**Graduate Studies Meeting MINUTES for Sept 20, 2018**

3:00-4:30 Sprague-Carleton Student Center

Attending: M Bednarski; R Bilisoly; J Bishop; N Castaneda; A Chae; A Cintron; M Ciscel; M Cistulli; B Clark; R Cohen; M Davis; J DiPlacido; T Efremoff; M Fallon; G Fitzgerald; P Gardner; L Glaser; P Halloran; L Konieczy; E Leonidas; M Mackey; M North; S Park; M Passaro; A Pozorski; R Rachler; C Rodriguez; R Simmons; R Singhal; J Snyder; YM Sohn; E Thornton; S Watson; N Zlatareva;

he first Graduate Studies Committee meeting of the fall semester was called to order at 3:04 p.m. Attachments sent in advance, by email include: the agenda, the GSC minutes for 4/19/18 and the policy report of 4/26/18.

**Eric Leonidas, Chair,** welcomed back the committee and turned over the floor to members to make introductions.

We reviewed the minutes from April 19 and voted to approve them, with Davis moving the vote and Cohen seconding the motion.

The chair provided an overview of the GSC representatives’ responsibilities:

1. To act as a liaison between programs and departments;

2. To review the bulleted notes sent by the chair after meetings and communicate updates;

3. To communicate as program rep back to GSC.

The chair underscored that committees need to be fully staffed to be productive. Members signed up for sub committees that are vital to the functioning of grad studies committee. Subcommittees include: curriculum, policy, and awards. The chair also asked for a volunteer to represent the GSC on the senate online learning committee.

The AY 18-19 meeting schedule is as follows; the meetings for the awards subcommittee will be scheduled on an ad hoc basis. The 1849 room may change for March 7.

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| Graduate Studies Committee  September 20, Sprague Carleton, 3:00  October 18, Sprague Carleton, 3:00  November 15, Sprague Carleton, 3:00  January 31, Sprague Carleton, 3:00  March 7, 1849 Room, 3:00  April 11, Sprague Carleton, 3:00 | Curriculum Subcommittee  October 11, Blue White Room, 3:00  November 8, Blue White Room, 3:00  January 24, Blue White Room, 3:00  February 28, Blue White Room, 3:00  April 4, Clock Tower Room, 3:00 | Policy Subcommittee  September 27, Clock Tower Room, 3:00  October 25, Clock Tower Room, 3:00  November 29, Clock Tower Room, 3:00  February 7, Clock Tower Room, 3:00  March 21, Clock Tower Room, 3:00  April 18, Clock Tower Room, 3:00 |

Fall Dates and Deadlines

NEASC

* Sept 20, 12:00-2:00, Open Forum, Constitution Room
* Sept 23-26, NEASC team on-site visit
* Sept 24, 1:00-2:00, Faculty and Staff Open Forum, Memorial Hall

September 24—faculty and staff open forum—Monday. Come to speak to issues relevant to graduate committee. If are invited, come or RSVP not.

October 1, last day to apply for December/January graduation

October 13, 11:00 – 1:00, Graduate Open House, Constitution Room

Updates

The committee was asked where we stand with relation to promotional materials. The chair is creating a template of different sections to build into design and chair will invite anyone interested in creating a brochure to choose a design or module and to give ideas for things to add. He will help work with Marketing and communications for templates.

We are moving to a process that allows applicants to submit digitally extra materials required by respective programs. The catalogue copy has been updated to reflect this change. Department websites need to be updated as well – if only to say instructions can be found online. Or, we may go in and replace outdated policy with the approved language from the catalogue. Another option is to receive an email from chair indicating catalogue copy out of date. Grad admissions will make changes via web requests is that is preferred.

**Glynis Fitzgerald, Dean** announced that Jillian Holt was named assistant dean of the school of graduate studies. One of her duties is commencement. This fall, it falls on Sunday, Dec 16 and will be on campus at 1:00; the snow day is Dec 18. The events will be combined (undergraduate/ graduate) and take place in Welte Hall. Students are allowed two tickets. If they want more, can attend the May, where there will be unlimited guests in the XL Center. In both cases, the dean is looking for ways to include faculty in such processes as hooding. They are building the stage to replicate the May 18 ceremony.

NOTE: When communicating with students, please use their CCSU email address from the beginning and exclusively use the CCSU email address, especially in the case when the department assigns all advisors up front. Please share any changes with school of graduate studies so they have the right advisor on file. Graduate school should know whom they should communicate with as advisor (advisors of students doing thesis). The graduate studies office can look into adding a line to reflect a change of advisor at important milestones.

NOTE: If your department uses human subjects, be aware that the simple HSC training is going away 9/26. If a department needs to print certificates, they should do so by 9/26 to show students have completed NIH training. CITI training will follow, but involves more training. The Dean will update faculty with new or better solution as it becomes available. More information can be found on the HSC website.

NOTE: Departments that have full time students in the program should take another look at the spring schedule to make sure there are three courses a student can take at the graduate level that are not offered at the same time. The time to do that is now. The Dean’s office will double check, but it is better to make any necessary changes at the department level.

The Dean proposed a task force or advisory board to look at thesis submission process that seems onerous and out dated. The function of the task force is to look at the process and make recommendations—including the submission process for forms. What does the library need? The task force should talk to library representative. Where did the requirements come from? The Chair will send out a call; if interested, let him know and the subcommittee will meet with a library rep.

Similarly, the Dean recommended that the GSC form a committee to look at the specified conditions for a conditional admittance. Is there a way to agree on four or five conditions a program can consider when admitting? There is a sense that we need a limited number of conditions so the office can track them readily and so the student does not remain in conditional status for very long.

The Dean has $20,000 to give departments that will allow them to pursue enrollment management goals. As the university pushes faculty to help engage efforts in enrollment management, the Dean will support the faculty however possible. See the budget request form, due by the end of the day November 1. The grant money must be spent by March 1. It will not cover a faculty stipend nor will it cover travel, but it can be used for sitting at a conference table and giving out brochures. It can pay for pens, paper, cushy balls, or whatever you can make an argument for supporting student growth or to retain current students.

**GSA President, Andres Cintron** was welcomed warmly by the committee. He reported to leading an excellent GSA board and indicated a need for a VP of Finance. If any committee member knows a strong student, preferably with skills in accounting, send them to Andres. He asked the committee to remind students about the deadline for the GSA scholarship for conferences and research; the deadline is September 28. Post-bacc students may apply. There is another round of applications coming due on January 25th. Graduate students do not need to have a paper accepted at a conference to receive funding. With applications now online, the process is simpler. There is $20,000 in the fund for scholarships; there is also dedicated money for study abroad through the Center for International Education. For more information see: ccsu.edu/gsa.

The GSA will hold an open meeting on the first Monday of every month. The next one is Oct 3.

Important dates:

9/28: Society budgets are due;

10/4: Thesis workshop 5-7 in student center; (since postponed).

10/11: Alumni Speaker, the Superintendent of CREC in the CT Room from 7-8:30;

10/27 Zumba class in Memorial Hall, 10-11:00 through Re Central;

The GSA President aims to connect with students every month through a newsletter; he has sent a message to directors to include important information. A committee member suggested also creating a virtual society for online students.

**The Graduate Recruitment and Admissions Assoc. Director Pat Gardner** gave the admissions report. The Graduate open house is Saturday, 10/13 in Alumni Hall from 11-1:00. The presence of graduate program leaders is very important. Please participate and invite a promising undergraduate student. Plan to attend in support of the graduate school as a whole. If any graduate coordinators are transitioning out of the role, make sure to let Pat know, especially if the incoming director needs access to Web Now.

After the freeze date on September 18th,  we have a sense of the enrollment statistics for the fall semester.

For first year enrollment, there are 221 FT first time students enrolled, down from 283 last year; for continuing students, there is a 1.4% increase: 370 students continuing enrollment, compared with 365 last year. Total FT enrollment is 591, compared with 648 last year.

The part time number last year was 1678, compared with 1685 this year. Total enrollment was 2326 last year and 2276 this year, reflecting a 2.1% decline this year. Pat will share data for the individual programs if desired. As our efforts doubled last year, Pat is trying to help us get moving in the right direction and is willing to collaborate on next possible steps. One committee member noted that the price structure for out of state students is an issue: It is cheaper to enroll part time than full time. The enrollment management team is aware of this reality but does not intend to change.

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson

* No Report

**POLICY Chair, Mike Davis** gave the report from April 26th. (See attachment for details).

* Report from April 26 (sent as attachment)

**ITEM A:** Changes to the Admissions policy in Educational Leadership. Aiming for a cohort size of up to 25, the deadline of November 1 allows students to begin in the summer. Cohen moved the nomination, Halloran seconded. All voted to pass the amendment.

**ITEM B**: A new policy to establish requirements for faculty rank relative to the courses they teach. This update is driven by NEASC, which suggests that faculty teaching at the graduate level should have appropriate credentialing. They must hold terminal degree, or the department must request approval for hiring someone with experience in field. This occurs when professional expertise is desired over terminal degree. It has always been required; this policy change guarantees that it is codified and in writing. It only applies to new, contingent faculty. Ciscel suggested we rethink the phrase, “outside faculty” as it confusingly leads to such questions as “outside” what? The vote was postponed until next month, which will give the subcommittee time to check on the language.

**ITEM C** involves general admission requirements in the cases when students inadvertently leave out a semester or course from their previous institutions. Sometimes not all transcripts are submitted. New language has been suggested to this effect:

The graduate recruitment and admissions office may use discretion to waive the need to request missing transcript.

Criteria are designed to be rigorous in this case. Bishop moved to call the vote; Nicholson seconded and all voted in favor.

**SCHOLARSHIP**- Chair: To be named

* No report

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

* Proposal for members to be selected ad hoc

**New Business**

* Conditional Admission

The dean would like to simplify the process for conditional admissions as well as to simplify the conditions themselves. One way would be to limit the time frame to one semester, as the shorter the time the student is under the condition, the less time is needed to track the student and the more quickly he or she feels like a part of the program. We may also consider limiting the kinds of conditions to: six credits must be completed at a 3.0 or better. This is an example of a condition that can be tracked and formalized.

* “Automatic” Admission
* Load Credit for comprehensive exam work

Members of the committee have expressed interest in gaining load credit or course release to compensate for the work they do in preparing students for—and evaluating—the comprehensive exam. Although load credit flows through deans, as a group we may gain traction if we send our request through Glynis. Such departments as Communication and Math could justify asking for 0.5 credit, for example. There is also the option of presenting the comps process in the same way we do special projects, which come attached to load credit.

The next step is to create a committee of people interested in pursuing the extra load credit. It would perhaps need to become part of the contract in which case, it would involve negotiation with the union. In situations when load credit is disparate, the request is turned back to the deans, who serve as the line of authority.

The meeting adjourned at 4:29.

Respectfully submitted,

Aimee Pozorski

GSC Secretary