

# Meeting of the Graduate Council

## December 6, 2004

### Minutes

#### Present

**Councilors: Arts and Sciences**—Jon Bloch, Vincent Breslin, Ken Florey, Alan Friedlander, Ross Gingrich, Gerry Lesley, Patricia Olney, Lorrie Verplaetse, Charles Wieder; **Business**—James Thorson; **CLIS**—Yan Liu, Jane McGinn, Gwendolyn Nowlan, Hrvoje Podnar; **Education**—Beena Achhpal, Robert Axtell, William Diffley, Bernard Hayford, Norris Haynes, George Olshin, Lystra Richardson, Diane Ronis for Christine Villani; **HHS**—Mary Bellandese, Jean Breny Bontempi, Elayne Haymes, Susan Killion, Mary Purdy, Barbara Worden

**Guests/Observers:** Interim Vice President Ellen Beatty, Dean Sandra Holley, Associate Dean Roseann Diana, Assistant Dean Lisa Galvin, Marianne Kennedy, Cathryn Magno, Michael Galbicsek, June Cheng, Rebecca Lerud, Sean Grace, Jane Feng

#### 1. Call to Order

Chairperson Susan Killion called the meeting to order at 1:07 pm.

#### 2. Disposition of Minutes

The minutes of November 1, 2004 were amended to include the parenthetical phrase “(only one of whom is active currently)” to the first line of the second paragraph of item 6. **New Business**, following the words “only 3 full-time faculty.” A motion was made to approve the minutes as amended, which was seconded. The motion passed unanimously.

#### 3. Announcements

##### a. *Office of the Academic Vice-President*

**Ellen Beatty**

Interim Vice President Ellen Beatty made the following announcement:

The Office of Academic Affairs in conjunction with RSAC has established a Junior Research Fellowship for untenured faculty members who have taught at Southern for at least one year but who have not as yet applied for tenure. The Fellowship calls for 9 credits of release time to be awarded to one such faculty member for the Spring Semester for purposes of research. If the host department of that faculty member is not able to release him or her for those 9 credits for the Spring, it will be possible to delay the award. Interim Vice President Beatty hopes to continue the award for every semester in the future.

**b. Office of the Dean of Graduate Studies**

**Sandra Holley**

The Dean of Graduate Studies addressed the Council concerning the following issues:

- She introduced Michael Galbicsek, Graduate Student Advisory Committee (GSAC) chairperson, for an update on GSAC activities. Mr. Galbicsek spoke about GSAC and its programs for graduate students, including support for scholarly activity.
- She expressed her desire to publicly acknowledge and thank Interim Vice President Ellen Beatty for her strong advocacy of graduate education at SCSU. This semester she has worked closely with the Graduate Dean and graduate departments on several critical issues. Her support has been greatly appreciated.
- The Fall Open House was a splendid success breaking most records since the first open house in 1996. Just a few stats:
  - ❑ Over 400 persons attended the event
  - ❑ It was “guesstimated” that over 50 people attended but did not register
  - ❑ 24 persons registered on site for Spring Semester classes
  - ❑ The total amount of tuition generated was \$26,064.00

Dean Holley gave thanks again to all of the faculty and staff who contributed to the success of the event, and gave special accolades to Associate Dean Roseann Diana for her outstanding leadership in organizing and hosting the event.

- The annual productivity report has been prepared by Associate Dean Diana. She receives data from the Office of Management Information and Research. Councilors were urged to review the report, and, if they had questions, to contact Mrs. Diana.
- In 1999, Dean Holley convened an ad hoc committee to review and revise our *Thesis Proposal Guidelines* and our *Thesis Guidelines*. She indicated that it was time that we re-visit these guidelines and make modifications/clarifications that are necessary. Accordingly, she had formed another ad hoc committee for this purpose. Members of this committee are:

Dr. Robert Axtell	Exercise Science
Dr. Jon Bloch	Sociology
Dr. Sandra Bulmer	Public Health
Dr. John Critzer	Political Science
Dr. William Diffley	Research, Statistics, & Measurement
Dr. Ken Florey	English
Dr. Alan Friedlander	History
Dr. Lisa Lancor	Computer Science

The committee members come from those departments that generate the largest number of theses among their students. Councilors are requested to inform their constituents of this initiative and to forward to Dean Holley in writing any specific suggestions/comments related to the current guidelines. The first meeting of the committee will be held on Monday, December 13. Dean Holley anticipates that the committee's work will be completed no later than early next semester. As has been past practice, the Dean will disseminate a draft of proposed changes to the Graduate Council and solicit feedback.

- In order to facilitate and increase our graduate student enrollment, the Graduate School staff have begun to send letters to all students whose application files are complete and lacking only the *planned program* of study. The letters are being sent out by Assistant Dean Lisa Galvin with a copy to the graduate program coordinator. Councilors are urged to inform their graduate program coordinators as well as chairpersons of this activity.
- A workshop will be held February 11 from 1 – 3:00 p.m. for faculty and students to provide overview of the Graduate Research Fellowship and the Graduate School Graduate Assistantship initiatives and to answer questions. Former fellows and mentors will talk about their experiences. Councilors are urged to inform constituents of this meeting.
- Dean Holley concluded her remarks by wishing the Councilors the best for the successful conclusion of the Fall Semester and a most happy holiday season.

#### 4. Reports

##### *a. Academic Standards*

**Gerald Lesley**

Gerald Lesley, Chair of the Academic Standards Committee (ASC), announced that the Business Administration Program would be coming up for its five-year review at the next meeting of the ASC and that the Department of English would be submitting its report to the entire Council later in the meeting and that Biology would submit its interim report.

##### *b. Procedures*

**Alan Friedlander**

Alan Friedlander, Chair of the Procedures Committee, announced that the Committee had approved 3 nominations to the Graduate Faculty: Dr. Sandra Vamos from Exercise Science, Dr. David Levine from Art, and Dr. Scott Ellis from English. All three nominations were approved unanimously by the Council.

He then referred to the Productivity Report that had been distributed to all councilors and noted that, because of increased productivity as measured in this report, Business Administration was entitled to another councilor. This recommendation would come up for review in February when the entire council would have a chance to vote on it.

### ***c. Curriculum***

**Mary Purdy**

Mary Purdy, Chair of the Curriculum Committee, announced that her committee had recommended approval with minor revisions of three new courses: ILS 681, Storytelling and Social Change, ENG 519, Teaching College Writing, and ENG 597, Graduate Internship in Teaching Writing.

All three courses were approved unanimously by the Council.

She then announced that the committee had also reviewed the revised 6<sup>th</sup> year program for the Department of Educational Foundations and was recommending its acceptance with minor revisions. The motion was passed unanimously.

Finally, she indicated that her committee discussed the dual degree proposal involving the Department of Social Work and the Women's Studies Program. This is the first such proposal to come forth under the revised guidelines. No action was taken; the proposal is still under discussion by the committee.

### **5. Old Business**

Under old business, Dr. Gerry Lesley, Chair of the Academic Standards Committee, discussed the ASC's recommendations for the reports submitted by the Biology Department. He noted that the Academic Standards Committee (ASC) has reviewed the interim reports submitted for the review of the graduate programs in biology. There are three relevant programs: MS in Biology; MS in Biology with certification; and the Nurse Anesthetists Program (NAP). The documentation for the MS in Biology and MS in Biology with certification was updated in the interim report and adequately addressed the initial concerns of the ASC from the previous review. The documentation for the NAP indicated a strong, well designed program that clearly has been developed to include components for extensive ongoing evaluation of students; however, the data reported was insufficient to complete the review of several standards and this is indicated in the report from the committee. In some cases, this amounted to only minor narrative statements that could be added to address the standards while in other cases, no data were submitted to allow proper evaluation of the standards. In addition, discussion regarding the review was impossible at the ASC meeting since no one was present to represent the NAP program either this year or last year. Based on the documentation submitted, the committee voted in favor of "denying continuing approval" for all of the programs based on the procedures set forth for the committee (i.e. that the entire program did not meet the minimum standards).

Since the time of the review Dr. Lesley had the opportunity to meet with representatives of the Biology department, Interim Vice President Beatty, Dean Holley, Dean Fredeen, and Dr. Kennedy to discuss the program review in further detail. As a result of this meeting the committee expects that the concerns articulated at the meeting and in the documents submitted for the NAP will be addressed and that further review will be conducted, the results of which will be brought in front of the Graduate Council at the next meeting. The recommendation of the ASC has, therefore, changed from that which is presented in the distributed material. The ASC voted in favor of revising its

recommendation via an email vote (10 in favor; 4 no response) subsequent to the distribution of the original report. Paramount to this decision was the fact that the committee members felt the NAP program was distinctive enough to warrant a separate review.

The recommendation of the ASC has been changed to reflect the ongoing discussions surrounding the program as a whole. The committee recommends that:

1. For the future review of the programs, that the NAP review be addressed separately from the other programs in Biology. It is suggested that the review of this program be placed in the only vacant position on the 5-year review rotation schedule such that the next review would be scheduled for March of 2009. The MS and MS with certification will remain in the current position on the 5-year schedule with the next review scheduled for November of 2008.
2. The recommendation for the MS in Biology and MS in Biology with certification be changed to “grant continuing approval” pending acceptable revisions to the NAP documentation.

That a vote on the recommendation for the graduate programs in Biology be postponed until the February, 2005 meeting of the Graduate Council to allow sufficient time for the ASC to review the revised documentation submitted by the NAP. The motion to postpone was passed unanimously.

Dr. Lerud from the Biology Department then gave a Power Point presentation on the M.S. Degree and the M.S. Degree with Certification program in the Biology Department. She noted that most students in her department select the comprehensive examination as the exit requirement rather than the thesis option. There are 10 faculty in her department and 9 of them teach in the graduate program. They have 27 graduate courses in the catalog, and 25 of those courses have been taught in the past 5 years. Because of the nature of the program and its diversity, there is no specific rotation for courses. Enrollments have been going up as have acceptances into the program.

## **6. New Business**

Dr. Lesley presented Dr. Kenneth Florey from the English Department whose department had been reviewed by the Academic Standards Committee. Dr. Florey gave a Power Point presentation about his department’s graduate programs. Among other things, he discussed the various types of degrees and certificates awarded by his department, expected student outcomes for students and how they were measured, methods for recruitment, their graduate student organization (EDGE), the strengths and weaknesses of the program, and the department’s plans for the future.

Dr. Lesley commended the department for its report and indicated that it would be filed in Buley Library as an exemplary model. He then noted that the committee recommended that the department be granted continuing approval. The motion passed unanimously.

## **7. Adjournment**

Chairperson Killion adjourned the meeting at 2:45 pm.

Respectfully submitted,  
Ken Florey, Secretary