**Graduate Studies Meeting Minutes for February 9, 2021**

Attachments:

Agenda for 2/9/21; GSCC Agenda 2/4/21: Sent 2/6

Present: Leonidas, E. (Chair); Robinson, C.; Gardner, P.; Nicholson, B.; Davis, M.; Hou, X.; Simmons, R.; Ryan, A.; Basim, S.; Pozorski, A.; Bednarski, M..; Mulcahy, C.; Lee-Partridge, J.; Thomas, C.; Rachler, R.; Leong, C.H..; DiPlacido, J.; Jacobson, L; Davis, W.; Zlaterva, N.; Rodriguez, C.; Chae, A.; North, M.; Ciscel, M.; Kling, E.; Glaser, L.; Cohen, R.; Rutherford, J.; Valerie, L.; Sommers, B.; Burkholder, T.; Holt, J.; Bilisoly, R.; Garcia, A.; Jones, S.

* Minutes from 10/15/20; review and vote by membership
	+ Motion to accept the minutes unanimously

Announcements

* GSC Chair, Eric Leonidas
	+ In Senate, Prof. Fred LaTour will assemble ad hoc committee to determine online learning policies. A number of committees will be asked to provide a member (GSC will provide a member). How to make decisions about courses, programming, promotion of online learning and providing help. Need a volunteer from committee to review policy: Andy Chae volunteered.
	+ Awards (see Appendix B):
		- CCSU Foundation Scholarship nominations have closed, now under review by Awards Committee – Decision by March 4
		- URCAD Research Award nominations due - funding for registration fees for conferences etc. Students apply, give name of a faculty member for letter of support. Students have tended to come from same areas because faculty promote the award. EL asks that committee members contact departments to promote more extensive participation among students to drum up student application. EL will send out information and links for additional information. Deadline is March 5 this year. Website will be available at the end of this week (2/11)
			* Two awards- one in an MA or Certificate program, and another from within the doctoral programs
		- Academic Awards – two – grad achievement, one recipient from each school. Scholarship is significant. Two credits must remain (one credit for doctorate) in the student’s program. One student per school gets achievement award, each program gets an academic award.
		- SGS will contact student for statement, and faculty referee for letter of support. Application etc. will be forwarded by EL in upcoming email.
		- Accelerate Central - Christina Robinson indicated that these programming shifts do not have to be submitted to BOR
* Dean of Graduate Studies, Christina Robinson
	+ Thanks all for work in Grad Studies - continuing students which is strong and applications are growing.
	+ Paperwork for Accelerate Central has been made simpler. Flexibility of Grad programs is noted and innovation is encouraged. Send proposals for AC to Grad Studies for partnership or assistance.
* Graduate Recruitment and Admissions, Director Pat Gardner
	+ Numbers: freeze date is Feb 16, all numbers will be locked. Spring semester full time registration is up by 63%. Part-time students are a bit down – 143, compared to 129 this year as of yesterday.
	+ PG now has hired a permanent assistant director (as of Jan. 29). PG requests that she be introduced at the next meeting
	+ Grad Open House will be virtual. March 6, 11:00-1:00. Faculty signups and scheduling will take place soon. Changes to grad coordinators should be emailed to PG so they receive the invitation. Accepted Students Day – 84 signed up, 34 came last year. Rethinking what can be done virtually to encourage more attendees. Feedback and suggestions can go to Pat G.

Standing Committees

CURRICULUM- Chair: Laura Jacobson

* Report from 2/4/21 (see Appendix A)
	+ Consent agenda - accepted, passed unanimously
* (removed from agenda) New Course: [TM 463 Logistics Management](https://ccsu.smartcatalogiq.com/?sc_itemid=%7B962CFDBF-F033-4C35-8664-CCC1977E079E%7D&item=%7B54410B8A-70D7-487D-9F8C-AD3F4F7A36CF%7D)
* Minor Changes - acknowledged
	+ MAT 519 to TE 519
	+ MAT 529 to TE 529
	+ MAT 539 to TE 539

POLICY- Chair: Mike Davis

* No report
* Date for next meeting is in progress
* Policy proposals can be sent to Mike
* MD noted that there is a new program that needs to pass through Policy, and admissions policy will need to go through Grad Policy for review.

AWARDS & SCHOLARSHIP

* No Report

Non-Graded APPEALS- Chair: Ralph Cohen

* No report

New Business

* Addressing barriers to student admission and progress to degree
	+ EL noted that not every student has gone through programs as easily as we would like.
	+ Survey of students re: problems and try to come up with solutions
		- Response rates are terrible, and we may not be cognizant of the nature of the barriers because they are beyond our perception
		- EL proposed a draft questionnaire to go to program directors about how they have tackled issues previously – a collection of best practices. Seeks committees clearance to move forward with any suggestions. LJ suggested that faculty liaisons be encouraged to help with dissemination/facilitation to programs
		- Some of those strategies may invite others to engage in better problem solving.
		- This is not a survey – respond to areas or questions as appropriate
		- Inquiry into ways in which departments have eliminated or alleviated barriers or stumbling blocks
		- Pat G’s office can help with matriculation, advisement connections, registration
		- Not everything in the questionnaire will apply or be appropriate for every program, nor will policy be applied uniformly
		- Looking for ways and great ideas in which programs have successfully helped grad students with admissions/access, progress through the program, and program completion (see Appendix C)
	+ Once these are collected, they can be shared and programs can consider which practices might be adopted to help solve some issues for students
	+ MC suggested asking programs about how they are communicating with prospective students, prior to application.
* PG mentioned that we are planning to implement SLATE. April 30 will be go-live date. As we are considering changes to admissions process, consider also changes to new application that will be in Slate. Consider timelines, deadlines and reporting
* Web Now issues continue to present problems re: remote access – send PG a screenshot for help from IT
* PG noted that workflow will be in Slate and no longer in Web Now
* Question re: Graduate Assembly: one meeting last semester.CR anticipates that a new meeting will take place at the beginning of March.
* Look for instructions re: academic award and application form. Feedback form will be forthcoming

APPENDIX A

**Graduate Studies Meeting AGENDA for February 9, 2021**

WebEx @ 3:00

* Minutes from 11/19/20; review and vote by membership

Announcements

* GSC Chair, Eric Leonidas
* Dean of Graduate Studies, Christina Robinson
* Graduate Recruitment and Admissions, Director Pat Gardner

Standing Committees

CURRICULUM- Chair: Laura Jacobson

* Report from 2/4/21
* New Course: [TM 463 Logistics Management](https://ccsu.smartcatalogiq.com/?sc_itemid=%7B962CFDBF-F033-4C35-8664-CCC1977E079E%7D&item=%7B54410B8A-70D7-487D-9F8C-AD3F4F7A36CF%7D) (removed from agenda)
* Minor Changes (see Appendix A)
	+ MAT 519 to TE 519
	+ MAT 529 to TE 529
	+ MAT 539 to TE 539

POLICY- Chair: Mike Davis

* No report

AWARDS & SCHOLARSHIP

* No Report

Non-Graded APPEALS- Chair: Ralph Cohen

* No report

New Business

* Addressing barriers to student admission and progress to degree

APPENDIX A

Curriculum Changes for Technology & Engineering Education

# TE 519:Technology & Engineering Education Practicum Advanced Studies

Advanced Studies including Organization and management of technology exhibitions and competitions for middle- and high-school students. Focus on developing children's knowledge, abilities, and leadership through extracurricular and classroom activities. Field experience required.  In accordance with CT law, districts may require criminal background and/or DCF child abuse and neglect registry checks to participate in the field experiences in this class.  Students are required to follow the background check policies of the district in which they are placed and are responsible for all associated fees.  CCSU is not responsible for district policies. Thirty hours of content area major field experience is required for teacher candidates.

Credits 3

# TE 529: Advanced Teaching of Technology and Engineering

Advanced Development of background for technology and engineering student teaching and professionalism. Emphasis on the development, presentation, and evaluation of student-developed lessons and methods of student assessment, applied to K-12  technology and engineering laboratories.

Credits 3

# TE 539: Advanced Professional Practices and Responsibilities in Technology and Engineering Education (K-12)

Advanced Professional course which stresses preparation for student teaching, or supervised teaching, and objectives, planning techniques, and problems of teaching technology education at the secondary, middle and elementary school levels. Required of all undergraduate majors in Technology Education, and post-baccalaureate students in the Technology Education certification program. In accordance with CT law, districts may require criminal background and/or DCF child abuse and neglect registry checks to participate in the field experiences in this class.  Students are required to follow the background check policies of the district in which they are placed and are responsible for all associated fees.  CCSU is not responsible for district policies. Thirty hours of content area major field experience is required for teacher candidates.

Credits 3

APPENDIX B

**Graduate Student Achievement and Academic Awards**

The GSC Scholarship and Awards subcommittee proposes two awards to be given annually.

Four **Graduate Student Achievement Awards** will be given, one for each of the 4 academic schools. Recipients will be awarded a $1000 scholarship, and so must have at least 2 credits remaining beyond the semester in which the award is given (Doctoral students need only have 1 credit remaining). Submissions for the Graduate Student Achievement Award will automatically count as submissions for the Academic Award (below), which will be given if a student is not chosen for the Achievement award for his or her school.

This honor will be awarded to students who show outstanding achievement in one or more of three areas:

* Scholarly inquiry. Students will have demonstrated exceptional intellectual curiosity, reflective thinking, and the application of rigor in the evolving formulation of knowledge.
* Leadership. Students will have demonstrated initiative for shaping the direction of their disciplines by modeling high standards of professional behavior and motivating others to do the same.
* Community Engagement. Students will have endeavored to address the educational, social-cultural and economic needs of their communities, whether on campus or within the broader region.

Individual programs will submit an applicant's name along with the name of a faculty reference. The School of Graduate Studies will contact the student and ask for a 500-word statement describing achievement in one or more of the three areas. SGS will also contact the faculty referee and ask for a letter of support. The Awards subcommittee will use both the statement and letter to make its decisions. Candidates lacking either the statement or letter will not be considered for the award but will be named the Academic Award winner for their respective programs.

A **Graduate Student Academic Award** will be available for each degree program to grant to one qualified student. The criteria for candidates will be the same as in past years, though the award will be strictly ceremonial (no scholarship). However, the winners will be invited to an awards dinner, where they will be presented by a faculty member to family, friends and colleagues and given a certificate. Students need not have any credits left to take after the semester in which the award is given.

Faculty will select an Academic Award winner from a list of qualified candidates prepared by the School of Graduate Studies; a faculty member will present the award at the ceremony should the student elect to attend. Programs that have submitted a student for the Achievement award may not nominate a second student for the Academic award.

APPENDIX C

The Graduate Studies Committee is looking for programs to share successes they have had in encouraging students to enter and complete degree or credential programs. This is not a survey: *you do not have to answer all of the questions below!*

Please take a minute to brag. Let us know what you have done in *any* of the following that has benefited your students and your program overall.

**1. Admissions**

* Requirements

What have you successfully eliminated from your list of requirements?

Automated admission: Would you consider setting criteria to allow the Office of Graduate Recruitment and Admissions to admit students (or, alternatively, conditions under which you would require fewer requirements)?

* Evaluation Process

Have you done anything to streamline the process of evaluating applicants and reporting decisions?

* Initial advising and registration.

What successes have you had in encouraging students to matriculate, connecting them to advisors, orienting them to your program, or getting them registered?

**2. Progress through the Program**

* Course offerings and scheduling

Have you experienced any problems with offering courses when needed for students to progress (and if so, how have you addressed these)?

* Course Delivery

What changes have you made in your mode of delivery—where you offer courses, in what format (e.g., online or hybrid), or when (time in day, which semester)?

* Enrollment

What difficulties have you encountered, and measures have you taken to support course enrollment?

* Financial support

How have you helped students to obtain financial support, whether through assistantships, foundation funding, external sources, or some other?

**3. Program Completion**

* Retention

What productive steps have you taken recently to strengthen retention?

* Capstone

What difficulties do your students face in completing their capstone(s), and what successes have you had in streamlining the process, incentivizing students, or otherwise supporting the completion of your programs?