**Graduate Studies Meeting Minutes for September 11, 2014**

**3:00-4:30 Founders Hall, Davidson**

Attendees: G. Fitzgerald, S. Seider, M. Cistulli, R. Cohen, M. Davis, K. Farrington, P. Gardner, J. Kara-Soteriou, S. Kirstukas, S. Koski, R. Kumar, N. Lee, E. Leonidas, P. Lisi, B. Nicholson, D. Sianez, L. Reynolds. N. Thai, H. J. Thomas, Vedeler, F. Wei, S. Wu

**Meeting called to order:  3:04pm**

**Susan Seider-Chair**

1) Welcome and introductions,

2) Minutes from April 24, 2014; Motion was made to accept.  Seconded.  **Approved.**

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

4) Reminder: See meeting schedule below for academic year 2014-15 meetings

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Fall 2014 & Spring 2015 GSC and SUBCOMMITTEE MEETING SCHEDULE

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| **CURRICULUM       Subcommittee 3:00-4:30** | **Full GSC MEETING****3:00-4:30**             | **POLICY Subcommittee** **3:00-4:30** |
| **FALL 2014** | **FALL 2014** | **FALL 2014** |
| 9/18 VANCE 106 This mtg. will run, per E. Leonidas | **9/11** Founders Hall-Davidson Bldg. | 9/25 Sprague-Carlton |
| 10/16 Vance 106 | 10/23 ***MW living Rm***.\*\* | 10/2/14 HB 222 |
| 11/13 Vance 106 | 11/20 Sprague-Carlton | 10/30/14 HB 222 |
| **SPRING 2015** | **SPRING 2015** | **SPRING 2015** |
| 2/19/15 Vance 106 | 2/26/15 Sprague-Carlton | 2/12/15 HB 222 |
| 3/12 Vance 106 | \*3/26 Sprague-Carlton | 3/5/15 HB 222 |
| 4/16 Vance 106 | 4/23 Sprague-Carlton | 4/2/15 HB 222 |

*\*date changed to 3/26 due to spring break on 3/19*

**From Dean Glynis Fitzgerald:**

**Goals for the year:** The Dean suggests using the Graduate forum time to explore and brainstorm four specific areas and invites members to sign up for a group.  The goal is that the groups will have met once prior to the Forum. During the Forum the groups will discuss their findings. Additional faculty are invited to participate, with some results reported by end of the semester.

* Regarding the application process-Dean Fitzgerald asked Technology Management students to find ways to improve the Graduate Admission process as a formal class project.  The process of receiving reference letters electronically needs to be created to ensure flexibility across programs. If reference letters are important to your program, please join this group.  We have the software, the faculty need to drive how this part of the process will work.
* Alternate course deliveries: The Dean wants to explore the idea of creating shorter timelines to graduation (such as online, hybrid, etc.)   An example is how the MFT weekend program this summer was a success and she would like to build on this success.
* Thesis processes:  There are a wide variety of ways that the thesis is used within programs.  She does not want to dictate how theses look but have faculty explore processes that need to be built based on the best practices.  The Dean is looking for more consistency across the Graduate School.
* Graduate Assistant appointments:  The Graduate School could do a better job advertising what GA appointments are available.  Ideas around hiring changes from one semester to a full academic year as well as the need for reference letters will be explored.
* Discussion on time of day for the Graduate forum followed. It was determined that the University hour might be a better idea. The new date and time of the Graduate Forum was later determined to be: October 9th 2014 from 3:05 to 4:30 in the Marcus White Living Room.
* **Graduate Commencement 2014**: Commencement was moved from Welte Auditorium to Kaiser due to large number of graduates and the number of tickets requested by the graduates.

The consensus is that having it on campus is the best idea.  Even with additional tickets available and the larger room, it was almost sold out.  There were students who had as many as ten visitors.  The Dean mentioned that the stage was too small, the incorrect risers were sent and there was not enough time to fix it. Events management will need to help with organizing the students and keeping the aisles clear in the future since that was a problem. The Dean heard that some faculty who did not actively participate felt left out because they were sitting on the floor, and that it didn't feel as "grown up"  and solemn.  The consensus was that Kaiser might be a good idea for next year, because it would accommodate more guests.

**New item**:  Recruitment scholarships: The Dean reported that scholarship money in the amount of $30,000 was allotted to the graduate school for recruitment purposes. It is money for special cases, for great student need and will allow CCSU to compete with other Graduate schools. She would like help figuring out how to use this fund, but not a formal committee. If anyone has ideas on how the money can be used fairly, please send ideas to the Scholarship Committee chair:. David Sianez ([sianezd@ccsu.edu](file:///C%3A%5CUsers%5CFarringtonK%5CDesktop%5Csianezd%40ccsu.edu))

The question was raised about current students who are already admitted and attending but need help:  Graduate Student Association does have money for research scholarships, conference attendance and GSA Scholarship but not many students apply for them.

Graduate Assistantship money comes from individual departmental Deans.  Dean Fitzgerald would like to see a process whereby when students enter, they are told of the availability of a Graduate Assistantship in the department with a small scholarship.  This is where she feels the GA process needs to be changed. Please contact Dave Sianez with any suggestions or to join the Scholarship Committee.

* **TRANSFORM 2020** includes “improve graduate enrollment” as one of the goals.  Each of the four CSU’s are asked to answer the following questions:

1.       What are the context and the broad issues that we face on our four campuses with regard to graduate education and, especially, with recruitment of graduate students?

* Not being able to recruit Graduate Assistants with real stipends.  This is the time to tell Board of Regents what needs to change.

2.       What initiatives, actions, or new programs might we begin to improve graduate enrollment?

* Working on Gerontology, Insurance, looking for more ideas

3.       What would be the timetable for such initiatives, etc. and what resources would be required for them?

4.       What metrics would we establish to measure progress on the above?

Please send all comments to Dean Fitzgerald.

Doctorate of Practice: This initiative has stalled at BOR. It needs legislative change, which means that the faculty need to speak to legislators.  There could be push back from UConn.   We have a lobbyist to help advocate for us.  This is not a contradiction of our mission.  We have attempted to make applied Doctoral programs with a focus on work forces and credentialing, which should differentiate us from UCONN.

Some suggestions were for Graduate Assistantship positions, more tuition waivers, and more financial support. Making the graduate degree affordable is the biggest step. There is also a large group of adjuncts with stellar records and they are not allowed to teach Graduate courses. It was asked if there could be a tenure process for them.  All this talent is going to waste.  The Dean felt that adjuncts could teach and advise at graduate level.  This is currently at the Board of Regents.

There has been no mention of internships in Transform 2020.  Internships should be embedded at the graduate level. We need to be able to establish some programs that do this. Dean Fitzgerald believes that we could do this now, for example Protein Sciences: hire BMS students.  The Dean can work with programs and help arrange coordination with employers.  It was also suggested that multiple interning experiences on campus for fall semesters and internships during the spring semesters with a salary would be helpful.

Fall 2014 recruitment:  The Graduate School demonstrated growth at part time levels and reduction in full time levels.  But, if not for the MBA, the numbers would have been down across the board.  Individually all other programs showed a decline.  We need to really think about how to fix this.

The Dean received money to advertise the MBA, so she spent it.  Marketing:  Music is currently being highlighted on the football jumbo-tron.  The Criminal Justice program was highlighted over the summer.  The Dean reminded everyone that she and Pat Gardner are available for recruiting when needed by departments.  They will help advocate for department programs.

Departmental Brochures: STEM and MBA are the only department programs that had brochures made this fall.  The Dean is always looking for more programs to help. It is her hope to have consistent, uniform brochures and she will pay for the first 1000 pieces.  Departments can give the Dean their text, if stock photos are needed, she has them. She currently has $3,800 budget for these marketing materials.  Larger advertising materials will need monetary support from departmental deans to finance, such as bus sides, billboards, etc.

The Dean would like to advocate more on the research that departments are conducting, please inform her about these activities.

* **DATES of Importance for fall 2014 semester:**
* **Grad. School Open House:**

 Thursday, October 2, 2014, 4:00 p.m. – 6:00 p.m. Alumni Hall.

* **Graduate Forum:**

 Date was later determined to be Thurs. OCT 9 from 3-4:30 pm in MWLR.

**GSA Update** from Monique Price, VP of Programming:  mailto:moniqueprice@ccsu.edu

Deadlines for Conference/Research Scholarships: September 29, 2014 and January 26, 2015. [web.ccsu.edu/gsa](http://web.ccsu.edu/gsa). Applications are available online.

One application is for conferences:  The question was asked if a group could apply from one department to attend a conference.  Response: Currently they would need to apply independently. Ask Hannah Panack mailto:pancakhaf@ccsu.edu the VP of  Finance.

Homecoming:  The GSA is sponsoring a tent this year. Encourage your students that Homecoming is not just for undergrads.  The date is October 11....pregame:10 a.m.-12pm.

The BOR wants to make up the deficit of UG enrollment in GRAD enrollment.  The Dean would like the Graduate School to not have to make up enrollment at the cost of the quality of the program.

**Graduate Admissions Director Pat Gardner-**

* Updates and WEBNOW training:  Training is available to learn the admission application and review process.   There is a list of all faculty on record that are the final routers and part of committees set up and ready to go.  All appropriate access has been granted.  Ask Pat for your department’s information.  Training takes about 15 to 20 minutes.  She will be setting up training sessions soon.  All applications are moving online as of NOW.   This new process allows students to understand where their application is in the process.  Please make decisions as quickly as you can.  Dean Fitzgerald thanked Pat for making this happen.

Graduate Open House is October 2, 2014, from 4pm-6pm.  Please let the Graduate Office know how many faculty and students from your department will be attending by September 25. Please take flyers back to post in your buildings.

Option explored for Graduate Open House on a Saturday: The Dean told the committee that there are no Saturdays open for that type of event until fall 2015, because of the construction.  They are currently not allowing any group with over 100 cars on campus on any Friday or Saturday until the dorm construction is complete.

**New Business**:

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

**All** the Standing Committees need new members. To volunteer, please email the committee chairs.

**Policy** Chair: **Mike Davis**

Members: Steve Kirstukas, Harold Vedeler; S. Seider (ex-officio) The Policy Committee meets the Thursday after the GSC meeting.  The meeting is not usually too long.  They need to have a rep. from the School of Business and the School of Education.  Email Mike Davis for more information or if you wish to join the committee.

They do need to work on a bylaws change for allowing alternates to serve on standing committees.  The GSC will vote on that at the October meeting.

**Scholarship** Chair: **David Sianez**

Members: Mike Voight, S. Seider (ex-officio) This committee needs additional members.

It usually meets three times a year.  One meeting includes decisions about the scholarship selections.  They should be meeting in the next few weeks.

**Curriculum** Chair **:**  **Eric Leonidas**Members: Shuju Wu, L., Jacobson, E. Thornton, S. Seider (ex-officio) This committee needs additional members.

(\*PLEASE REMEMBER: Curriculum sheets *need to be signed by the Dean*, Graduate Studies in order to be considered at GSC Curriculum meeting.)Thank you to Eric for taking over the committee chair duties from Carlotta Parr. Curriculum changes are currently suspended.  It's great to find out what other departments are doing.  The committee meets the Thursday prior to the full GSC meeting.

**Appeals** Chair: **Ralph Cohen**

Members: Jeff Thomas, S. Seider (ex-officio) Barbara Nicholson volunteered to serve. There were no appeals last year. Additional members to this committee are welcomed… contact R.Cohen to join.

**Standing Committee for Online Instruction:** Chair:**Gustavo Mejia**

Members:  Clayton Penniman (additional members welcomed)

The committee’s purpose is thepromotion among graduate faculty of on-line delivery best practices, offering support to faculty who are interested in online delivery, proposing procedures for applications to teach online, proposing policies relative to online course, etc. with a member of ITDRC to also serve on committee. If anyone is interested to join, contact Susan Seider or Gustavo Mejia.

The GSC bylaws need to be amended to formally create this adhoc committee as a GSC standing committee.  The policy creating the committee was passed by the Faculty Senate last spring.

 2.  Other business suggested by membership

School of Business representative:

In the past, multiple faculty members from the Business School were allowed to serve on the GSC, because there was only one representative at that time.  The Policy committee will look into the bylaws to see if this needs changing.

**Adjourned 4:15pm**