

Meeting of the Graduate Council

October 4, 2004

Minutes

Present

Councilors: Arts and Sciences—Kristine Anthis, Jon Bloch, Vincent Breslin, Steve Burian, Ken Florey, Alan Friedlander, Ross Gingrich, Gerry Lesley, Patricia Olney, Lorrie Verplaetse; **Business**—Durga Prusad for Omid Nodoushani; **CLIS**—Yan Liu, Jane McGinn, Gwendolyn Nowlan, Hrvoje Podnar; **Education**—Beena Achhpal, Robert Axtell, Nancy Boyles, Joy Fopiano, Bernard Hayford, Norris Haynes, William Diffley, George Olshin, Christine Villani; **HHS**—Mary Bellandese, Jean Breny Bontempi, Elayne Haymes, Susan Killion, Edward Lynch, Joe Panza, Mary Purdy

Guests/Observers: Dean Sandra Holley, Interim Vice President Ellen Beatty, Patricia Major, June Cheng, Marianne Kennedy, Lisa Galvin

1. Call to Order

Chairperson Susan Killion called the meeting to order at 1:04 pm.

2. Disposition of Minutes

Chairperson Killion corrected two errors on page 3 of the minutes of May 3, 2004, changing the word “are” in the third to last line to “is,” and moving the sentence “The Revised Rules of Order have been approved by the Procedures Committee” one sentence forward. There were no other corrections from the floor. A motion to approve the minutes as amended was made, seconded, and approved by the Council.

3. Announcements

a. Office of the Academic Vice-President

Ellen Beatty

Interim Vice President Ellen Beatty made the following announcements:

- (1) She has appointed Jean Breny Bontempi to be our liaison to “Scholarship in Teaching,” which, at the moment, is operating in part as an on-line discussion group.
- (2) Katherine Magno has taken on responsibilities as the coordinator of the EDL Doctoral Program. Interim Vice President Beatty has asked that she be allowed to sit in on Graduate Council Meetings in some capacity.
- (3) The program on General Education, which was held on Friday, October 1, was quite successful. Generally aimed at undergraduates, it did have implications for graduate education.
- (4) Dean Sandra Holley forwarded to her a letter from Richard Zippoli, a Graduate Research Fellow from Communication Disorders, who is going on to a Doctoral Program. He was very appreciative of the opportunities provided to him by the university in the Research Fellowship program.

- (5) All faculty members are encouraged to participate with their various schools at the Inauguration of President Cheryl Norton.
- (6) She indicated that she thought that the last meeting of the Graduate School program heads and coordinators with the Graduate School Dean was highly successful.

b. *Office of the Dean of Graduate Studies*

Sandra Holley

The Dean of Graduate Studies addressed the Council by first introducing Assistant Dean Lisa Galvin and explaining her duties. She also outlined the duties of Associate Dean, Roseann Diana, who was not able to attend the Council meeting.

Dean Holley then outlined some of the continuous activity that has taken place in the School of Graduate Studies since the last meeting of the Graduate Council in May 2004.

- (1) The 6th Graduate Commencement was held in May. A total of 1,029 graduate degrees were conferred. This is greater than the number of degrees (964) that were conferred last year.
- (2) The School of Graduate Studies hosted the 6th Annual Orientation for New Graduate Students in August. There were over 250 in attendance.
- (3) The fifth annual survey of SCSU graduates was conducted in May to those students whose degrees were conferred in May 2004. We used the Noel Levitz Adult Student Priorities Survey. A report will be made to the Graduate Council next month on the results of the survey. Last year student satisfaction regarding academic areas was high, but it was rather low in terms of reactions to offices composing the infrastructure. The Dean expressed hope that things would turn around this year.
- (4) The Graduate Research Fellows Class of 2004 was selected, and the fellows have begun monthly seminars with the Graduate Dean and their faculty mentors.
- (5) The Graduate School Graduate Assistantship (GSGA) program was continued for the second year this fall. Ten graduate students were selected to be recipients of a \$16,000 Graduate Assistantship award for the 2004-2005 academic year. The GSGA is a form of apprenticeship designed to contribute to the student's academic and professional growth and development. Its primary purpose is to enhance the academic experience of each student. The experience will include activities that are relevant to each student's program of study that contribute to the University's teaching, research, and administrative efforts. The GSGA's also participate in a monthly meeting with the Graduate School Dean and their faculty mentors.
- (6) Full-time graduate enrollment increased 5.1% from last fall. According to the statistics reported by the Office of Management and Institutional Research, we had a total of 992 full-time graduate students for this fall (compared to 944 last year). Part-time enrollments declined by 6.7% resulting in a total of 2,871 part-time graduate students for the Fall semester. Associate Dean Diana has compared graduate admissions and enrollment statistics for Fall 2003 and 2004. This year we received 4,262 applications for the Fall Semester. This represented a decrease

of 205 (approximately 5%). We accepted a total of 1,158. Last year, we accepted 1,270 for the Fall Semester.

- (7) We will host two Graduate School Open Houses this year. The first will be held on Thursday, November 18, 2004 from 3:00-7:00 p.m.. The second will be held on Thursday, April 14, 2005. Dean Holley urged each Councilor to inform his or her constituents about the Open Houses, and she hoped for a 100% response from every graduate program.
- (8) During this academic year, the School of Graduate Studies will move forward in advancing its *Agenda for Excellence*. There are new initiatives that will be pursued: (a) There will be a hosting of two meetings per semester of the Graduate School Dean with graduate program chairpersons and coordinators; (b) the current policies and procedures of the Graduate Council will be examined. To this end, the Dean had distributed to each Councilor a packet with examples of the administrative forms that currently are being used. She urged Councilors to share these forms with their constituents. The forms are also available on the Graduate School website.

Dean Holley concluded her remarks by thanking the Councilors for their support and she expressed her hopes for another successful year with regards to the Graduate Program.

4. Reports

a. Academic Standards

Gerald Lesley

Gerald Lesley, Chair of the Academic Standards Committee (ASC), passed out the 5-year schedule for the review of all of our graduate programs. In November, Art Education is scheduled to present its report to the full Council membership. He indicated that he expected to add the report of Educational Foundations to the present schedule. The ASC meets on the second Monday of each month in ENB 225B.

b. Procedures

Joy Fopiano

Joy Fopiano, last year's chair of the Procedures Committee, announced that she had stepped down, and that, at the committee's organizational meeting for this year, Alan Friedlander had been chosen to take her place. She also indicated that the committee was trying to work on a webpage so that all Councilors could have an electronic copy of the nomination forms for faculty seeking to become members of the graduate faculty. She also announced that nomination criteria for those applying for such status will revert back to those of 2002.

Alan Friedlander then announced that 7 nominees had been recommended for graduate faculty status. These proposed new members were John DaPonte, Jennifer Dysart, Patti Hanlon, Sean Patrick Grace, Denise Maricle, Raymond Mugno, and Francesca Pennisi. The committee decided not to recommend graduate faculty status at this time to five other

applicants, in part because of incomplete forms or lack of evidence that they had met the established criteria.

The full Council accepted these recommendations unanimously.

c. Curriculum

Mary Purdy

Mary Purdy announced that at the first meeting of the Curriculum Committee she had been re-elected as chair. She indicated that the Committee had evaluated 3 new course proposals, EVE 552—Science Education and Environmental Studies was approved as presented, SOC 515—Sociology of Gender was approved with minor revisions, and SOC 572—Quantitative Methods was tabled for further discussion at the next meeting.

EVE 552 and SOC 515 were approved unanimously by the council.

5. Old Business

There was no old business.

6. New Business

Chairperson Killion referred to a list of this year's Standing Committees and Assignments of members to those committees that was included with the agenda. She indicated that she will be adding to this list because new Councilors have been elected subsequent to the publication of the list.

She then addressed the subject of electronic dissemination of Council documents and reports. She indicated that there would be an effort to work with the Curriculum Committee and the Academic Standards Committee to have some of their reports in Electronic form to cut down on paper use. These reports would be found on the School's Home Page under "My WebCT." The link of "Graduate Council" is set up like a course, with Assistant Dean Lisa Galvin listed as "Course Instructor." Other documents available through this site include the Rules of Order of the Council. Hard copies of reports would still be presented to members of these two committees, but electronic versions would be available to the other Councilors. The members of the Academic Standards Committee, for example, would still receive from each department under review a full report of that department's program along with appendices. A shorter version of those reports, without appendices, would be made available electronically for other Council members.

There were some concerns from Council members that if material was issued electronically that Council members would still need to download that material for Council meetings and that there would not, then, be a paper savings. Some also felt that it might not be a good idea to list the nomination forms of people who had been rejected for Council membership.

Chairperson Killion thanked the membership for their concerns, and indicated that she and the Executive Committee would take them into consideration when developing a pilot program for a month or so.

Gerald Lesley then pointed out that the Faculty Technical Resource Center, located on the 3rd floor of the library, can take a quantity of hard copy and reduce it quickly to pdf files for inclusion on any faculty site, including that of the Council's.

Joy Fopiano urged Councilors to tell prospective candidates for graduate faculty status from their departments that they should be certain to fill out their nomination forms completely and to read directions.

Gerald Lesley then asked that members of the ACS Committee stay behind briefly after the meeting for orientation.

Chairperson Killion reminded everyone that agenda items had to be submitted to her three weeks prior to a meeting to be included for consideration at that meeting.

7. Adjournment

Chairperson Killion adjourned the meeting at 2:05 pm.

Respectfully submitted,
Ken Florey, Secretary