

**Graduate Studies Meeting Minutes April 25, 2013**  
**3:00-4:30 Sprague Carlton Room Student Center**

Attendees: P. Lemma, S. Seider, B. Nicholson, M. Davis, S. Wu, C. Button, B. Emiliani, , C. Parr, J. Thomas, D. Sianez, M. Jackson, G. Fitzgerald, C. King, D. Adams. M. Howell, E. Leonidas, E. Thornton, W. Nelson, M. Voight, S. Kirstukas, S. Ratansi, H. Vedeler, M. Ciscel.

Meeting Convened at 3:06 PM.

Motion to accept the minutes of the March 21, 2013 approved with amendments.

**Susan Seider-Chair:**

Susan thanked Dean Lemma for all her hard work. “She has been an inspiration and mentor to many, and Susan wished her all the best in her retirement.”

Reminder: Meeting schedule for next academic year (2013-14). The policy subcommittee still has yet to determine meeting room for 10/03 and, therefore, it is listed as TBA.

**2013-2014 GSC AND SUBCOMMITTEE MEETING SCHEDULE**

<b>CURRICULUM Subcommittee 3:00-4:30</b>	<b>Full GSC MEETING 3:00-4:30</b>	<b>POLICY Subcommittee</b>
9/19/13 <u>Clocktower</u> St. Ctr.	09/26/13 Marcus White. L.R.	10/03/1 TBA
10/17/13 Philbrook St. Ctr.	10/24/13 Sprague-Carlton	10/31/13 HB 222
11/14/13 Clocktower St. Ctr.	11/21/13 Sprague-Carlton	12/5 HB 222
02/20/14 VANCE 106	02/27/14 Sprague-Carlton	03/06/14 HB 222
03/13/14 VANCE 106	03/27/14 Sprague-Carlton	04/03/14 HB 222
04/17/14 Clocktower St. Ctr.	04/24/14 Sprague-Carlton	05/01/14 HB 222 (if needed)

Susan called for elections of Subcommittee Chairs for 2013-14 academic year.

The following faculty were re-elected and will continue in their positions:

- Policy: Michael Davis,
- Curriculum: Carlotta Parr
- Scholarship: Bob Emiliani
- Appeals: Ralph Cohen

Kim Farrington was elected as GSC Secretary for 2013-14 academic year.

S. Seider asked that if you are no longer serving on the GSC, please forward the names of your Department representatives before the end of the semester to ensure they are on the distribution list for next year.

## **Dean Paulette Lemma**

### **Dean's Notes**

1. Commencement will be on May 16 in Welte at 7:00 p.m. Please be sure to notify Susan Matterazzo if you will be attending as a faculty member so that you may be included on the stage for seating. If you are interested in participating as a Hooder or Marshall please let me know.
2. I am still collecting abstracts to be included in the May 6th booklet for the Graduate Research Event in the Student Union Center. Please contact your students if they are participating. Even if you do not have students participating, please plan on coming to the event to celebrate our graduate students' accomplishments.
3. Please remember that results from comprehensive exams were due to graduate studies; theses and special projects are due by May 9. Please let me know if extensions are needed for students intending to graduate in May. If students are taking a repeat exam, graduation for them will be moved to the summer.
4. Orientation is June 12 at 4:30 p.m. Faculty will be needed to advise students and help them register. Departments will be informed of the orientation next week.
5. Over the summer, the Graduate Studies office will be revising planned programs and the website. Please contact me about any necessary changes.
6. I am still looking for stories of students graduating this year for inclusion in the commencement script; please send information of any student accomplishments, etc.

No Report from GSA reps. who were not present.

### **Committee Reports**

- A. SCHOLARSHIP: Dr. Bob Emiliani (Chair); Members: M. Voight, R. Kalder, D. Sianez, S. Seider (ex-officio).
  - Charlotte Etier is the 2013 recipient of Graduate Student Association Scholarship: \$2000 was awarded.
  - Motion passed to accept a new GSA Scholarship form presented to GSC by the scholarship committee. The new form will be available to download as a Microsoft Word file from the web, but you cannot fill it in online.
- B. POLICY: Dr. Mike Davis (Chair); Members: V. Garcia, H. Vedeler, S. Seider (ex-officio).
  1. Motion passed to approve as amended new admission requirements for the M.A. in history or public history. Amendment involved changing word "note" to "notes."
  2. Motion to approve the changes to admission to M.S. in Marriage and Family Therapy as amended passed, with one abstention. Amendment involved altering wording on the personal essay. (See below)

3. *Personal essay regarding the applicant's motivation and readiness to pursue a degree in Marriage and Family Therapy. Candidates must respond to the following questions (three to five pages maximum, double-spaced):*

- a. *Personal and professional experiences and reasons that influenced you to pursue the field of Marriage and Family Therapy.*
- b. *Personal characteristics you believe will contribute to your success as a Marriage and Family Therapist.*
- c. *Please express your view regarding the importance of your engaging in a personal therapy experience as part of becoming a marriage and family therapist.*

3. Motion to endorse Ad Hoc Senate Committee Report and Proposal on Four Credit Courses as amended passed. Amendment involved the addition of point 1.5.

*1.5. Departments requesting conversion of a 3-credit graduate course to 4 credits should do so only for 500-level courses in their program's core or specialization.*

C. APPEALS: Dr. Ralph Cohen (Chair); Members: G. Fitzgerald, J. Thomas, C. Fallahi, S. Seider (ex-officio). **Nothing to report.**

D. CURRICULUM: Dr. Carlotta Parr (Chair); Members: W. Nelson, E. Thornton; E. Leonidas, Shuju Wu, J. Calvert, S. Seider (ex-officio)

**Motions to the following curriculum changes were passed.**

**A. Changes to Admissions Policies for the Department of Counseling and Family Therapy**

Revision to Admissions Process for the MS program in Marriage and Family Therapy.

Admission to the Master's program in Marriage and Family Therapy is made on a competitive basis.

Admission for the Evening Track occurs two times per year (Fall and Spring). All applications must be completed and received by May 1 for Fall admission of the following academic year (April 1<sup>st</sup> priority admission) and by November 1 for admission for the following Spring semester. Approximately twenty (20) students are accepted per each academic semester (Fall and Spring).

Pending approval, admissions for the Weekend Track will occur once per year in the summer. All applications must be completed and received by March 1 for admission for the following summer semester. Approximately twenty (20) students are accepted for the cohort beginning the following summer.

The decision to admit a student into pre-candidacy status for the MFT program is based on the candidate's cumulative grade point average (GPA), recommendations by persons able to judge the candidate's aptitude for success in the profession, and a personal statement as to the candidate's personal background and motivation for entering the MFT field (see below).

The admission standard for this program requires a minimum of **2.70** combined undergraduate and previous graduate GPA (of at least a 3.00 for graduate work) based on a 4.00 point scale where A is 4.00. Students with grade point averages between 2.40 and 2.69 may appeal their denials for admission. Conditional admission may be considered on a space-available basis. All students who are accepted into the department are initially granted pre-candidacy status and are assigned an academic advisor. The advisor will orient the student regarding prerequisites, course scheduling, potential course transfers and substitutions, and the planned program of study. Pre-candidacy status allows the student to begin taking classes (see below).

To qualify for Degree Candidacy, students must complete the prerequisite courses (CNSL 500, CNSL 501, and MFT 505 or PSY 512) and MFT 541, achieving a grade of B or better in each course and receive favorable ratings on the "Attitudes and Attributes" scale by instructors for CNSL 501 and MFT 541. On fulfillment of these requirements, students meet with their advisors to complete their Planned Programs of Study and the Application for Degree Candidacy. These documents are submitted to the Dean of the School of Graduate Studies for final approval and acceptance into the program as Degree Candidates. Any Student who does not meet the criteria for degree candidacy (as specified above) is not permitted to continue in the program and will receive a dismissal letter.

Once admitted into pre-candidacy, students may enroll as full-time or part-time students. Full-time students take a minimum of 9 credits during fall and spring semesters, follow a prescribed program schedule, may attend during the summer, and complete the program in 3 years. Part-time students may take 3 or 6 credits per semester (including summers) and must complete the program within a 6-year period. Their program of study is arranged with their advisor. Students may shift between full-time and part-time status as individually determined between the student and his or her advisor. Typically, students are enrolled part-time during their internship (3rd year), and are eligible for consideration for part-time equivalency if they are only taking a practicum or internship field placement course.

**Candidates for initial admission will be selected on the basis of the following criteria:**

1. **Grade point average:** Minimum **2.70** grade point average (GPA) based on a 4.00 point scale where A is 4.00
2. **Three recommendations** from individuals able to attest to the student's suitability as a prospective Marriage and Family Therapist
3. **Personal essay** regarding the applicant's motivation and readiness to pursue a degree in Marriage and Family Therapy. Candidates must respond to the following questions (three to five pages maximum, double-spaced):
  - a. Personal and professional experiences and reasons that influenced you to pursue the field of Marriage and Family Therapy.
  - b. Personal characteristics you believe will contribute to your success as a Marriage and Family Therapist.

c. Please express your view regarding the importance of your engaging in a personal therapy experience as part of becoming a marriage and family therapist.

d. *Pending approval, if applying for the Weekend Track:* A statement that explains your reasons for opting for the Weekend Track and your ability to commit to a weekend-based cohort program.

For additional information, please see the MFT program website:

[http://www.education.ccsu.edu/Departments/Counseling\\_and\\_Family\\_Therapy/Marriage\\_and\\_Family\\_Therapy.asp](http://www.education.ccsu.edu/Departments/Counseling_and_Family_Therapy/Marriage_and_Family_Therapy.asp)

**B. Educational Leadership & Educational Technology**

- A.1. Course revision of EDL 590 Leaders as Learners: Educational Leadership and Self-Assessment
- A.2. Course revision of EDL 605 Leadership in Teaching and Learning I.
- A.3. Course revision of EDL 610 School Leadership I.
- A.4. Course revision of EDL 615 Understanding External Environments of School.

**C. History**

- B.1. Course addition HIST 502 Historiography
- B.2. Course addition HIST 530 Seminar in Ancient History
- B.3. Program revision: Master of Arts in History

**D. Educational Leadership**

- C.1. Course deletion EDL 551 Curriculum Leadership
- C.2. Course deletion EDL 513 Supervision
- C.3. Course addition EDL 520 Instructional Programs for Diverse Learners
- C.4. Course addition EDL 524 Leadership and the Dynamics of Organizational Change
- C.5. Course addition EDL 523 Collaboration, Coaching, and Instructional Leadership
- C.6. Course addition EDL 591 Curriculum, Instruction, and Assessment I
- C.7. Course addition EDL 592 Curriculum, Instruction, and Assessment II
- C.8. Course addition EDT 540 Instructional Design & Technology for Educators
- C.9. Course addition ED 515 Professional Ethics and Law for Teachers
- C.10. Program revision: Master of Science in Educational Leadership

**E. History**

- D.1. Course revision HIST 501 The Professional Historian
- D.2. Course revision HIST 540 Seminar in European History
- D.3. Course revision HIST 545 History of South Africa since 1900
- D.4. Course revision HIST 560 Seminar in American History
- D.5. Course revision HIST 563 The Age of Jackson
- D.6. Course revision HIST 565 Seminar in the 17<sup>th</sup>- and 18<sup>th</sup>-Century America
- D.7. Course revision HIST 566 Civil War and Reconstruction in the United States
- D.8. Course revision HIST 571 History of Sex, Gender, and Health in Modern
- D.9. Course revision HIST 580 Seminar in Non-Western History

- D.10. Course revision HIST 583 Seminar in Latin American History
- D.11. Course revision HIST 585 Modern World History
- D.12. Program revision Masters of Arts in History

## **E. Art**

- E.1. Course revision ART 362 Sculpture III

## **F. Computer Electronics and & Graphics Technology**

- F.1. Course revision CET 453 Microcomputers
- F.2. Course revision CET 443 Electronic Communications
- F.3. Course revision CET 449 Advanced Networking
- F.4. Course revision CET 446 Logic Design
- F.5. Course revision GRT 442 Print Production
- F.6. Course revision GRT 462 Advanced Graphics Art Techniques
- F.7. Course revision GRT 472 Digital & Film Photography

## **G. Counseling and Family Therapy**

- G.1. Program revision: Professional and Rehabilitation Counseling.

## **H. Manufacturing and Construction Management**

- H.1. Course revision CM 500 Fundamentals of Construction Management

## **I. Physics and Earth Sciences**

- I.1. Course revision SCI 420 History and Nature of Science
- I. 2. Course revision SCI 500 STEM in Society

## **J. Special Education**

- J. 1. Course revision SPED 511 Behavioral/Emotional Disorders
- J. 2. Course revision SPED 512 Learning Disabilities
- J. 3. Course revision SPED 513 Developmental Disabilities
- J. 4. Course revision SPED 517 Special Education Methods in Teaching Reading (K-12)
- J. 5. Course revision SPED 518 Special Education Methods in Teaching Writing (K-12)
- J. 6. Course revision SPED 519 Special Education Methods in Content Area Instruction (K-12)

## **New Business**

1. Admissions Intern Lisa Wisniewski reported the following related to the goals established for 2012/2013 by GSC:
  - a) Connecticut Department of Labor streamlined the approval of Trade Adjustments (TAA), which helps students pay for tuition so that they may obtain a new career after their employment was terminated. Admissions is looking for a point person in each department to help students acquire the appropriate signatures and mentor students through the application process. If interested, please contact Pat Gardner.
  - b) Recruitment efforts this past year:
    - On campus information sessions for graduate studies were held in residence halls

- More out of state efforts were made this year due to funding and higher availability of off campus housing, including Westfield State University, Marist College, Mount Saint Mary, Purchase College.
- Local recruitment venues included CT Women's Expo, Urban League of Greater Hartford
- Other CCSU program collaborations included the Minority Advancement in Psychology Program, CASE Career Week, New England Conference on Multicultural Education, and the CCSU Career Fair.
- Future initiatives: Westfield State Fair, Idealist Fair in Boston, Biomedical Fair.

2. New goals as suggested by faculty at Graduate Forum for 2013-2014
  - a) Explore how alternative program delivery models may be effectively incorporated by programs (e.g. online, hybrid, Saturday/weekend, intensive, cohort etc.).
  - b) Understand who the competitors may be to the graduate programs offered at CCSU by exploring programs offered at other universities and determine how our programs may be improved and expanded.
3. Review of GSC recommendations for new Dean discussed at Forum
  - a) The Graduate School currently functions quite well based on clearly written procedures and policies.
  - b) Continue to work collaboratively with departments to help increase the numbers and quality of graduate students.
  - c) The Dean needs to be accessible to faculty and students.
  - d) GSC needs to continue to play a significant role in the graduate school governance.
  - e) The Dean needs to be cognizant of NEASC and BOR accreditation regulations as they pertain to proposals for new programs and changes to existing programs.
  - f) Continue to identify funding to support student scholarship, student research and new programs.

Meeting Adjourned at 4:39 PM.