

**Minutes-Graduate Studies Meeting--APRIL 26, 2012—3:00-4:30 Marcus White L.R.**

**Attendees:** P. Lemma, S. Seider, E. Retelle, M. Davis, V. Garcia, M. Strathy, B. Nicholson, G. Fitzgerald, B. Panoutsopoulos, R. Cohen, A. Hyman-Gregory, E. Leonidas, M. Ciscel, M. Specter, R Churchill, B. Emiliani, O. Perdomo, P. Lapuerta, C. Parr, M. Voight, W. Nelson, D. Mulcahy, D. Adams, R. Rollins (guest).

Susan Seider-Chair:

- Welcome and call for acceptance of minutes from March 29, 2012. Minutes accepted.
- **Meeting dates for the next academic year 2012-13-** See grid below and **new meeting sites**. GSC, Curriculum and Policy meetings will be held at 3:00-4:30 p.m.

GSC MEETINGS and Rooms scheduled for **Fall 2012** and **Spring 2013**

<b>Curriculum Subcommittee</b> <u>Clocktower 3:00-4:30</u>	<b>Full GSC Meetings</b> <b>3:00-4:30</b> <b>--Note locations below</b>	<b>Policy Subcommittee</b> (meets Thursday after the full GSC meeting) <b>3:05 pm.</b>
----- <b>FALL 2012</b> -----		
<b>9/20</b>	<b>9/27 DAVIDSON 123</b> (room is on opposite hallway of Founders Hall on Barnard side of Davidson)	<b>10/4 -Vance 106</b>
<b>10/18</b>	<b>10/25 Camp Rm. Student Center</b>	<b>11/1 -HB 222</b>
<b>11/15</b>	<b>11/29 Camp Rm. Student Center</b>	<b>12/6 -HB 222</b>
----- <b>SPRING 2013</b> -----		
	<b>1/31 Camp Rm. Student Center</b>	<b>2/7 -HB 222</b>
<b>2/21/13</b>	<b>2/28 Camp Rm. Student Center</b>	<b>3/7 -HB 222</b>
<b>3/21/13</b>	<b>4/4 Camp Rm. Student Center</b>	<b>4/11- HB 222</b>
<b>4/18/13</b>	<b>4/25 Camp Rm. Student Center</b>	<b>5/2 if needed -HB 222</b>

Notes from Dean Paulette Lemma.

- ❖ Dean Lemma thanked all GSC members who served and wished them well if they were no longer going to serve on the committee. She also welcomed future members.
- ❖ She asked that change of grade forms be submitted to her office for thesis and special projects and not the registrar's office.
- ❖ She requested that faculty submit inspiring stories about graduating students to Janice Palmer and to herself. Commencement is May 16, Wednesday. Faculty are expected to assemble at 6:30 p.m.

Pat Gardner, Associate Director of Graduate Admissions – no report.

Notes from Susan Seider, Chair of GSC.

Dr. Seider thanked all the committee chairs and those who served on committees for their good work this past year. She encouraged members to serve again and new members to join committees if possible.

### Committee Reports

- **GSA:** Student representative Kaitlyn Dyleski, GSA Vice President of Finance-**No Report**
- **Scholarship:** Dr. Oscar Perdomo (Chair); Drs. Wang, Garcia, Voight, Seider.  
The Scholarship Committee recommended that the GSA scholarship be awarded to Michaela Fissel, MA Psychology.
- **Policy:** Dr. Mike Davis (Chair); Members: Drs. Spector, Retelle, Seider.  
The following policies were passed by the GSC:
  1. New English Language Proficiency Requirement  
English Language Proficiency Requirement for Acceptance  
To ensure maximum benefit from academic study, all applicants who have not earned a minimum of a bachelor's degree at an institution where English is the medium of instruction must provide evidence of English language proficiency before acceptance to a graduate program at the University.  
Evidence of English language proficiency is evaluated based on factors such as:
    - the amount and type of formal U.S. education, and/or
    - official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores.  
(TOEFL and IELTS scores must be valid within the most recent two years as evaluated by the CCSU office of the Intensive English Language Program (IELP). Proof of competency in English is indicated by the TOEFL with a score of no less than 550 on the paper based test (or 213 on the computer based test or 79 on the iBT) or an IELTS overall band score of 6.5).
 Language proficiency can also be assessed through the CCSU office of the Intensive English Language Program (IELP).

#### *English Proficiency Score Exemptions:*

Graduate applicants may be exempt from providing TOEFL or IELTS scores if one of the following criteria is met:

1. Completion of a four year undergraduate academic program at a non-United States institution in a country where English is the primary language and in which English is the primary medium of instruction, within five years of the proposed semester of initial enrollment at CCSU. (A list of countries will be provided on the graduate website.)
2. Completion of a graduate degree at a non-United States institution of Higher Education in a country where English is the primary language and where English is the primary medium of instruction, within five years of the proposed semester of initial enrollment at CCSU. (A list of countries will be provided on the graduate website.)

3. Completion of an undergraduate or graduate academic program from an accredited U.S. institution of higher education.

Official documentation must be submitted from the overseas institution verifying that the applicant's undergraduate or graduate study is from an institution where all instruction is in English. The Graduate School reserves the right to require additional testing or evidence of competency, and may require study in the Intensive English Language Program.

## 2. *Revision of Transfer Graduate Credits Policy*

Previous Title: Transfer of Graduate Credit in Degree Programs

NEW TITLE: Transfer Policy for Graduate Credits Earned at Regionally Accredited Institutions of Higher Education in the US and Non-Affiliated International Institutions of Higher Education.

### Revision to First Paragraph:

Students may request transfer credit for graduate courses completed at another regionally accredited institution of higher education or a college/university of equivalent status outside of the U.S. that is not a CCSU Partner and Affiliate Institution of Higher Education.

## 3. *New Graduate Studies Policy:*

Credits Earned During Study Abroad at CCSU Partner and Affiliate Institutions of Higher Education

Coursework completed while studying abroad at one of CCSU's approved study abroad partner and affiliate institutions (as identified on the Center for International Education's website) shall be treated in the same manner as coursework undertaken on the CCSU Campus. (As a result, these courses will not fall under the transfer policy.) Course equivalencies shall be identified by the faculty advisor prior to study abroad and the actual grade earned abroad will be posted to the student's transcript, with the grade earned calculating into the overall GPA. Students may not select which courses are brought onto their CCSU academic record; all grades (A through F) will be recorded and made part of the student's academic record at CCSU.

This policy is particularly relevant to the MA Modern Language: HNAIU Specialization, given that courses taken at the University of Salamanca are required for the MA Modern Languages, HNAIU Specialization, degree. The Modern Language department has stipulated that the 9 credits of graduate coursework taken at the University of Salamanca will be the only credits accepted outside CCSU.

- **Appeals:** Dr. Ralph Cohen (Chair); Drs. J. DeLaura, G. Fitzgerald, J. Thomas, S. Seider. **No report.**
- **Curriculum\*:** Dr. Carlotta Parr, Chair, Members: Drs. Leonidas, Nelson, Panoutsopoulos. All changes, revisions, and submissions for curriculum were approved by the GSC 4.26.12. See Curriculum minutes that reflect revisions.

Old Business: none

New Business:

1. **Elections of Subcommittee Chairs for Curriculum, Policy, Scholarship, and Appeals occurred for the Academic Year 2012-13.** Those elected were: **Carlotta Parr – Curriculum Chair; Mike Davis- Policy Chair; Bob Emiliani- Scholarship Chair; Ralph Cohen-Appeals Chair;** Chairs of these subcommittees should consult with members who currently serve to see if they will continue as a department representative for next year. If so, they are eligible to serve again on the committee if they care to do so. Chairs should find members to serve on their committee by the end of the spring semester or early summer and kindly send these names to GSC chair Susan Seider and Dean Paulette Lemma.

**Also elected was Barbara Nicholson-Secretary.**

2. **Discussion and vote on 1-2 Goals to pursue for the 2012-13 academic year.** The following suggestions made at the Graduate Forum were voted on as goals to pursue:
  - Collaborate with Alumni Office to facilitate relations with graduates and to keep better track of them and to facilitate relationships; possibly use LinkedIn professional networking social media.
  - Promote graduate programs with other institutions (e.g. Eastern & Western & local colleges/universities)

Not specifically related to the goals, but in response to the question: *Are there policies that need to be added, updated, rewritten or modified?* Suggestions are as follows:

- For Policy committee: clarification on how to earn both MS and OCP; earn both automatically; or earn MS or OCP (not both)
- Look into why there is a separate registration fee when a student registers for online and on-ground courses (student paying two fees for the same semester).
- Look into offering more online courses
- Create an email distribution list for all graduate students. This can be done in collaboration with the registrar's office and IT office to enhance mentorship → career advising, etc...
- It was suggested that the following idea be pursued through Curriculum, not as a goal for Graduate Studies: Excellence is closely related to course availability. Offer 500 level courses not in conjunction with 400 level to make them what 500 level students need instead.

Meeting adjourned at 4:20 p.m.