**Graduate Studies Meeting Minutes for March 22, 2018**

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

Attending: Castaneda, N; Chae, A; Ciscel, M; Cohen, R; Cooper, E; Davis, M; Diplacido, J; Efremoff, T; Gardern, P; H, Dan; Konieczyn, L; Jacobson, L; Leonidas, E; Mackey, M; Pozorski, A; Morales, M; North, M; Park, S; Rodriguez, C;

Meeting called to order at 3:05.

Review of 2/1/18 minutes moved by Ralph second by Mike Davis

Minutes approved unanimously.

Eric Leonidas-Chair

April 19th last meeting of the semester. See agenda for subcommittee meeting dates

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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)** |
|  | 3/22/17 | 3/29/18 |
| 4/12/18 | 4/19/18 | 4/26/18 |

GRADUATE CURRICULUM REPORT

Met on March 8th

Consent agenda approved unanimously as proposed

Graduate Academic Awards, Thursday February 8

* Chair offers gratitude to faculty and staff for work.
* Smooth, President spoke
* Graduate students and families pleased. Thank you for moving words and work done to bring students to event.
* University Research and Creative Activity Day, April 9

Good array of applications; a few will be sent back; will have 20 posters and 9 or 10 oral presentations. Would like to see more in the future. All invited to attend. April 9 Monday … Oral begin at 3:00; Posters begin at 4:00 at Student Center, Alumni Hall; Moved the time to encourage presentations; undergrads presenting too.

* Promotional Brochures

Chair circulated sign-up sheet to find out what kind of brochure we have; check the box if we would like to have help from Marketing. The school of graduate studies would like to know 1) if we have one by Marketing to share; 2) find out if we have one we have created that graduate studies should see; 3) maybe we have one but don’t like it but would like it on the list for Marketing and Communications to develop. Wall in Glynis’s office for brochures to display. All should look consistent. Would be good for the open house in the future. **Chair will follow up with an email.**

* Learning Outcomes: Please make sure yours are listed in catalogue

A number of programs do not have learning outcomes on the web. If we are required to do an assessment report, we should have learning outcomes. We need to get them all up on the catalogue; move them off of the catalogue and move them to a place that is accessible. Collecting learning outcomes. Please check to make sure learning outcomes are available. Eric will be checking to contact programs with outcomes not available. Can be on the department webpage; will be helpful to centralize. The outcomes should be assessed so will be easy to find with an assessment report.

* Graduate assistantships as part of application process

Offer graduate assistantships as a part of the application process will likely attract new students. If this is desirable, how would be go about doing that? Using the promise of a GA helps prospectives figure out where to go. We pay them a stipend not a wage. Lowest band is 1200 per semester; encouraged to start with the next band. Full time GA allows students to get more benefits.

How do we award it – build in as possible applicant?

* + Advertise on the website – career services?
  + Encouragement to use GA ships in the way of making a part of the application process (for ex, hold it if it is open).
  + Bands of payment on the GA application form. Contact office for the application form.
  + Add to the promotional brochure possibly.
  + Get the assistantship then advertise for new students.
* Nominations for GSC chair and secretary for AY 18-19 (election 4-19 meeting)

Eric running for GSC chair; self nominate; nominate someone else; check with the person; GSC chair goes to a lot of meetings; Email Eric to ask about requirements and workload.

Chair: send a name as a nomination and short statement; contested election=have bios to look at to vote at the meeting;

Secretary is open .. for next academic year; take minutes and update the website once or twice a semester;

**Write to Chair to nominate/self-nominate.**

Spring Date and Deadlines

April:

* 4/18/18  Last day to submit theses

4/15 is a Sunday; 4/16 Glynis returns; The 18th is the deadline for students to submit to get name into the catalogue;

otherwise, the thesis can be submitted until the last date. Any time sooner: would be appreciated, given the tight deadline for the printer. This is for the completed version – all signatures; going to the library; once the name is in the program, students believe it is done; firm deadline: complete version by April 18th;

* 4/22/18  Admitted Students Day – Focus on Graduate Students

Graduate student admitted students day. 70 seats for graduate admitted students to be invited and to be eligible for 1000$ scholarship. Attend admitted students days and encourage students who received admission who haven’t made a commitment – invite to attend and be a guest. Brunch, tour .. President’s remarks … need participation of graduate faculty and encouragement so the 70 seats do not go to waste. Admitted for fall or summer … everyone who attends gets the thousand;

May:

* 5/19/18  Graduate Commencement

Different model for commencement; goal is more faculty participation. See Dr Toro letter. The entire faculty should be present at commencement, per Dr Toro: looking for full participation. Speeches are cut down to two minutes; one speaker for BOR; music; dance; unifying experience. Maintain the hooding; hooding will be done on the stage and will have more gravitas with spotlights. Save the date on the calendar. Will take place at the Excel center in downtown Hartford – one at 9 and one at 3. Will be buses for both ceremonies; FastTrack also available. Time is 2:15 minutes in the morning and a bit longer in the afternoon (with docs). See list from Commencement site.

Notes from the Dean

1. Encouraging Payroll Deduction

Institutional Advancement will have its own foundation account; students can make donations to the graduate school. Faculty can have deductions through payroll

1. Recruitment Funding Available

**$600 in funds; to help recruit!! Let Dean know.**

1. Planned Program Reminder

Advising for students when they need a PIN: if they don’t have a PIN it is because they don’t have the planned program. Complete the planned program .. especially before 18 credits.

1. GSA: currently two students running all of GSA, not present on campus; in charge of a large budget; Try to reach out to a student and ask to become involved. For the sake of transparency and equity and responsibility, please encourage students to run. Wider and deeper involvement;
2. Trying to improve the process of thesis submissions; brainstorm the process; once the students are done at the department level, what is the best way to submit to the graduate school? Eric asking for volunteers to serve on the subcommittee. Task Stream possibly (Ralph);

GSA: President, J. Haugen

* No representative present

Graduate Recruitment and Admissions: Assoc. Director Pat Gardner

Secure Enclave

* All faculty coordinators involved in admissions process need to be able to get into WebNow; Secure Enclave process – duo security access.
* Set up Duo Security access – for on campus and off campus. Whoever assigned as coordinator or chair needs to be set up with duo security. If youneed to access webnow, need to go through process as well.
* Link to instructions from chair’s agenda message;
* Contact P. Gardner and IT for help with Duo Security. Anyone who uses programs that pull Banner information must have two security steps. Doesn’t work with Explorer.

**Chair will send out link again** –need to be plugged into the network. See also email from IT.

Admissions Report:

* Acceptances: 86 compared to 95 (down 9) FT
* PT: net accepted 83 compared with 86; sooner we get them back sooner we can notify the students.

OPEN HOUSE: 100 students attended; programs will receive names of students who did or did not come; important to communicate with leads who registered to attend the open house; once you receive list, reach out; offered application fee waiver that day—had 24 students who took advantage of application fee waiver.

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson

* Consent Agenda from March 8 (appended below)

Approved unanimously

**POLICY**- Chair: Mike Davis

* Report from February 8

Item A Appendix A Data Mining MS changed to Data Science MS – submission included program rationale; learning outcomes; admission requirements; Taking 2.4 gpa as bottom of conditional admits. Down from two recommendations to one recommendation. Weeding out old language about submitting applications; send through the graduate application process.

Appendix B similar changes to official certificate program in data science;

* Move to accept A; second; all in favor of passing modifications.

Item B Educational Leadership – admission requirements: application deadline moved a month (forward or later)

* Move to accept B; second; all in favor of passing modifications.

Item C: New Hybrid Online Track in English – admissions language similar to current MA in English admissions policy; both have been streamlined to reflect the new channels through Graduate studies;

* Move to accept C; second; all in favor of passing modifications.

Item D Appeals policy

“students who are dismissed for academic reasons may appeal first to the dean, School of Gradate Studies. If an unfavorable decision is rendered, they may then appeal to Graduate Studies Committee.” Proposal to delete the sentences from the catalogue.

* Move to accept D; second; all in favor of passing modifications.

Item E: CREG Fee continuing registration

Graduate studies must determine who needs to pay a CREG fee; policy committee has determine policy in which students can register themselves and pay for continuing registration. If they don’t, they are dismissed. We are anomalous in the sense that we do not require students themselves; and also not to maintain continuous enrollment; also necessary for library access and health services.

See Continuing Registration (CREG 001) description

* Move to accept E; second; all in favor of passing modifications.

**SCHOLARSHIP**- Chair: Ella Panna

* No report

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

* Academic dismissal appeal: Addressed in policy discussion.

Appendix: Curriculum Report 3/8

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| **Type** | **Name** | **Action** |
| Change Course | [CET 449 Advanced Networking - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b06FA7B65-D30A-48D2-A50B-BDE2CE8DEC14%7d&item=%7bE8274970-7AF3-4457-8B72-30F02AF0329B%7d) | Passed as proposed |
| Change Course | [CS 463 Algorithms - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b06FA7B65-D30A-48D2-A50B-BDE2CE8DEC14%7d&item=%7b8400F424-CC42-416B-8106-E98D99DCF60B%7d) | Passed as proposed |
| Change Course | [CS 481 Operating Systems Design - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b06FA7B65-D30A-48D2-A50B-BDE2CE8DEC14%7d&item=%7bA3A3F188-6B1F-4738-AB89-2B948D6E9DF3%7d) | Passed as proposed |
| New Course | [ME 525 Materials Engineering of Additive Manufacturing - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7b6D7AC0C8-E1A5-4169-96FD-8DF23544BCB7%7d) | Postponed, no rep present |
| New Course | [ME 540 Advanced Geometric Dimensioning & Tolerancing and Metrology - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7b776955F0-C0BF-48DB-8EA7-89EB59B669D5%7d) | Postponed, no rep present |
| New Course | [ME 545 Design and Analysis of Additive Manufacturing - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7b22D28186-61BF-42EC-971C-D0BE58DA14C5%7d) | Postponed, no rep present |
| New Course | [ME 563 Engineering of Additive Manufacturing Processes - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7b22529084-D92D-454C-A381-30325830B517%7d) | Postponed, no rep present |
| New Course | [ME 565 Advanced Manufacturing Engineering - 3 credits](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7bDF259E26-3DC2-4530-B873-C959A849A8E0%7d) | Postponed, no rep present |

What will happen to Wednesday classes? Four canceled due to snow.

Dean suggests faculty could schedule a make up by finding a classroom; difficult to require of students; could turn the final period into a make up class and then do a take home final.

Meeting adjourned 4:20