**Graduate Studies Meeting Minutes for March 30, 2017**

3:00-4:30 Sprague Carleton

Attachments sent by email on:

**GSC Minutes** for 2/23; **Agenda** for 3/30; Policy report 3/9

Attending: Bishop, J; Bernstein, S; Castaneda, N; Clark, L; Cohen, R; Davis, M; Fitzgerald, G; Gardner, P; Glaser, L; Howell, M; Jacobson, L; Kirstukas, S; Kyem, P; Larose, D; Merenstein, B; Leonidas, E; Nicholson, B; Pozorski, A; Sianez, D; Simmons, R; Valerie, L; Vargas, E; Wang, J; Wu, S; Zidani-Eroglu, L.

Eric Leonidas-Chair:

Meeting called to order at 3:05

Jan 26 meeting minutes—Nelson added

Moved, seconded, approved unanimously

Spring 2017 GSC and subcommittee schedules:

|  |  |  |
| --- | --- | --- |
| **CURRICULUM Subcommittee 3:00-4:30** | **Full GSC MEETING**  **3:00-4:30** | **POLICY Subcommittee**  **3:00-4:30** |
| **Spring 17** | **Spring 17** | **Spring 17** |
| 3/23/17 | 3/30/17 | 4/6/17 |
| 4/13/17 | 4/20/17 | 5/4/17 |

(GSC: Sprague-Carleton Room in the Student Center. Curriculum will meet in Vance 106.

Policy meets in Vance 106.)

* URCAD:
  + May 5, 2017
  + Applications due April 5. **Please** encourage strong students to apply.
    - <http://www.ccsu.edu/urcap/urcad.html>
  + 2017 Elihu Library Research Awards (deadline was March 20)

Application deadline – see URL to apply as a panel; faculty encouraged to turn to students to ask them to apply if working on capstone projects; recently presented; want to represent high abilities of students in the graduate school. Involving president, provost, community members – important for giving administration a sense of what we are doing.

Library Research award will present with the URCAP winners.

GSA Eric Vargas, Secretary

* Full slate GSA positions up for election; informational meeting April 3 at 7:15 in the Clocktower Room
* GSA encourages participation and officers from schools other than SEPS; majority now in counseling; want to represent a cross section of the university
* Deadline for nominations is Friday April 7; Election date TBA

GSA graduation reception final decision will be made at the April 3 meeting. Board feels as though they have been pressured to vote yes to approve commencement reception

Proposal that the reception be at Hilltop café; attendance last year in Alumni was dismal. Hilltop café seems like a good compromise to help attendance. GSA questioning whether to fund.

Underscore that eboard dominated by SEPS students; faculty encouraged to have students from other schools run for eboard leadership. Send students to meeting on April 3. Student leadership not disqualified or excluded from giving scholarship money or other funding. GSA Eboard decides on scholarships. The eboard is very strict about funding – if applicants did not follow directions, they were excluded from consideration. They do not notify applicants if information is missing. The Eboard also determines society budgets.

Minutes should be updated – upload on the website, for the last three years.

Email blast notified all graduate students of the election. Vargas, Eric: [vargasera@my.ccsu.edu](mailto:vargasera@my.ccsu.edu)

Glynis will email GSC members what was sent to students.

Dean Glynis Fitzgerald:

Dates and Deadlines:

* April
  + 13th        Last day to submit final Thesis to have name listed in the commencement program
  + TBA       Regalia ordering for May commencement will be announced
* May
  + 5th          University Research & Creative Achievement Day
  + 6-12th    Final Exam week – Capstone final submission
  + 18th        Graduate Commencement

If the thesis proposal is received, they may walk – faculty need to give a sense that they are making good progress. For name listed, with thesis title, thesis needs to approved by the dean by April 13th (day of reflection). Can write at any point to tell Glynis a student is finished. Students cannot walk if they are doing comps in the fall. We are getting tight in Kaiser so need to limit amount of students walking based on those students who have actually finished.

Open to ideas about commencement – graduating after undergraduate? XL (sp?) center? Dr Toro giving the speech this year; want to celebrate with as broad number as possible.

Cap and gown – register before April 17th (for students and faculty). Ccsu.edu/commencement click on Grad and see links to info.

Late fee: $25 if ordered between 17th and the 1st. Not available after the first. Graduate gown is different than the undergraduate gown.

Notes:

* Thanks for the open house involvement.
* Commencement (see above)
* Update on enrollment efforts

Promotion

* Grad ads on 84, 91 and route 9
* Billboards are going
* Commercial is running

See handout for five key messages that the dean shares: come for 21st century needs; community focused resource – we bring our programs into the community; awareness of university as cultural center; work together with community to address workforce development and work with each other; driving business, economic, innovative development.

(Leyla – add or specify diversity on campus.)

See form: Fill out the rest. Does this represent the department or program well? Due, April 17 2017. Specify any new programs we are or will be exploring.

Dr. Toro has identified goals for enrollment – 20 to 25% of 15,000 of total enrollment. We need to work together to achieve that. Ways to expand current offerings to larger audience?

* New Programs

Online, abroad, summer institutes, training needed or other support. How can the dean help us meet our goals? One for each program. Help to design five year plan. The form will be online or circulated electronically. Target 271 FT students for this coming fall.

Letter of approval to be SARA STATE: we can offer our online courses in any other place that is also a SARA state. We can advertise our online offerings throughout the nation. Opportunity for Spanish, OCP accounting; data mining; even online for course specific level. Not in state tuition. Now that CT is SARA available: CCSU, Charter Oak, Sacred Heart … We have a window of opportunity in competition with other schools.

Graduate Recruitment and Admissions: Assoc. Director Pat Gardner

* Fall 2017 Graduate Open House Date
* Saturday, October 14th, 11:00am – 1:00pm.

If using WebNow, glitch with routing; IT knows about it;

Email Pat if want her to process by hand;

Open House – thank you from spring support;

Walk ins and registered: 109 compared with 128 last year;

Last year, recruitment for EDD K-12 so about even from last year

Will be sending information for anyone who registered and or attended and or whether they applied. Leads to contact individually. Graduate coordinator/ contact will get info

FALL OCT 14, Saturday 11-1:00 Graduate Open House for fall…

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson; Members: N. Castaneda, E. Thornton, S. Wu, E.; J. Ribchinski; Leonidas (ex-officio)

* Consent Agenda from 3/23 meeting: see Appendix A

**Nothing requested to be removed from consent**

**Vote on accepting consent**

**All vote in favor of accepting consent agenda as published.**

**Laura Jacobson presenting.**

**POLICY**- Chair: Mike Davis

Members: L. Clark, L. Glaser, S. Kirstukas, P. Kyem, E. Leonidas (ex-officio)

* Report from 3/9 meeting (sent as separate attachment)

Four proposals.

*Item A*. change matriculation from fall to summer. Passes with all in favor;

*Item B*: new OCP – transition specialist. Proposed admission requirements (official certificate program). Update on the application process – want to take out language about where to send the application and send info to the general online application link. (see grad admissions deadline – university fall and spring applications). Only voting today on admission part:

PAT: standard language from regionally accredited information – need to include that in “admission requirements” “or related field” **from a regionally accredited institution of higher education. (bullet # 1).**

Include URL for application stage.

Bullet #4: Send to graduate admissions page (GIVE THAT URL) rather than deadlines page.

PAT: Add back in the admissions link on that page, too. Then give deadlines page.

Year round: fall, spring, summer …? No: intended only for fall and spring.

Bottom of first paragraph: Transition Planning … or Transition Specialist (as given in the first line). Be consistent. Transition Specialist Certificate Program ..

The terms mean the identical thing, but it should be consistent with what went to the BOR.

Ralph moves;

All voted in favor.

*Item C1* OCP in Data Mining (Proposal to change admission policy) – changes for program pre -requisites; admissions criteria (language corrections); substantive changes about recommendation letters; new language about application process;

ERIC: Program pre- requisites: Grade of B – (3.0) to specify not B- level.

(Have to look for other places where there is a B to qualify 3.0 as well. )

two motions to pass

all in favor of passing Item C1.

*Item C2* MS in Data Mining – change to B or better (3.0)

Include 3.0 so as no question about what “B” level means.

Similar changes as above – different materials to be submitted; new paragraph: “Program Pre Requisites” not currently in the catalogue. Add there, too, Grades of B (3.00) or better. Under Admission Requirements change that to Grade of B (3.00) in addition.

Moved and seconded;

All in favor of passing item C2.

The math department thanks Mike Davis for helping to clean up the proposal. ☺

*Item D*. OCP in Accounting (Brand New Proposal)

Certificate to help individuals who have an undergraduate degree in something other than accounting. Will give credential for entry level job or help to enter the new MS in Accounting program. This program will help save people time and money; successful completion of OCP will allow people to enter MS in Accounting Program. The credits would not be applied or accepted from the OCP.

Uses general language from other application submission pages. Give link for admissions.

All vote in favor.

**SCHOLARSHIP**- Chair: E. Pana; Members: J. Bishop, A. Pozorski, B. Nicholson, E. Leonidas (ex-officio)

* Winners of fall scholarships
* Discussion of student award funds

Scholarship committee met on Tuesday. Decided on Out of State Scholarship (full year) and Introductory Scholarship for each of the four schools. Confirm that the winners have been accepted to the university.

The applicants were disproportionate.

CLASS 2; Business 1; 13 in SEPS (MAT and School Counseling).

What did SEPS do to promote the scholarship?

Will we be able to run this next year? Will we have the money? Why so unbalanced?

Out of state applicants – very few;

School specific is any state … why so few from other schools?

We can find out more from SEPS what they did.

It is likely the dean will have scholarship money for next year. We can decide how it will be most useful. We tried to be deliberate and to give a bigger amount for more students.

What amount will make a difference for more students? What will be the most useful to help increase enrollment numbers? We will need to have this conversation again in the fall.

Leah: Waiting for all application materials to come in for History; Later date? Fewer application materials? What counts as complete ..?

Student Award Money:

Does the committee think that the money for student awards is doing enough for us? Students do not compete for the money; they do not know they are up for the award; The student is surprised by the money at the end of their career. Is there another way to use the money?

Exercise Science/ PE creates a list of nominees and has them apply for the award. That gives students a c.v. line and students know it is coming up; gives students an incentive;

Exercise Science/ PE requires the student winner to publish in a bulletin, present at a conference .. give back to the organization in some way. This could be a model for other departments;

There are good reasons to surprise the student with money – contributions; alumni donations;

How is this award awarded? Should they apply or compete … We will return to this topic in the fall.

As we look forward, should we ask the last four years’ recipients to give back in a deliberate way. This money could be spent on the recruitment end. We could reduce the amount of award money. Use the banquet/ awards as an advertising opportunity… article, photo, show the most successful students. Ask Glynis for photos for our own, individual social media sites; make more visible for the program website. $600 department; $1200 outstanding scholar;

**APPEALS**- Chair: Ralph Cohen; Members: A. Chae, L. Reynolds, J. Thomas, E. Leonidas (ex-officio)

* No report

**ONLINE-** Chair: Gustavo Mejia; Members: C. Kurkjian, E. Leonidas (ex-officio)

* Existing online policies:
  + Grad: <http://web.ccsu.edu/facultysenate/files/Graduate_Studies_Committee.pdf>
  + Senate: [http://web.ccsu.edu/facultysenate/files/Supporting\_Documents\_2015-16/Online%20course%20implementation%20policy%20final[1].pdf](http://web.ccsu.edu/facultysenate/files/Supporting_Documents_2015-16/Online%20course%20implementation%20policy%20final%5b1%5d.pdf)
* Vote to disband committee or alter mission

**See link for existing online policy. Gustavo: Unless we can come up with a specific charge, it does not make sense to have a committee in addition to the senate committee;**

Makes sense to have all online under one umbrella. Committee moves to disband; All in favor – approve to disband.

When students fill out inquiry form on graduate website, Glynis will forward to program directors; directors invited to follow up directly. Use all info to respond.

Tuesday, April

Student Disability Services

(see flier from Glynis)

event for students;

**Reginald:**

SARA Students can take our online courses if their state has SARA designation;

Developing an online course that already exists: put it up with normal offerings and fill out a form. There is presently a stipend if not offered online yet;

Department, dean, sign the form.

Course will go forward.

Instructor is contacted and gets trained.

Training is individual.

New course, not taught online before. Fill out survey. Responses determine support from ITDRC; exclusively looking at wholly online.

Davis moves to adjourn;

Motion seconded.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,

**Appendix A: Graduate Curriculum Consent Agenda**

Graduate Curriculum Committee Report, March 23, 2017

|  |  |
| --- | --- |
| Change Course | [AC 544 Financial Statement Analysis and Valuation](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b06FA7B65-D30A-48D2-A50B-BDE2CE8DEC14%7d&item=%7bCEA479E2-95D3-417B-BC24-4412B5837009%7d) |
| Change Course | [DES 439 Central Design](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b06FA7B65-D30A-48D2-A50B-BDE2CE8DEC14%7d&item=%7b403E1F86-F334-4D9E-952D-0EBC4A60D745%7d) |
| Change Program | [Strategic Communication M.S.](https://ccsu.smartcatalogiq.com/?sc_itemid=%7bB0B93825-3654-4ECE-91EB-4D1FE5871321%7d&item=%7b6218F18C-A7A9-4BB0-93E5-EEC4E66F59C6%7d) (tabled) |
| New Course | [SUST 530 Graduate Internship in Sustainability](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7b1DC2D843-D63B-4F23-9AC6-0B74C31AE255%7d) |
| New Course | [SUST 542 Advanced Field Methods in Sustainability](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7b630D3864-B4D9-4A32-932C-2F7478E9E4BB%7d) |
| New Course | [SUST 559 Advanced Field Studies in Sustainability](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7b15184B8C-AA35-4C20-AB35-BB34949BACA5%7d) |
| New Course | [SUST 569 Graduate Readings in Sustainability](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7bB81186E1-C1DA-4F0D-AA63-747C17820540%7d) |
| New Course | [SUST 575 Advanced Sustainable Energy & Climate Change](https://ccsu.smartcatalogiq.com/?sc_itemid=%7b962CFDBF-F033-4C35-8664-CCC1977E079E%7d&item=%7bF8C3193D-BCC9-4029-BBBC-99B35F1F7C3A%7d) |

Minor changes:

* + Designator of EDF 700 to EPS 700 in the EDF 700 Foundations of Education course for the doctoral program in Education Leadership
    - We have already updated all the other grad-level EDF courses to EPS this year as part of the MS revisions