**Graduate Studies Meeting MINUTES for February 25, 2016**

3:00 pm, Sprague-Carlton Rm. Student Center

**Call to order**: 3:02 pm

**Attendees**: Anton, M., Benfield, R., Bernstein, S., Bishop, J., Christopher, S., Cistulli, M., Clark, L., Cohen, R., Davis, M., DePeau, E., Drew, S., Dziuda, D., Fitzgerald, G., Gardner, P., Howell, M., Jackson, M., Kirstukas, S., Lee, N., Leonidas, E., Mejia, G., Nicholson, B., Pozorski, A., Ratansi, S., Reynolds, L., Sianez, D., Thai, N., Thomas, J., Thornton, E., Tyson, B., Vedeler, H., Wu, S., Zidani-Eroglu, L.

*Attachments sent by email on 2/23/16 :*

***GSC Minutes*** *for 1/28/16;* ***Agenda*** *for 2/25/16;* ***Policy:*** *MS Accounting; Academic Probation/Dismissal; Online Recommendation Form Draft*

**Eric Leonidas-Chair**:

1) Minutes from January 28, 2016; APPROVED.

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

3) Remaining meeting dates, spring term

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| **CURRICULUM Subcommittee 3:00-4:30** | **Full GSC MEETING**  **3:00-4:30** | **POLICY Subcommittee**  **3:00-4:30** |
| 3/10/16 | 3/17/16 | 3/3/16 |
| 4/14/16 | 4/21/16 | 4/7/16 |

4) Graduate Awards, 2/11/16

Ceremony was a tremendous success. Great opportunity to share and experience what colleagues and their students are achieving. Also a great opportunity to showcase to higher administration.

**Dean Glynis Fitzgerald’s Notes**:

Thank you to all who participated in making the Graduate Awards a great success.

Important Dates for the rest of the semester.

* March 1, 2016 (May), March 15, 2016 (Aug.), September 15, 2016 (Dec.) Graduation application deadlines
* March 3, 2016 – Graduate Open House
* April 5, 2016 - Faculty forum
* April 15, 2016 - Thesis & Special Project Submission for Commencement Booklet
* URCAD – May 6, 2016
  + Submission due date, April 1: <http://www.ccsu.edu/urcap/subs.html>
  + Each program will be limited to three student presentations
* May 19, 2016 – Graduate Commencement
  + Question has been raised by some graduate students as to whether the commencement can be held earlier than the existing 7:00 pm start time
  + Discussion regarding pros and cons of holding the ceremony earlier vs. later
  + GSA asked to poll the graduate students to learn preference
  + If you know of unique students whose story would be appropriate to share at commencement, please contact Dean Fitzgerald

Notes:

* Requests for extensions must come from the advisor.  Do not send the students to School of Graduate Studies to request an extension.  According to policy it must go in writing to the advisor who will forward it to me IF they approve – they do not have to.  I will then review the file and make a decision (often with further consultation with the advisor).
* For Marketing efforts, and NEASC I’d like to identify Fulbright scholars, and other outstanding faculty achievements in research, scholarship, creative activity, etc.
* Dean Fitzgerald has one-time scholarship funds ($30,000) available for NEW Fall 2016 full-time graduate students
  + Submit proposals by March 4, 2016
  + Departments will be notified by March 18, 2016
  + Funds must be allocated by June 1, 2016
  + See handout entitled “Graduate Student Scholarships Spring 2016” for more details about the application process

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

* Enrollment numbers (Spring 2016)
  + Incoming FT 51 (80 Last Year)
  + Continuing FT 390 (442 LY)
  + Total FT 441 (522 LY)
  + Incoming PT 191 (190 LY)
  + Continuing Total 1606 (1586 LY)
* Graduate Open House- still waiting to hear from 8 departments regarding representatives for the event
  + Personal invitations to prospective students really make a difference
* Applications with up to 6 credits missing in transcript form are now being sent to departments for preliminary review (then Grad Admissions follows through to obtain remaining transcripts)
  + This issue (whether or not to allow applications with missing credits/transcripts to be considered) will be addressed at the next Policy subcommittee meeting; please participate if you have opinions on the issue

**GSA Update**: Shedia Christopher, President

* Interview workshop moved to March 1 due to early closure of University
* Bowling social activity moved to April 5, 7:30 pm
* Etiquette workshop April 7, 7:30 pm, Connecticut Room
* Two societies were each awarded $750
* Awarded remaining scholarship balance (~$22,000); applications awarded to approximately 15 graduate programs/39 students; over $60,000 requested
* Feedback from graduate student body: holding Commencement on a weekday is challenging; perhaps consider a weekend date for the future

**Standing Committees**

**POLICY**- Chair: Mike Davis

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

* MS Accounting Admissions
  + Request to modify the proposal to include summer matriculation; Deadline: March 1 (this year’s deadline will be May 1)
  + APPROVED as amended
* Academic Probation and Dismissal Policy
  + APPROVED as presented

**CURRICULUM**- Chair: Laura Jacobson

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

* [PSY 594 - Internship in Student Disability Services](https://ccsu.smartcatalogiq.com/?sc_itemid=%7bB8A95CEE-7313-4300-8B63-AF30FCE65521%7d&item=%7b729DDF62-17B1-495E-87A8-04F42C10199A%7d)
  + APPROVED as presented (Vote: 26 in favor, 1 opposed)

**SCHOLARSHIP**- Chair: David Sianez

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

* No Report

**ONLINE**- Chair: Gustavo Mejia

* No Report

**APPEALS**- Chair: Ralph Cohen

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

* No Report

New Business

Online Recommendation Form

* Online Rec Form Draft to be considered at Policy, 3/3.
* For those requiring letters, please review admissions policies in catalogue and propose revisions
  + Please review the Draft and provide feedback to E. Leonidas or M. Davis prior to the Policy subcommittee meeting on 3/3/16; attendance at the Policy subcommittee meeting is welcomed
  + Please also revisit your requirements again for recommendation letters; are the letters predictive of success in your program?

**Meeting Adjourned**: 4:15 pm