes were moved to approval; no discussion; all in favor of approving minutes.

Agenda for 2/1/18; Grad Curriculum Report 1/25/18; Grad Policy Report 11/30/17

Eric Leonidas-Chair

* Minutes from Nov 16, 2017; review and vote by membership.
* Spring 2018 GSC and subcommittee schedules:

If you have items before policy or curriculum have a representative there.

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| **CURRICULUM Subcommittee 3:00-4:30** | **Full GSC MEETING****3:00-4:30** | **POLICY Subcommittee****3:00-4:30** |
| **Spring 18****(Blue White Room)** | **Spring 18****(Philbrick)** | **Spring 18****(Blue White Room)** |
| 1/25/18 | 2/1/18  | 2/08/18 |
| 3/8/18 (1849 RM) | 3/22/17 | 3/29/18 |
| 4/12/18  | 4/19/18 | 4/26/18 |

* Graduate Academic Awards,

Thursday February 8 (snow date Tues Feb 13) snow date is Tuesday.

Glynis will make sure that the room and invites to students are for Wednesday. Glynis will confirm and distribute. RSVP ; faculty presenters and names for remarks need to be sent to Graduate studies. If you haven’t RSVPd, please do and please attend. President will be there.

If someone can’t present, send Glynis 250 words and she will read on your behalf.

* + Constitution Room in Memorial Hall beginning at 5:00 p.m. with food - program starts at 5:30 p.m.
	+ Please prepare brief remarks (250 words) and send them with name of presenter to Graduate Studies
* URCAP/URCAD Monday April 9
	+ Open for submissions: <http://www.ccsu.edu/urcap/graduateSubs.html>
	+ Policy Review

See url/ website for URCAD. Day is April 9. No study day. Early; follow the schedule from last year: one day for undergraduate and graduate. Start with lunch, presentations of undergraduate and graduate award winner then poster presentations then break out oral presentations.

Takes encouragement from faculty to get students to submit. Can serve as a better showcase for what graduate students are capable of. Put best students forward; encourage better students.

Support urcad, support students: Faculty should attend to ask students to talk about their work. If a student plans to present at a conference, have him or her present here too – either as practice or after.

We have changed how we adjudicate who gets in: students submit directly through website; committee meets to understand how much space and what we can accommodate; if a lot of submissions from one program, they will be sent back to the department to choose. We cannot have whole classes present, but faculty can get a different room during URCAD period to have the event for the whole class; URCAD will admit two or three. March 10 is cut off date for that submission.

Some schools have their own research day, but it doesn’t mean we should not also showcase at URCAD.

GLYNIS Entire staff is turning over; if anything is submitted, be as complete as possible; Glynis training new staff; an opportunity to re create office environment. Taking suggestions for improvement. Include student ID number & etc.

Enrollment management: excited about full time continuing student number up by 11 percent; efforts to retain students appreciated and applauded;

Money to put toward enrollment management efforts; if you need support for a table or brochures or ad let Glynis know; FCFS Glynis can support promotion of our programs.

Commencement: students asked if they would like to change the color of the gown; working to make commencement engaging; commencement while different should be as dignified as it has always been; commitment to hooding ceremony;

Dr Toro: all faculty participate in commencement. For your school. This is a community event that needs more faculty participation; hooding will work as in the past; doctoral students will be hooded by doctoral faculty;

Reminder: The process for a thesis or capstone. Submit a proposal to Glynis’s office; she reviews proposal and HSC, approves within 48 hours and gets back before student begins conducting the research; this must follow university process : Dean approves research before it begins. People in CLASS: independent studies have a separate form; also must be filled out explaining I-S process. Must go to Rick before Glynis; Plan E is on its own.

Spring Date and Deadlines

February:

* 2/6/18 Freeze date: noon - All capstone registration forms &  Independent Study forms
* 2/8/18  Graduate Awards (Snow date 2/13/18)
* 2/15/18 Comprehensive Exam Application deadline

March:

* 3/08/18  Graduate Admissions Open House
* 3/15/18  May & August Graduation/Completion Application

April:

* 4/09/18   URCAD – University Research & Creative Achievement Day
* 4/11/18  Last day to submit final Thesis to have name listed in Commencement Program
* 4/22/18  Admitted Students Day – Focus on Graduate Students

May:

* 5/19/18  Graduate Commencement

Discussion Items

* Enrollment Management
* Thesis and Special Project Proposals/Submissions

GSA: President, J. Haugen

* Activity Report

Graduate Student Association: If having a reception, individual programs, alert the GSA. The GSA is planning a general reception. Glynis: Commencement committee is considering having gown pick up by school so reception happens during gown pick up. Can coordinate with GSA. One way to have positive moment on campus instead of standing in line.

Graduate Recruitment and Admissions: Assoc. Director Pat Gardner

* Report

NO REPORT.

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson

* Consent Agenda from 1/25/18; see emailed attachment
* Separate consideration: Political Science and Construction Management

**Eric reporting:** 80+ items on agenda; presented as a consent agenda. Political science and construction management taken up as committee.

Moved as consent agenda

Athletic training: title change. Psychosocial EXS 532 taken off consent agenda.

Proposal: Psychosocial Aspects of Injury and Rehabilitation

All in favor; no opposition

CJ 594: AA CJ 533 and CJ 534 (NOT CJ544) \*\*

All in favor of consent agenda; no opposition

*Political Science*

Changing GPA requirement for internships.

3.0 for part time and 3.5 full time intern

PS 470, 480, 482. Proposal moved and seconded

All in favor; no opposition.

*Supply Chain and Logistics Management*

33 hour; 21 credits in the core;

All of the courses exist; offer MS in technology management; MS in construction management; now concentration in supply chain and logistics management is ready to be expanded to new degree. Admission policy the same. Three capstone options the same: A, B, C.

All in favor of new MS – approved as proposed.

**POLICY**- Chair: Mike Davis

* Report from 11/30/17 (see separate attachment)

**Any place says new** program, need to send admissions policy to policy committee; meeting 2/8.

**-- New** fall commencement. Current, in May, still have 9 credits to complete in the summer, are eligible to participate in commencement ceremony. With new fall/ winter commencement : **3 credits or fewer to complete** should be in May; if any more, the fall/ winter commencement is the time to walk. See also application for graduation form, which would need to be modified to change from 9 credits to three credits. What do you do in the case of a six credit capstone? It may be broken into two, three credit chunks; what about four credit capstones? Is that something to acknowledge? Does it make sense to change to six, even though that is two classes generally? Change language: all but capstone? Not necessarily; three or **four credits or fewer or a capstone to complete** ? One course or capstone? Is there a guarantee those remaining classes will be offered in the fall? Keep numbers down for spring and send others to fall if possible; will need to education the students as to expectations; may want to experience commencement as a cohort; the first December commencement is December 2019.

New language: **four credits or fewer or a capstone to complete**

**Passes.**

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The graduate recruitment and admissions office may consider additional factors in consultation with the program chair or coordinator.

New language passes.

--**Advanced OCP** (Ralph)

Advanced OCP *in School-Based Marriage* and Family Therapy\*

Program for people who have graduated from a Masters who return to Central to complete the requirements for certification. Admission requirements now being corrected/ added:

Applicants must hold a bachelor’s degree from a regionally accredited institution of higher education and a master’s degree in Marriage and Family Therapy from a regionally accredited institution of higher education with a minimum graduate cumulative GPA of 3.00 on a 4.00 scale.

--**AOCP Superintendent of Schools**

**ADD Admission Requirements and Additional Materials Required from the Policy Committee meeting 11/30/2017**

Pat: Should the deadline account for two dates … Application materials due April 15th.

If all classes begin in July, maybe just one deadline – spring. Just one time a year entry.

ADD Language: Summer term only. All application materials for admission must be received by April 15th.

**New for catalogue:**

**This program begins in summer and all applications must be received by April 15th. \***

**Amendment accepted.**

**Proposal accepted.**

Continuing Registration Fee: too onerous on Dean’s office to track down students who are matriculated but not taking classes. How do we put burden on students?

New policy: zero credit CREG students register for on their own; pay 40 to registrar for 0 credits; 65 registration fee; students will need to register themselves.

Access to health services and library … if they don’t do it, they will be dismissed.

**SCHOLARSHIP**- Chair: Ella Panna

* Graduate Academic Awards and Outstanding Scholar

UCAD award: Jennifer Lavoie with research on the evolution on AIDS narratives; eight applications; check eligibility requirements; do not nominate people not eligible;

**Non-Graded APPEALS**- Chair: Ralph Cohen

* No report

**Agenda ends. Move to adjourn at 4:07.**

**Respectfully submitted,**