

## Graduate Studies Meeting Minutes

**January 26, 2012—3:00-4:30 Marcus White Living Room**

Attendees: D. Lemma, S. Seider, P. Gardner, E. Retelle, V. Garcia, M. Davis, G. Fitzgerald, B. Panoutsopoulos, R. Cohen, A. Hyman-Gregory, K. Wlodarska, S. Kirstukas, E. Leonidas, M. Ciscel, A. Grella, M. Specter, B. Emiliani, M. Lourdes Casas, C. Parr, M. Voight, C. Fallahi, B. Nelson, D. Mulcahy, M. Howell.

*Minutes* for GSC meeting of December 1, 2011 Approved.

Susan Seider-Chair: Welcome

- Welcome and Minutes from December 1, 2011
  - **Meeting dates** for the remainder of **2012** Academic Year- See grid below.
- All meetings held in Marcus White Living room at **3:00-4:30 p.m.** (*Note: start time.*)

### SPRING 2012

FULL GSC MEETING MWLR (3-4:30)	CURRICULUM Subcom. Rvac 466 (2:30- 4:00)	POLICY ( <i>meets Thurs. after full GSC mtg.</i> ) 3:00
1/26	2/16	2/2
2/23	3/15	3/1
3/29	4/19	4/5
4/26		5/3

### Notes from Dean Paulette Lemma

1. Enrollments for spring 2012
  - a) Accepted and registered graduate students as of the Freeze Date, Not yet available
  - b) As of 1/25/12: Total FT GR Enrollment: 596, compared to 582 (spring 2011) compared to 548, 3<sup>rd</sup> week freeze spring 2011. [first year enrolled 63; one reenrollment; 532 continuing students]
  - c) As of 1/25/12: Total PT GR Total Enrolled: 1,550, compared to 1639 (spring 2011) compared to 1806, 3<sup>rd</sup> week freeze spring 2011.
2. GSC received notice that President Jack Miller approved the motion of the University Senate pertaining to:
  - a) GSC Senate Report for fall 2011;
  - b) GSC revision of its By-Laws; and
  - c) Fall 2011 graduate candidates for graduation for December 2011.
3. Please remind students of dates for applying for graduation: March 1 for May Graduation and April 15 Summer Graduation
4. Graduate Research Day: Tuesday, May 8, 2012. Information about this is on the graduate website.  
Please let the Dean Lemma know if you need to have a separate room to accommodate student presentations (in place of posters).

5. Departments should not override dean's hold on non matriculated students; graduate policy allows for a maximum of 9 credits at the 500 level for non-matriculated students.

#### Pat Gardner, Associate Director of Graduate Admissions

- Graduate Open House – March 15, 2012 4:00-6:30. If anyone is connected to any professional organizations, please share information about the Open House with the group. Encourage them to attend.
- Graduate recruitment-initiatives include participating in Women's Expo in Hartford, and Greater Hartford Urban League-Career Fair in East Hartford where other universities participate. Admissions plans to have a booth in CCSU's career fair in fall and spring semester and attend undergraduate open houses to meet parents and recruit students. Admissions is also initiating a relationship with Connecticut Works and Department of Labor in New Britain and Hartford; the office is looking to meet career counselors. Funding from Graduate Connecticut is stopping in 2012; however, Admissions has been able to link with transfers office who send names of individuals who may attend CCSU. Admissions continues recruitment efforts across Connecticut. The office is also working with groups that sponsor Gradschools.com, and Graduateguide.com.

#### Notes from Susan Seider, Chair of GSC

GENERAL REMINDERS FOR SEMESTER- Please share with your department faculty

1. Social Security numbers should not be on planned programs for security purposes (please check to use the revised form).
2. There are some department faculty that send planned programs to graduate studies with 400 level courses that are not in the graduate catalog. These cannot count on the planned program so please remind your department/program faculty to check the catalog before allowing a 400 level course to count on the program.
3. Please remind faculty who agree to substitute transferred courses onto planned programs that 1) the courses must come from an *accredited institution*; 2) be *graduate level* (not professional development or continuing education courses); 3) Students need to have an *OFFICIAL* transcript sent to Grad. School so the transfer can be made, and, 4) the *CCSU course name and number* for which the course is substituted should be indicated on the substitution form that comes to Grad Studies.
4. Reminder: -Capstone letters on planned programs need to be included.
5. Check for courses on planned programs that may exceed 6<sup>th</sup> year limit. (Extensions may be granted for a maximum of 8 years for programs of 30-35 credits; and for a maximum of 9 years for programs of 36+credits.)

#### Committee Reports

- **GSA:** Allison Grella, student representative, reported that GSA approved already a few conference requests for spring 2012 and they will have specific numbers for next meeting. In response to Allison's question about how many students can be granted the GSA scholarship, Dean Lemma explained that due to the relatively small amount of the award (\$2000-2500), only one student is typically awarded the money. G. Fitzgerald asked the GSA representative if the committee could approve students in May who wish to attend conferences in the next academic year so that students can

receive money to attend conferences. GSA representative will talk with Dr. Fitzgerald about this concern. A Capstone (Thesis/Special Project) Workshop will be held February 7 at the Library. Please direct your students to the GSA website. P. Lemma and S. Slaga are presenting at the workshop.

- **Scholarship:** Dr. Seider spoke on behalf of this committee in the absence of Dr. Oscar Perdomo (Chair) who was attending a conference. She discussed *GSA Scholarship*; *GSA Academic Awards Reception*, and *Annual Graduate Community of Scholars Tribute*.

--GSA Scholarship: Dr. Seider explained how student apply for the GSA Scholarship; as well as the criteria, e.g. completion of the application, 3.50 GPA, two letters of recommendations, an essay of 500-1000 words which can be submitted at the Graduate Office. Student must have 12 semester hours and be matriculated with a planned program. Students can find application on the Graduate Studies website: >Resources>Scholarship. An attachment was sent to GSC members. *Please note: student Bluechip ID number should be used instead of social security number.* **Due date April 1, 2012.** Scholarship is granted based on academic achievement and exemplary involvement in campus and/or community. Award distributed in following summer or fall semester.

--GSA Academic Awards Reception will be held on **February 23, 5:00-7:00** p.m. in Constitution Room. Faculty are asked to attend to introduce and say a few words about the awardees. Dean Lemma will send out the names of the students who are attending.

--Annual Graduate Community of Scholars Tribute presented annually during the spring Graduate Forum, established by the GSC to recognize departments or programs whose ongoing work and scholarly activities embody the School's five graduate tenets. Departments need to review the criteria for this award and are encouraged to apply. A Department can nominate itself. Information on graduate studies website.

- **Policy:** Dr. Mike Davis (Chair); Members: Drs. Spector, Retelle, Seider. Nothing to report. Send policy changes a few days before. Committee meets next Thursday, Feb. 2, at 3:00 p.m. in HB 102.
- **Appeals:** No report. Dr. Ralph Cohen (Chair); Drs. J. DeLaura, G. Fitzgerald, J. Thomas, S. Seider.
- **Curriculum:** No Report. Dr. Carlotta Parr, Chair, Members: Drs. Leonidas, Nelson, Panoutsopoulos. Dr. Parr reminded members that *Curriculum sheets need to be signed by the Academic and Graduate School Deans in order to be considered at Curriculum subcommittee meeting.*)

New Business: None.