**Graduate Studies Meeting MINUTES for February 26, 2015**

**3:00-4:30 Sprague-Carlton, Student Center**

**Attendees:** G. Fitzgerald, S. Seider, M. Anton, M. Ciscel, M. Cistulli, R. Cohen, M. Davis, E. DePeau, K. Farrington, E. Gardner, P. Gardner, L. George, L. Jacobson, J. Kara-Soteriou, S. Kirstukas, E. Leonidas, R. Kumar, N. Lee, B. Nicholson, L. Reynolds, P. Rivolta, M. Strathy, N. Thai, J. Thomas, H. Vedeler, M. Voight, S. Wu

**Called to order 3:04pm**

**Susan Seider-Chair:**

1) Welcome and Introductions

2) Minutes from Nov. 20, 2014; review and vote by membership. Motion made to accept. Seconded. **Approved.**

3) Reminder: See meeting schedule below for spring semester 2015 meetings and

       please *make copies of agendas and minutes* for meetings to avoid over printing.

4) Later we need to hold elections for Chair of Full GSC and for the subcommittees and will also need a volunteer to be the Secretary.

5)  Meeting Dates: Meeting dates for the rest of the semester are listed below. Due to the switch on Thursday, March 26, from the Thursday to Monday schedule, enough faculty had scheduling conflicts to necessitate the March 26th meeting be rescheduled. This may also impact the Policy subcommittee meeting. The new dates will be sent as soon as possible.

Spring 2015 GSC and SUBCOMMITTEE MEETING SCHEDULE

|  |  |  |
| --- | --- | --- |
| **CURRICULUM       Subcommittee 3:00-4:30** | **Full GSC MEETING****3:00-4:30**             | **POLICY Subcommittee****3:00-4:30** |
| *2/19/15 Vance 106* | *2/26/15 Sprague-Carlton* | *2/12/15 HB 222* |
| *3/12 Vance 106* | **Changed to 4/2/15****Sprague-Carlton** | 3/5/15 HB 222 |
| 4/16 Vance 106 | 4/23 Sprague-Carlton | **4/9/15 Grad Studies conference room** |

**Dean Glynis Fitzgerald’s Notes:**

Please read:

* Thesis Handbook Update:  Thesis Handbook please take a moment to look at the program specific information on **pages 22 – 28** of the following link
* <http://web.ccsu.edu/gradstudies/thesis.asp>
	+ Please let us know of any changes and also please submit new examples of exemplars, because the current list is old material. The Dean would like more recent examples. Send to [grad@ccsu.edu](file:///C%3A%5CUsers%5CFarringtonK%5CDesktop%5CGrad%20Studies%5Cgrad%40ccsu.edu)
* Open House -**March 5, 2015 - Alumni Hall Student Center 4:00 – 6:00 p.m.**
* Grad Research day (Graduate Research & Creative Presentation, April 28 th – Alumni Hall 4:30 – 6:30 p.m.)

The Dean is looking for any volunteers who might be willing to take on the planning of the Graduate Research & Creative Presentation Day. It needs some new life. It’s an opportunity to coach students on presenting and it is invaluable for the students. Her Graduate Assistant is assigned to do the majority of the work. The dean would love to hear from anyone willing to take this on.

* If you are completing part time lecturer forms please be sure to double check that they are complete and include justification for first time teaching graduate level courses.
* Please be sure to include all the materials on the Thesis/Special Project checklist at the same time.  It would be beneficial if all pieces of arrive in one piece.
* Please be sure to complete assessment reports for ALL programs.  This includes all OCPs and Advanced OCP.  Even if there are only one or two students in the OCP program be sure to send the assessment because it is needed for NEASC accreditation.   Any questions, contact Dean Fitzgerald.

Discussion Items:

* **Spring Numbers!**  They are terrific!  Full time enrollment was up 7.9%.  CCSU was the only Graduate school in the system whose numbers went up in both FT and PT enrollment. And this applies to continuing and new numbers.  The Dean thanks you for your help!
* **Snow cancellations**:  This has impacted the curriculum, which was why this scheduling change was done.  NEASC requires 45 class hours for each course.  Several faculty mentioned that this is brutal on the Adjunct faculty.  They have other commitments.  For the folks who teach one Thursday class, taking this day away means that they miss two weeks, accounting for Spring Break.  Several asked if using Friday came up in the conversation. The Dean said that all the days of the semester were counted and Thursdays was the only day of the week that had not been impacted by any closures.  There is a lot of pushback from students on this.  We cannot REQUIRE that they attend the makeup class.  For some classes this works, for some, it just makes a scheduling nightmare. It was suggested that maybe the BOR should revisit their decision of cutting Reading Days down from two per semester to one. The Dean offered any room available from her area for anyone who needed one on this day. She did remark that it was the graduate students who were requesting refunds and withdrawals, so that they could take the classes again.
* **Graduate Assistants**: Full year, Fiscal Year hires (7/1/15 – 6/30/16) for Fall & Spring Semesters: The Dean feels that most GA's are kept for a full academic year.  The hiring process is cumbersome and it would make more sense to hire for the full year instead of by the semester. In the current scenario, at the end of the fall semester all current GA emails and banner access are turned off and have to be reinstated for the spring semester.  So, the hiring process is a burden to the departments, to the Graduate Office and to IT. Departments will always have the power to fire the students if the arrangement does not work out. She will make the change since everyone agrees that this is a good idea.
* **Post GA position openings on CACE?** The Dean feels that it makes more sense to post the GA positions on CACE, instead of the students coming to the dean and asking what positions are available and then running from department to department.  The Dean can help with the details if needed.  The Grad Office already has access to upload the documents. Current job descriptions from Spring 2015 request forms will be posted unless a new one is sent. Since there were no objections, this is how it will be done going forward.
* **Conditional to full admit:** The Dean would like to know if the procedure on advisors contacting the Dean’s office to change student’s status from Conditional to full admit can be changed.  The Graduate Office is already looking at the files, so it would be helpful to streamline the process to allow the Dean to notify students that they are fully admitted when it is determined that the conditions have been met. The Grad Office would then cc back to the department.

Motion made that the policy be changed to not require the advisor to submit the change from conditional to full admittance. This will now be the purview of the Graduate Studies office.

Motion was made, seconded. **Approved.**

* **Readmission decisions back to faculty?**  A discussion ensued about when students have not taken classes in the past two years and they were not dismissed for academic reasons and they want to readmit.  The Graduate Office charges $50 to readmit. The Dean’s question, do your departments want or need to see their files again?  Or can they be readmitted?

Since there are not any major concerns, the dean will keep this in her office.  Letters will be sent to departments, the student will be told to make an appointment with her or his advisor and then revise the planned program.

* Website updates: It’s time to update the website. The Dean is looking for 10 or so faculty who are willing to take pictures with the students.  She will find a convenient time for all to do this.  It will probably take an hour or so.

**GSA** Update from Erica Gardner -Promotions and Marketing Officer:

Funding: If any students have gotten funding from GSA, the money has been disbursed.  Any students who did not get money granted to them will be notified via email.

Important GSA Dates:

* April 1, 2015:  The **Etiquette & Networking Dinner** with CACE, at 7pm in the Connecticut Room, there is space for 50 people. Information will be forthcoming..
* March 4, 2015, **Election Info Meetings**: Student Center, Clock Tower Room, 4:15pm & Barnard Hall @ 7:15pm
* March 27, 2015, **Election Nominations Deadline**, either by 4:30pm to the Graduate Studies Office or at midnight to cwilliamsbey@my.ccsu.edu
* April 6 through Friday, April 10, 2015. **GSA Elections**: Online via The Link: http://thelink.ccsu.edu
* April 13, 2015: **2015-2016 Executive Board Announced** Student Center 1849 Room at 7:15pm
* April 15, 2015 **First 2015-2016 Meeting**: Student Center Philbrick Room at 7:15pm
* Graduation Day: **Graduate Reception** at 9pm, in Alumni Hall.

GSA scholarship: Encourage students to apply for the GSA Scholarship.  The deadline is coming soon.  With the new Graduate website, the scholarships will be easier to locate.

**Graduate Admissions Director Pat Gardner-**

-Spring 2015 final enrollment-

* Graduate Enrollment: Numbers are very good.
* Full Time: There were 80 incoming students for the spring semester compared to 50 from this time last year.
* Part time: There were 197 compared to 174 last year
* Total spring enrollment was 1586, compared to 1531 from last year.

-Graduate Open House - Thurs. March 5th 4pm -6pm (if there is anyone who has not responded about attending, please ask that they do so.  Also we will need to know if any faculty plan to bring a graduate student along).  Thank you to everyone signing up.  If you would like a list of prospective students for your programs, please contact Pat.

-WebNow refresher training sessions and access off campus:

 Pat thanked everyone for all their help in getting this up and running. They are setting up for anyone who is interested. If you want remote access to WebNow, Pat has instructions on how to do this using *Citrix Receiver*.  If you aren’t familiar with this product, it gives you access to everything.

**ELECTIONS  for Fall 2014 GSC Officers**

Graduate Studies Committee Chair**:** Elections of new GSC chair to take effect for fall 2014 for three-year term. Only one nomination heard for **Eric Leonidas: all approved.**

Secretary**: Lauren Reynolds** volunteered to do this position.

Standing Committee Chairs

**Policy:** Mike Davis

**Scholarship:** David Sianez

**Appeals:** Ralph Cohen

**Curriculum:** Laura Jacobson

**Online:** Gustavo Meijia

 **All Approved.**

**Subcommittees– see New Business**

**New Business**:

1. Standing Committee additional appointments and reports for Academic Year 2014-15.

**Policy** Chair: Mike Davis

Members: Steve Kirstukas, Harold Vedeler; Vicente Garcia, S. Seider (ex-officio), (NEED additional members)

**Item A:**  *Transfer Policy for Graduate Credits Earned at Regionally Accredited Institutions of Higher Education in the US and Non-Affiliated International Institutions of Higher Education*

Tabled until next meeting. If you have anything to add, contact Mike Davis. They will be discussing this in the Policy Subcommittee meeting before bringing it back to the next GSC meeting.

Modification of the admissions procedures for graduate programs of the Department of Biomolecular Sciences (BMS)

Delete Item #4, two or three recommendation letters, from the list of required admission materials. Proposed modification indicated by strikeout in current admission materials list (<http://web.ccsu.edu/gradStudies/biomolecularsciences.asp>)

**M.A. Biomolecular Sciences**

**Additional Materials Required:**

Application to the Master of Arts program in Biomolecular Sciences or to the Post-baccalaureate Certificate Program in Cell and Molecular Biology (OCP 501) is made in four parts.  You must have furnished each of the following before your application can be evaluated:

1. Application for Admission to Graduate Study
2. Official transcripts from all institutions in which undergraduate or graduate courses have been taken.
3. Narrative Statement of 500 words or less which deals with the following questions:
a) What are your long-range professional goals?
b) How did your interest in this field develop?
c) How will this program help you to achieve those goals?
4. Graduate Record Examination (GRE) scores for the aptitude and advanced biology tests are optional, but, if available, these should also be submitted to the Graduate Office.

While the Application for Admission to Graduate Study and the official transcripts must be filed with the Graduate Admissions Office (Room 102, Henry Barnard), the Narrative Statement and letters of recommendation should be sent directly to the Chair of the Department of Biomolecular Sciences (204 Nicolaus Copernicus Hall).

Motion was made. Seconded. **Approved.**

**Scholarship** Chair: **David Sianez, Chair S. Seider made the report in his absence.**

Members: Mike Voight, S. Seider (ex-officio) (NEED additional members)

* Item:  Academic Awards granted at Ceremony Feb. 10, 2015
* Item:  Recruitment Scholarships

Scholarship Summary:

* Applications for the departmental **Recruitment Scholarships** were due on February 1, 2015.
* Documents were reviewed by the Scholarship Committee on February 12, 2015
* Departments were informed of the results by February 17, 2015
* Seven applications were received
* Funding was awarded to five of the seven applications
* These programs include:
	+ MBA-$5,000
	+ History-$4,000
	+ Physical Education and Human Performance-$5,000
	+ Psychological Science-$5,000
	+ Special Education-$10,000
* The two unfunded applications did not fulfill the application requirements describing overall recruitment goals and how the funding connected to stated goals.

**Curriculum** Chair**:**  **Eric Leonidas**

Members: Shuju Wu, J., Jacobson, E., Thornton, L. Reynolds, S. Seider (ex-officio) (NEED additional members)

(\*PLEASE REMEMBER: Curriculum sheets *need to be signed by the Dean*, Graduate

     Studies in order to be considered at GSC Curriculum meeting.)

  Curriculum changes proposed for the following departments:

* English (description change),
* Counseling and Family Therapy (program revision),
* Educational Leadership (course additions),
* Manufacturing and Construction Management**(course and program revision *tabled* due to lack of Dept. representative in attendance),**
* Mathematical Sciences**(course additions and program revision).**

**Curriculum Consent Agenda follows:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. University Curriculum Agenda)

|  |  |
| --- | --- |
| **Counseling & Family Therapy** | Going through accreditation - working for dual accreditation do both tracks are in line and “clinical” language required for that accreditation – each track is removing CSNL credits Add option to take CNSL 572 Assessment, Treatment and Recovery in Counseling instead of CNSL 564 Rehabilitation and Disability Case Management Practices – in all 3 tracksProposal was moved and seconded. Passed as amended.  |
| 7 | Program Revision | M.S. in Counselor Education with Specialization in Clinical Professional Counseling | [SEPS] [GS] | 2014-11-11 |
| <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Counselor-Education-with-Specialization-in-Professional-Counseling-M-S>Revisions:Change program title to: Counselor Education with Specialization in Clinical Professional Counseling M.S. [insert “Clinical”]Change Program Rationale and Program Learning Outcomes to:**Program Rationale:**The Clinical Professional Counseling specialization prepares students to pursue employment in a variety of mental health and rehabilitation agencies. Students may choose a track in Clinical Mental Health Counseling, Clinical Rehabilitation Counseling, or Clinical Addictions Recovery Counseling. The Clinical Professional Counseling specialization provides the foundational coursework necessary for individuals interested in certification as Certified Rehabilitation Counselors (CRC) and/or meeting State of Connecticut Department of Public Health requirements for becoming a Licensed Professional Counselor (LPC) and/or Licensed Alcohol and Drug Counselor (LADC). There are additional post-master’s training requirements for both LPC and LADC candidates. The Clinical Professional Counseling specialization is accredited by the Commission of Rehabilitation Education (CORE).**Program Learning Outcomes:**Students in the program will be expected to:* Exhibit behaviors and attitudes appropriate to the clinical professional counseling profession;
* Demonstrate pertinent and professionally relevant knowledge in the 10 CORE areas and 9 NBCC curriculum content areas;
* Demonstrate professional behaviors and practice in professional and rehabilitation counseling settings;
* Demonstrate knowledge of current ethical and legal guidelines that influence one's behavior as a counselor; and
* Demonstrate core skills that provide the foundations to understand the professional and rehabilitation counseling process and become more aware of one's interpersonal interactions.

Add CNSL 594 Supervised Clinical Practice – Clinical Professional Counseling (6 credits) to core course requirements. Change total credit hours for core course requirements from 33 to 39.In (Clinical) Mental Health Track, change statement on required number of credits to read: “Students in the Clinical Mental Health Track are required to take an additional 24 credits to equal 63 credits” [insert “Clinical”]. Delete option to take CNSL 564 Rehabilitation and Disability Case Management Practices in place of CNSL 573 Counseling Families. Add CNSL 572 Assessment, Treatment and Recovery in Counseling (3 credits). In place of “CNSL 580 Topics in Counseling (1 to 3 credits) or CNSL 599 Thesis (3 credits),” substitute “CNSL 599 Students take a Thesis (Plan A) 3 OR Capstone (Plan B) 0.”In (Clinical) Rehabilitation Counseling Track, change statement on required number of credits to read: “Students in the Clinical Rehabilitation Counseling Track are require to take an additional 21-24 credits to equal 60-63 credits” [insert “Clinical” and change 21 to 21-24]. Add option to take CNSL 572 Assessment, Treatment and Recovery in Counseling instead of CNSL 564 Rehabilitation and Disability Case Management Practices. In place of “CNSL 580 Topics in Counseling (1 to 3 credits) or CNSL 599 Thesis (3 credits),” substitute “CNSL 599 Students take a Thesis (Plan A) 3 OR Capstone (Plan B) 0.”Change statement on required number of credits in the Drug and Alcohol Recovery Counseling Track to read: “Students in the Clinical Addictions Recovery Counseling Track are required to take an additional 24 credits to equal 63 credits” [change name of track to Clinical Addictions Recovery Counseling Track and number of credits from 21 and 60-63 to 24 and 63 respectively]. Delete from required list of courses CNSL 564 Rehabilitation and Disability Case Management Practices, and add CNSL 572 Assessment, Treatment and Recovery in Counseling and CNSL 573 Counseling Families. In place of “CNSL 580 Topics in Counseling (1 to 3 credits) or CNSL 599 Thesis (3 credits),” substitute “CNSL 599 Students take a Thesis (Plan A) 3 OR Capstone (Plan B) 0.”In place of Internship and Capstone sections, substitute the following:**Plan A**: ThesisStudents in the Clinical Mental Health track or Clinical Addictions Recovery Counseling electing to do a thesis (Plan A) will be exempt from one course as determined with the advisor.**Plan B:** Comprehensive Examination (consists of a major case presentation done in conjunction with the student’s internship experience).Note: It is expected that prior to beginning the supervised counseling practicum (CNSL 503) all Clinical Professional Counseling students will complete a graduate level course in Life Span Development. |

|  |  |
| --- | --- |
| **Educational Leadership** | Practitioner focus – practicing administrators – consistent with what is going on in educational leadership department EdD program– shooting for offering Winter 2015/16 – designed for future community college administrators, Athletic Directors, etc. but all already in the work force – for college level administrators will be EdD Passed as amended. |
| 9 | Course Addition | EDL  | 730 | [Budgeting and Resource Management in Higher Education](http://ctb01.its.ccsu.edu/curriculum/showsubmission.php?date=2014-12-18%2014:22:46) – not covered in business department –  | [SEPS][GS] | 2014-12-18 14:22:46 |
| 10 | Course Addition | EDL  | 731 | [Administration and Ethics in Higher Education](http://ctb01.its.ccsu.edu/curriculum/showsubmission.php?date=2014-12-18%2015:52:54) | [SEPS][GS] | 2014-12-18 15:52:54 |
| 11 | Course Addition | EDL  | 732 | [Organizational Theory and Governance in Higher Education](http://ctb01.its.ccsu.edu/curriculum/showsubmission.php?date=2015-02-12%2008:26:20) planning to run summer 1- no overlap with School of Business | [SEPS] | 2015-02-12 08:26:20 |
| 12 | Course Addition | EDL  | 733 | [Curriculum Planning and Development in Higher Education](http://ctb01.its.ccsu.edu/curriculum/showsubmission.php?date=2014-12-18%2017:18:36)  | [SEPS][GS] | 2014-12-18 17:18:36 |
| Note: For all four EDL course addition proposals, amend proposed prerequisites to: “Admission into the Educational Leadership in Higher Education Track or permission of instructor.”  |

|  |  |
| --- | --- |
| **Manufacturing & Construction Management** | Both items tabled because no representative present at GCC meeting. |
| 17 | Course Revision | TM  | 562 | Supply Chain Strategy | [SEST] [GS] | 2014-12-10 13:05:53 |
| <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/All-Courses/TM-Technology-Management/500/TM-562>Revision: Change description to: “Strategies and key concepts in industrial supply chain management. Examines strategies, resultant management decision-making, and impact on supply chain performance.” |
| 18 | Program Revision | M.S. in Technology Management | [SEST] [GS] | 2014-09-04 |
| <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Technology-Management-M-S>Revision: In Core Curriculum, replace TM 594 Research in Methods Technology with TM 562 Supply Chain Strategy. TM 594 will be offered annually (every Fall) to accommodate graduate students who choose Plan A or Plan C.Note: Except for this change, the proposed program is nearly identical to that in current catalog. Under “Strands,” the proposed description lists as the second strand “Supply Chain and Logistics Management” instead of “Supply Chain and Logistics.” The second program learning outcome is listed as “Show knowledge of the management of operations, including facility, requirements, and resource planning,” rather than “Show knowledge of the management of operations, including facility requirements, and resource planning” [a comma has been inserted between “facility” and “requirements”]. |

|  |  |
| --- | --- |
| **Mathematical Sciences** | Both items were passed as amended with recommendations for the department. |
| 21 | Course Addition | MATH  | 510 | [Mathematics through Technology](http://ctb01.its.ccsu.edu/curriculum/showsubmission.php?date=2015-02-03%2014:23:56)*UG course available but not appropriate for graduate level*Description: Designed for teachers certified to teach elementary and middle school grades. Mathematics content and pedagogy course focusing on technology in the teaching and learning of mathematics. Uses the Common Core State Standards – Math and the International Society of Technology and Education (ISTE) Standards. No credit given to students with credit for MATH 409. | [SEST] [GS] | 2015-02-03 14:23:56 |
| 22 | Program Revision | M.S. in Mathematics for Certified Elementary and Middle School Teachers | [SEST] [GS] | 2015-02-03 |
| <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Mathematics-for-Certified-Elementary-and-Middle-School-Teachers-M-S>Revision: Add to Mathematics Electives:MATH 510 Mathematics through TechnologyMATH 547 Reflective Practice in Teaching Mathematics – needed for TEAM STEM 501 Applying Mathematical Concepts – needed for TEAM(Committee recommended that Math 504 and MATH 580 be removed to give space for added or to consolidate Mathematics and General Electives categories with 12 electives and to talk to Dean Fitzgerald)  |

 |  |

Motion made to accept Curriculum consent agenda. Seconded. **Approved.**

**Appeals** Chair: **Ralph Cohen**

Members: Jeff Thomas, S. Seider (ex-officio) (NEED additional members)

**NONE**

**Standing Committee for Online Instruction:** Chair:**Gustavo Mejia.** At the next meeting of GSC, Gustavo Mejia and David Oyandel will present an online course management demonstration of Webex and Camtasia, both useful tools for online delivery.

**Adjourned: 4:17pm**