

Meeting of the Graduate Council November 7, 2005

Minutes

Present

Councilors: Arts and Sciences—Kristine Anthis, Polly Beals, Jon Bloch, Steve Burian, Ken Florey, Ross Gingrich, Gerry Lesley, Patricia Olney, Ruben Pelayo, Charles Small, James Tait, , Jessie Whitehead; Business—Durga Prasad; CLIS—Yan Liu, Hrvoje Podnar, Jane McGinn; Education-, Beena Achhpal, Bernard Hayford, Robert Axtell, Wendy Nolan, Nancy Boyles, Kay Corbett, Joy Fopiano, Norris Haynes, Beth Taylor; David Squires, Jule Tolis; HHS—Jean Breny Bontempi, Eileen Crutchlow, Roy Hunter, Edward Lynch, Mary Purdy, Al Siegel.

Guests/Observers: Dean Sandra Holley, Associate Dean Roseann Diana, Assistant Dean Lisa Galvin, Drs. Leon Yacher and Peter Sakalowsky from the Geography Department, Dr. Charles Weider from the Art Department.

1. Call to Order

Chairperson Gerald Lesley called the meeting to order at 1:05 pm.

2. Disposition of Minutes of October 3, 2005

A motion was made to approve the minutes of October 3, 2005. The motion passed unanimously.

3. Announcements

Office of the Dean of Graduate Studies

Sandra Holley

- Dean Holley announced that the Graduate School Open House would be held on Thursday, November 17 in the Lyman Center from 3 – 7:00 p.m. She asked that all academic program representatives be at their stations at 2:45 p.m. and that coverage be maintained until 7:00 p.m. To date, she said we had received 306 affirmative responses to the invitations that were mailed. She said we anticipate approximately 400 persons will attend if the weather is good.
- Graduate Catalog update requests have been sent to all chairpersons with graduate programs. A copy of the letter was sent to all graduate program coordinators. Dean Holley asked that we please alert our chairs to the mailing and ask that they review the catalog copy, make necessary changes, and forward the copy to their academic school deans for their review and transmission to Associate Dean Diana.
- The Graduate School office move to the first floor of Engleman is scheduled for Friday, December 2. The office will be closed for in-person service that day. Phone coverage will be maintained.
- Notice of the 8th annual Graduate Commencement was sent last week to all matriculated graduate students, graduate program coordinators, and chairpersons.

Councilors were requested to remind all eligible students of the two-stage process regarding application for the degree and application to participate in the Graduate Commencement.

- Councilors were urged to report back to their constituents regarding the Graduate Council meetings.
- The Noel-Levitz Adult Student Priorities Survey was sent to 694 students this spring and 390 were returned. This 56% response is the best in the three years of administration of the survey. The demographic characteristics of the students completing the survey:

1. Female	84%
2. Male	16%
3. Age 24 – 34	58%
4. Age 35-44	20%
5. Age 45+	22%
6. Day Students	8%
7. Evening Students	89%
8. Weekend Students	3%
9. Full-time	38%
10. Part-time	62%
11. Full-Time Employ	72%
12. Part-time Employ	18%
13. Single	42%
14. Single w/children	5%
15. Married	19%
16. Married w/children	32%
17. GPA 3.5+	85%
18. GPA 3.0-3.49	14%

Summarized: Our students are primarily white females, 25 years of age and older, taking classes in the evening on a part-time basis, while working full-time. They live in-state, have an educational goal of a master's degree, and are maintaining a GPA of 3.5 or above. It is important to keep these demographics in mind when reviewing the survey results.

The Noel-Levitz identifies strengths and challenges for the institution. Graduate students identified 17 strengths. The top 5 strengths in descending order:

1. The content of courses within my major is valuable.
2. Nearly all faculty are knowledgeable in their field.
3. The quality of instruction I receive in most classes is excellent
4. My academic advisor is knowledgeable about requirements in my major.
5. Classes are scheduled at times that are convenient for me.

The graduate students felt very positive about their interaction with faculty and advisors, as well as the accessibility of these individuals. Students also indicated that the quality of instruction was high, major requirements were stated clearly, and they perceived overall safety in the classroom locations.

The students identified 8 challenges. In descending order of importance they were:

1. My courses are available when I need them in order to graduate on schedule.
2. I am able to register for classes with few conflicts.
3. The amount of student parking is adequate.
4. Registration processes are reasonable and convenient for adults.
5. I seldom get the “run-around” when seeking information on this campus.
6. Parking lots are well-lighted and secure.
7. The Registrar’s Office staff is efficient and courteous.
8. It is easy to obtain information when calling the university by phone.

Enrollment factors also were addressed in the survey. The four items that were the primary factors influencing students’ decisions to enroll at SCSU were in descending order:

1. Cost
2. Availability of evening and weekend courses
3. Campus location
4. Academic reputation

The results of the Noel Levitz survey will be shared with the President’s Cabinet, the Council of Academic Deans, faculty, staff, and students. It is imperative to share these findings widely and to discuss them via focus group sessions and other small gatherings. Following these discussions we need to formulate a plan to put in place mechanisms, new initiatives, etc. to address the issues identified in the survey.

4. Reports

a. Academic Standards

Ken Florey

Dr. Ken Florey, Chair of the Academic Standards Committee (ASC), announced that his committee had reviewed the interim report of the Art Education Program and the five-year-report of the Urban Studies Program. He noted that his committee commends Dr. Jessie Whitehead for having produced a quality report during her first few months at Southern and also asked that Councilors follow the Art Education Department’s example in hand numbering report appendices. Dr. Florey said we would be hearing both presentations but noted that Dr. Charles Small would arrive at 2:00PM because he would be attending a lecture from 1:00-2:00PM. He said that the next meeting of the ASC would take place in the Arts and Sciences Seminar room and Dr. Lesley added that all committees would all be changing rooms in the spring semester with room assignments to follow once formalized.

b. Procedures

Jane McGinn

Dr. Jane McGinn, Chair of the Procedures Committee, announced the committee had approved three out of three nominations to the Graduate Faculty. The approved nominees were: Dr. Michelle Vancour from Public Health, Dr. John Schuerman from Math, and Dr. David Squires from Educational Leadership Dr. The three nominations were approved unanimously by the Council.

McGinn also noted that the Procedures Committee had found the criteria for acceptance into the Graduate Council somewhat broad and vague and that they would like the Rules of Order to be revisited.

c. Curriculum

Mary Purdy

Dr. Mary Purdy, Chair of the Graduate Curriculum Committee (GCC), announced that her committee had reviewed two new course proposals: ILS 656: Information Architecture and SED/CSP 610: Applied Behavioral Analysis. ILS 656 was approved as written and SED/CSP 610 was approved with minor revisions, due to the need for the rationale for why the course was cross listed and more details on which department would be primarily responsible for the course. The motion to approve these recommendations passed unanimously. Dr. Purdy reminded the Council that one of the Curriculum Committee's goals for the current academic year would be to develop the guidelines for interdisciplinary programs, and particularly to specify the difference between what is required for designating a course as an IDS course in the catalog as opposed to a cross-listed course.

5. Old Business

a. Graduate Program Action

Gerry Lesley

Dr. Gerry Lesley, Chair of the Graduate Council, made a motion to vote on the recommendations made by the ASC last month when evaluating the Research, Statistics, and Measurement (RSM) program. The ASC had recommended conditional approval during the October meeting but the Council did not vote on the recommendation at that time. The motion to approve the recommendation passed with one abstention.

b. Rules of Order- Update

Gerry Lesley

There was a discussion on the criteria for joining the graduate faculty, in particular, whether the criteria should be joined by "ands" or "ors." Dr. Lesley asked that the Council use "ands" until the proposal for using "ors" was approved by the Faculty Senate. Dr. Lesley noted the Graduate Council had approved the "ors" in the May 2005 meeting of the Graduate Council and therefore it may be valid to go by the document but this would be

addressed at a meeting of the Executive Committee. Dr. Lesley said he would contact Dr. Wes O'Brien and get back to the Council on this matter during the next meeting.

6. New Business

Ken Florey

a. Dr. Gerry Lesley announced that the Graduate Council needed a representative for the Library Committee. Dr. Robert Axtell agreed to be our representative.

b. Graduate Program Review- Art Education

Dr. Jessie Whitehead gave a PowerPoint presentation of the interim report for the Art Education Program. Dr. Florey reiterated that the ASC appreciated Dr. Whitehead's efforts and was impressed with what she did after being at Southern only a few months. He said the ASC had voted to grant continuing approval for the Art Education program. The motion to approve the recommendation passed unanimously.

c. Graduate Program Review- Urban Studies

Dr. Charles Small, director of the Urban Studies Program arrived at 2:00PM and made his presentation. Dr. Small first introduced Reverend Robert Lampkin, the former director of the program who summarized what he saw to be the strengths and importance of the Urban Studies Program and asked that the Administration work together with the Urban Studies faculty and students to arrive at an appropriate model on which to base the program. He also expressed the need for an Urban Studies Center which he said Southern had but had "lapsed due to error." He said such a center would involve all levels of government and allow Southern students and the New Haven community to share resources for constructive ends. He said structural limitations such as not having a secretary or university assistants made it difficult for the program to grow. Dr. Small admitted that his program did not meet the standard of three full time faculty members but said the programs numbers were good, as he had demonstrated in a revised version of the report he submitted. The original report did not include these statistics and the revised version had been submitted after the ASC committee met, making it impossible for the ASC to review it in time for the report. Dr. Florey said the ASC had voted on granting conditional approval for the Urban Studies Program. The motion passed unanimously.

d. Online Resources

Lisa Galvin

Assistant Dean, Lisa Galvin gave a presentation on website improvements and on-line resources. She showed Councilors what could be found on WebCT including meeting minutes and the documents each of the committees needed to review during their sessions. Improvements have been made to the Graduate Studies Website to include separate links for each of the three subcommittees of the Graduate Council, thereby allowing easy access to all forms and contact information. Assistant Dean Galvin thanked Dr. Gerry Lesley for suggesting these changes.

7. Adjournment

Chairperson Lesley adjourned the meeting at 2:42 pm.

Respectfully submitted,
Patricia Olney, Secretary