

## Graduate Studies Meeting MINUTES

**September 23, 2010 2:30-3:30 Marcus White Living Room**

Attendees: P. Lemma, S. Seider, R. Sipiorn, M. Davis, G. Fitzgerald, K. Tracey, R. Cohen, S. Cox, E. Retelle, M. Gadalla, E. Leonidas, L. Zidani-Eroglu, P. Kyem, D. Joseph, C. DaCosta, M. Specter, S. Slaga, H. Wang, O. Perdomo, G. Mejia, C. Parr, M. Bednarski, C. Androletti, E. Demos, M. Voight, R. Casella, M. Howell, J. DeLaura, D. Adams

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### Welcome

- Minutes from April 22, 2010 approved with amendment. Several faculty not listed as attendees; Corrections were made.
- Susan Seider (GSC Chair) welcomed members of the GSC; individual members introduced themselves.
- Note: Remind your departments about recommendations of departments for *GRADUATE ACADEMIC AWARDS and OUTSTANDING SCHOLAR AWARDS*. Note that *recommendations* must be received by Dean of Graduate Studies **NO LATER than October 27** (Friday). Please ensure that your department follows the Graduate Dean's procedures and protocols. Please send earlier if possible.
- P. Lemma welcomed everyone.

Dr. Susan Seider

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### Notes from the Dean

1. Academic Misconduct Policy-is online. Go to graduate catalogue-  
[www.ccsu.edu/page.cfm?page=6757](http://www.ccsu.edu/page.cfm?page=6757).
  2. Numbers for fall 2010-Numbers for part time students are down from 1,908 (Fall 2009) to 1777 (Fall 2010) part time students. Decrease mainly in non-matriculated students. Many students who were accepted part time did not register. Full time students increased from 564 (Fall 2009) to 615 (Fall 2010). Dean will send the breakdown of number of students coming for fall 2010 to departments. Chair will be informed whether the enrollment is up or down.
  3. Priority deadline for admission into graduate school for spring semester application is November 1. Students need to submit cover sheets and applications will be accepted until December 1. Dean needs the acceptances from department as soon as possible so the Graduate Studies office can notify students of their acceptance in a timely way. During the summer, grad studies mailed letters, made phone calls and sent emails. If numbers in programs are not kept reasonably high the program will be considered low priority. Departments should keep track of numbers over a five year period. Departments should inform Dean if they are not receiving the information quickly enough from grad studies.
  4. IMPORTANT upcoming dates and need for faculty representatives:
    - a) Open House **October 14, 2010**- sign up sheet sent around for open house. Please ask Dept. Chairs to email Dean about who will attend the event as department program representatives.
    - b) **FYI** Graduate Forum **November 11**, Thursday at 12:30:  
Constitution Room, topic to be determined.
  5. Need volunteers to work on Strategic Plan and the Spring-On-Ground Orientation-Provost Lovitt asked all schools to revisit/revise their
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strategic plan. Dean needs volunteers to work on the Strategic Plan with her outside the GSC (G. Mejia, E. Retelle, M. Specter).

6. Glynnis Fitzgerald is working on orientation for grad students.  
**November 10** will be the first grad student orientation during which students will be informed about how to obtain blue chip cards, register, etc. G. Fitzgerald requested GSC members to volunteer to develop orientation day; also requested that a representative from GSA be a member of the committee. There was a question regarding the possibility of coordinators working with the Grad. office around orientations. (Volunteers: L. Zidani-Eroglu and E. Leonides)
7. P. Lemma encouraged faculty to remind students to apply for December 2010 graduation. Applications were due on September 15. However, if any student is completing a thesis or enrolled in similar course, the student may still apply to graduate in Dec 2010.
8. P. Lemma asked faculty to consider using ITBD on Main St., New Britain for their classes for spring 2011. Those interested, should let the Dean know now and identify name of course, special equipment-(e.g., smart board), number of students, time block. Currently, there are six graduate courses being held at ITBD Fall 2010. ITBD likely can accommodate computer rooms and provides flexibility of time of course. Dept. Chairs need to be involved. Two faculty reported that they are successfully teaching at ITBD this term. There is parking at ITBD and at 4:00 the adjacent lot is free (Chestnut St).

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#### **AdAstra announcement and discussion** Dr. Glynis Fitzgerald

--AdAstra software program was purchased by university to help with scheduling situation. The university will be upgrading to AdAstra platinum. CAPP is part of AdAstra and chairs will receive a lot of extra information about enrollment trends; however, the information will be inaccurate because the grad studies office has not entered student data/program of studies onto the CAPP program, except for a few departments. P. Lemma decided to stop entering the data because faculty are generally not using the CAPP program. AdAstra is very useful for undergraduate courses, but not helpful to graduate courses.

--G. Fitzgerald reminded the faculty that all forms submitted to Grad Studies should not have social security numbers. All forms include student numbers only.

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#### **Committee Reports-Elections for Chairs of Committees**

- **GSA:** Daphney Joseph and Christopher Dacosta represented the GSA, Ms. Joseph reported that the first GSA meeting went well, and was well attended. This year they are distributing conference and research scholarships earlier so they can receive money faster;  
Students also will need to complete fewer documents to receive the money. Last year \$18,504 was distributed to students. This year, there is a goal to have more socials and discussions. First GSA Social scheduled for Sept 28, from 7-9 pm in Constitution room. Faculty and Students are invited. Dean will send invitations to chairs and departments. The deadline to request yearly monies for Societies is Dec. 18<sup>th</sup> Society may request up to \$2500, they can go to GSA web page. Encourage students to apply.
  - **Scholarship Committee**
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Oscar Perdomo (Chair); Members: M. Voight, R. Sipiron, H. Wang (*Note: **OCTOBER 27** deadline date for receipt of applications for grad. academic awards and outstanding scholar awards.*) 3 meetings will be held throughout the year.

- **Policy Committee**

Mike Davis (Chair); Members: E. Demos, L. Zidani-Eroglu, E. Retelle. Policy committee will meet on **October 7 at 2:30**, Dean's office.

- **Appeals Committee**

Marsha Bednarski (Chair); Members: J. DeLaura, M. Howell, R. Cohen. **REPORT** One appeal decision made. The GS Appeals Committee voted to uphold the decision made by faculty to dismiss a student from a graduate program.

- **Curriculum Committee**

C. Parr (Chair); Members: S. Jones, E. Leonidas, W. Nelson, P. Lemma, G. Fitzgerald, D. Adams, S. Seider, M. Gadalla. The next meeting of the Curriculum committee is scheduled for **October 21<sup>th</sup> at 2:30 in Blue & White Room, Student Center. Committee meets every third Thursday of the month @ 2:30.**

REPORT: See actions taken below. All changes passed by GSA membership. Please note that the CM 615 will be reviewed at the next meeting if processed by the Dean's office and if a representative from the department attends the meeting.

Communications					Action Taken
<b>5</b>	Course Addition	COMM	586	Graduate Field Studies in <a href="#">Communication</a>	[AS][GS] <b>Passed</b> as amended ( <i>delete word "normally"</i> )
<b>Construction Mgmt.</b>					
<b>7b</b>	Course Revision	CM	615	Advanced Construction Law in Manufacturing and Construction	[AS][GS] [IASC] <b>Tabled</b> (no one present to represent Dept.)
<b>Reading &amp; Lang Arts</b>					
<b>8</b>	Course Revision	RDG	503	Developmental Reading in Primary Grades	[EDPS][GS] Passed with Prereqs: <i>Open to sixth-year, MS, or OCP in Reading and Language Arts, or by permission of the chair of the Department of Reading and Language Arts.</i>
<b>3b</b>	Course Revision	RDG	506	<u>Developmental Reading in the Secondary</u>	[EDPS][GS] Passed as amended: <i>Open to students in post-baccalaureate</i>

				Schools		<i>certification programs, or permission of department chair.</i>
	Course Addition and Revision of course description	MUS	569	Aural Skills Development for Teachers in the Department of Music	[AS][GS]	Passed with revision of course description: <i>Aural skill development, and proficiency in areas of musicianship including sight-singing dictation (melodic and harmonic), error detection; and their application to the music classroom. Open to any music educator with a Bachelors degree in music. Irregular.</i>

**Meeting dates for the 2010-2011 Academic year as follows: 2:30 – 4PM all in the Marcus White Living Room Fall 2010: 9/23, 10/28, and 12/2  
Spring 2011: 1/27, 2/24, 3/31, and 4/28**