**Graduate Studies Meeting MINUTES for September 24, 2015**

3:00-4:30 Sprague-Carlton Rm. Student Center

Present:

M. Anton, C. Austad, S. Bernstein, M. Ciscel, L. Clark, R. Cohen, M. Davis, E. DePeau, S. Drew, D. Dziuda, T. Efremoff, L. Frank, P. Gardner, J. Hedlund, M. Howell, L. Jacobson, S. Kirstukas, R. Kumar, N. Lee, E. Leonidas , M. Martin, G. Mejia, S. Park, A. Pozorski, S. Ratansi, L. Reynolds, D. Sianez, J. Snyder, B. Sommers, J. Thomas, H. Vedeler, W. Wang, S. Wu, C. Yousef

Ex-Officio**:** G. Fitzgerald

**Called to Order**: 3:05 pm

Eric Leonidas-Chair:

1) Welcome, thanks, and brief remarks.

Please check sign in sheet and adjust so it is accurate for this academic year.

2) Minutes from April 23, 2015. Motion made, seconded, **APPROVED**.

3) Please make copies of agendas and minutes for meetings to avoid over printing.

4) FALL 2015 and SPRING 2016 GSC and subcommittee schedules

2015-2016 GSC and SUBCOMMITTEE MEETING SCHEDULE

|  |  |  |
| --- | --- | --- |
| **CURRICULUM Subcommittee 3:00-4:30** | **Full GSC MEETING**  **3:00-4:30** | **POLICY Subcommittee**  **3:00-4:30** |
| **Fall 15** | **Fall 15** | **Fall 15** |
| 9/17/15 | 9/24/15 | 9/10/15 |
| 10/15/15 | 10/22/15 | 10/8/15 |
| 11/12/15 | 11/19/15 | 11/5/15 |
|  |  | 12/3/15 |
| **Spring 16** | **Spring 16** | **Spring 16** |
| 1/21/16 | 1/28/16 |  |
| 2/18/16 | 2/25/16 | 2/11/16 |
| 3/10/16 | 3/17/16 | 3/3/16 |
| 4/14/16 | 4/21/16 | 4/7/16 |

The full GSC will meet in the Sprague-Carlton Room in the Student Center

The Curriculum subcommittee will meet in Vance 106.

Policy subcommittee is still looking for a permanent meeting location (hoping for Barnard).

Dean Glynis Fitzgerald’s Notes:

1. Thesis Workshop 10/7/15, 5:30 pm, Philbrick Room.
   * Every student enrolled in thesis last spring or this fall has been invited. All faculty are also welcome to join. Will talk about expectations (submissions, deadlines, formatting, etc.) Will also have representatives from HSC and library. Please advertise to your students, especially if you teach a research methods class. No RSVP required, but there is a registration (link is in the email invite and will be placed on the Graduate Studies website).
2. Graduate Open House 10/8/15; location: Semesters, in Student Center
3. Programs and departments should review website for accuracy
   * Each program should visit [www.ccsu.edu/grad](http://www.ccsu.edu/grad), click on “program list” and check on your program’s description. If you wish to change/edit, print, revise and bring it to the next GSC meeting.
4. Reminder to put student ID number on all correspondence if possible
   * Please remind your colleagues to do this. Makes it easier for School of Graduate Studies staff.
5. Call for Marketing and Recruitment grant
   * $15,000 set aside for (Graduate Programs) Marketing and Recruitment Grant. Email was sent with paperwork outlining the process for applying. All Deans were also given $25,000 to use across their programs.
6. Research and Creative Presentation Day (annual event in May) will be combined with the Undergraduate Research and Creative Presentation Day.

GSA Update: Shedia Christopher, President

* Meet and greet last week widely attended with a diverse and representative population of grad students
* Thesis workshop 10/7/15, 5:30 pm
* Request to alert students to scholarships for professional development (Conference and research cap- $3,000 per student). Deadline: 9/25/15. There is also a spring deadline early in spring semester.
  + Question was asked about adjusting deadline later to support new students. GSA executive board will examine this.
  + Policy is unclear online. GSA will examine this.
* Society Budget deadline for funding: 10/9/15.
* Facebook page is the most active form of communication. GSA also has a Twitter feed.
* Questions can be directed to schristopher@ccsu.edu

Graduate Admissions Director Pat Gardner

* Freeze date numbers for enrollment:

First year students: 223 (236 last year)

Continuing grad students (full-time): 340 (327 last year)- 4% increase

Full-time grad enrollment: 565 (566 last year)

Part-time: 1,722 (1,600 last year)- 7.6% increase

* Graduate Open House: if you haven’t responded yet, please do so. Fair will be held in Semesters (Student Center). Presentations will also take place throughout the event.
* Can help set up information sessions if that would support your program.

**New Business:**

* *Jennifer Hedlund, Human Studies Council Chair: review of Human Studies Policy*
  + Form (available on HSC website) is updated. Please encourage students to use the new form. Website also has guidelines on completing the forms, samples, etc.
  + “Human subjects” and/or “generalizable” beyond the classroom? If so, HSC should review. HSC has created document to help students determine whether or not to send to HSC for review.
  + HSC cannot review projects after the fact—approval must happen up front (federal regulation).
  + Generally takes two weeks from submission to approval (sometimes sooner, sometimes later).
  + Anybody from CCSU (faculty, staff, students) OR outside of CCSU who wants to conduct research with human subjects needs to go through HSC for review.
  + When approved, letter (email and hard copy) is sent to student and advisor.
  + Questions may be sent to [hsc@ccsu.edu](mailto:hsc@ccsu.edu).
  + Dean Fitzgerald reminded committee that students MUST submit a proposal (with HSC) before completing projects/theses.
* *Graduate Forum, 10/6/2015*
  + Connecticut Room, 3:00 pm.
  + GSC members may invite one guest.

Standing Committees

**CURRICULUM**- Chair: Laura Jacobson

Members: Shuju Wu, L. Reynolds, E. Leonidas (ex-officio) (additional members needed)

* *(No curriculum items to report.)*

**POLICY**- Chair: Mike Davis

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

* *Final exam policy*
  + Academic standards has asked that final exam policy be reviewed.
  + Proposed policy was distributed to the committee via email.
  + Suggestion to send this to policy subcommittee for discussion/revisions.
  + Concerns may be emailed to E. Leonidas or M. Davis
* *English language proficiency*
  + Should there be a modification to policies? (Immigrants, students who received previous degrees from English-speaking institutions, etc.)
  + Policy committee requests anecdotes/data to support modifications to policies (Email to: davism@ccsu.edu)

**SCHOLARSHIP**- Chair: David Sianez

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

* *2015-16 awards and deadlines*
  + All departments should have received an email regarding eligible students. Please nominate.
  + Awards may be awarded by *program* (may have multiple awards in a department).
  + Deadline: November 1, 2015.
  + One student per school may receive Outstanding Scholarship.
  + If nominating for Outstanding Scholar, please don’t nominate for Academic Award.

**APPEALS**- Chair: Ralph Cohen

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

* Met to review complaint by student re: failing comprehensive exam. Have drafted a letter.

**ONLINE -** Chair: Gustavo Mejia

* Committee examines best practices, compliance, but not content. Works closely with ITDRC. They have an active training program.
* Funds have been secured, thanks to Dean Fitzgerald, for three faculty members to be trained as a *Quality Matters* peer reviewer. Process is intensive, requires participation in three courses. Committee will advertise this opportunity and then select the recipients of the funds.
* Committee needs more members for this year. Committee meets irregularly and sometimes online. Email Gustavo Mejia (modern languages) if you are interested in serving on this committee.

**Adjourned**: 4:27 pm