

Meeting of the Graduate Council

March 3, 2008

Minutes

Present

Councilors: Arts and Sciences— Paul Best, Ilene Crawford, Ken Florey, Ross Gingrich, Scott Graves, Jessica Kenty-Drane, Lori Verplaetse, Charles Wieder, Leon Yacher

Business—Durga Prasad, James Thorson *CILS*—Hak Joon Kim, Chang Suk Kim, Yan Quan Liu, Hrvoje Podnar *Education*- Robert Axtell, Ruth Eren, Joy Fopiano, Deborah Newton, David Squires *HHS*—Mary Bellandese, Mark Cameron, Michael Perlin, Mary Purdy, Olive Santavenere, Barbara Worden.

Guests/Observers: Selase Williams, Sandra Holley, Ronald Herron, Roseann Diana, Lisa Galvin, Mirda Newman

1. Call to Order

Dr. Ken Florey

Chairperson Ken Florey called the meeting to order at 1:07pm.

2. Disposition of Minutes of October 1.

The minutes of December 3, 2007 were passed unanimously after addition of Ilene Crawford and Eileen Crutchlow to the attendance list.

3. Announcements

a. Office of the Provost

Dr. Selase W. Williams

Dr. Williams announced that there would be a celebration of the University Strategic Plan on March 10 from 1-2 pm in the Adanti Center. The Provost indicated that he is in support of increasing the minimum GPA to 3.0 and that this policy change should help to attract well qualified students to our Graduate School. Dr. Williams commented that the resolution from the Faculty Senate regarding repeat/cancel of grade was intended for undergraduate classes only but that it would have an impact on the graduate program. He discussed the need to establish a committee to develop University Policies and Procedures.

b. Office of the Dean of Graduate Studies

Dean Sandra Holley

Dr. Holley announced that the official third week statistics for Spring 2008 as reported by the Office of Management and Institutional Research showed full-time graduate enrollment declined 5.9% from last spring. There was a total of 881 full-time graduate students for this spring compared to 936 at the same time last year. Part-time enrollment decreased 3.7% resulting in a total of 2,411 part-time graduate students. There is a grand total of 3,292 matriculated graduate students for Spring Semester 2008.

Dr. Holley announced that the next meeting of graduate program chairpersons and coordinators will be next Monday, March 10 from 2:00 – 4:00 p.m. in EN B 121 A&B and that an invitation was sent to all chairs and coordinators. The major agenda item will be a discussion of graduate enrollment management. She indicated that it is imperative that we consider five key aspects to graduate enrollment: recruitment, admission, enrollment, retention and graduation (time to complete degree).

In order to facilitate the work of the graduate coordinators, Dr. Holley reminded councilors that training in the use of Banner is available by Conrad Calandra for all department secretaries, as well as faculty. The training enables faculty and staff to access Banner to ascertain whether transcripts have been received, PRAXIS scores received, etc. She indicated that Conrad is available at 25393 to schedule an individual session.

Dr. Holley announced that the Graduate School will host its Open House on Thursday, April 17 in the Adanti Student Center. As always, we rely upon the active participation of representative from each graduate program. She looks forward to a successful event. Visit Channel 8's website to view the announcement of Open House.

The 10th annual Graduate Research Symposium will be held on Thursday, May 8th from 1:00 – 4:00 p.m. in EN C 112. Dr. Holley asked that Councilors inform their colleagues and students of this milestone event and that the Councilors join the students and their mentors as they present their research.

*c. Address from Dr. Ronald Herron, Vice President for Student and University Affairs
Dr. Ronald Herron*

Dr. Herron indicated that he has met with GSAC regarding student concerns and he summarized some of the issues that have been identified and addressed by his office. First there appeared to be a disconnect between hours of student attendance and ancillary service office hours. Dr. Herron indicated that as ancillary service office positions are vacated, the new positions should include some night hours in order to accommodate students. Dr. Herron announced that the current food service contract is being negotiated and that several changes are being negotiated. These include anytime unlimited dining in Connecticut Hall, changing the menus in the Food Court to more healthy choices and enhancement of the food service in Engleman Hall. The possibility of a "Grab and Go" for sandwiches, salads and beverages is being investigated for Davis Hall.

d. Graduate Council Dr. Ken Florey

Dr. Florey introduced Dr. Deborah Weiss, chairperson of the UCF. Dr. Florey also announced that Dr. Frank Sansone will address the Council next month to update us regarding the Office of Research Integrity. He has also invited Lise Brule, comptroller, to address the Council and asked that Councilors email him with suggestions for discussion topics. Dr. Florey remarked how impressed he was with how much productive work has been done by the Council over the years and noted that outside evaluators have recommended that the Graduate Council's Five-Year Evaluations be used as a model for undergraduate assessment. He asked that Councilors share information with the departments and, to this end, the approved Council's minutes will now be emailed to all Councilors to facilitate this.

e. Associate Dean of Graduate Studies, Roseann Diana Ms. Roseann Diana
Ms. Roseanne Diana summarized the current Graduate School policy regarding minimum GPA's. At the present time the minimum overall undergraduate GPA for non-certifying

programs is 2.5. The minimum overall undergraduate GPA for any Connecticut teacher certification program in 2.7. There is a minimum GPA requirement of 3.0 for any graduate course. She indicated that individual programs can set higher standards for their departments. In determining minimum GPA's all students are required to submit official transcripts from all college level institutions that they have attended. Exceptions for admission can be made if an applicant has been awarded one or more graduate degrees and the academic program recommends acceptance to a non-certifying program or if an applicant has completed courses at SCSU as a non-matriculant and has attained a minimum 3.0 for 9-12 credits. Ms. Diana also indicated that an academic program may recommend conditional acceptance if an applicant does not meet the minimum GPA. Conditional acceptance cannot be granted for teacher certification programs unless a written waiver is provided by the Dean of the School of Education in advance. She indicated that no more than ten percent of the annual admissions to any program may be in the Conditional Acceptance category. The procedures for Conditional Acceptance are as follows: The chair or coordinator provides a written rationale for conditional acceptance to the Graduate School based on special or extenuating circumstances, conditions for acceptance must be stipulated including a time frame for completion and the conditions must be noted on the plan of study. A typical condition for a student pursuing a 30-36 credit program is to achieve a 3.0 in the first 9 to 12 credits. Once this information is received by the Graduate School, the Graduate School writes a letter of acceptance to the applicant detailing the conditions and time frame. The student is responsible for notifying the Graduate School when all conditions have been met. Ms. Diana indicated that the Graduate School routinely reviews the files of all conditionally admitted students at the end of each fall and spring term and if conditions are not met, the student, after consultation with the department, is dismissed. If the conditions are met a letter is sent from the Graduate School to the student with a copy to the coordinator and the Registrar's Office. Ms. Diana distributed a copy of the current Policy and Procedure for Recommending Conditional Acceptance to all Councilors present.

4. Reports

a. Academic Standards

Dr. Ross Gingrich

Dr. Gingrich announced that the Academic Standards Committee would meet on 3/31/08 to evaluate the increase of the minimum GPA requirement for admittance to the Graduate School from 2.5 to 3.0 and that as a committee they were looking for input from as many people as possible. The Committee will make a recommendation to the Council regarding minimum GPA at the April meeting. Dr. Gingrich indicated that the Graduate Program in Sociology would be reviewed later. He indicated that the ASC would meet next Monday to discuss the program in Science Education and Environmental Studies and that copies of those programs were available for review.

b. Curriculum

Dr. Mary Purdy

Dr. Mary Purdy reported that the Committee had reviewed Urban Studies 565 and that the Committee recommended it be approved with minor revisions. The recommendation to approve Urban Studies 565 was passed unanimously. Dr. Purdy indicated that the

Committee had reviewed a revision of the MS in Environmental Education program and that the Committee recommended the proposal be approved with minor revisions. The recommendation to approve the MS in Environmental Education program was passed unanimously.

c. Procedures

Dr. David Squires

Dr. Squires, Chair of the Procedures Committee, announced that four applications to the Graduate Faculty were reviewed, those of Jessica Suckle-Nelson, Elliott Horch, Kevin Colwell, and Sandip Dutta. The motion to approve the nomination of these faculty members passed unanimously.

5. Old Business

a. Rules of Order update

Dr. Ken Florey

Dr. Florey summarized the current status on the approval of the Revised Rules of Order that was submitted to the Faculty Senate. The Faculty Senate subcommittee is scheduled to meet with the Executive Committee of the Graduate Council on March 24 to discuss their reactions.

6. New Business

a. Graduate Program Review

Dr. Ross Gingrich

Dr. Jessica Kenty-Drane presented an overview of the MS program in Sociology. She reviewed the program goals, core requirements, outcomes and assessment procedures. Over the past 5 years there has been an average of 13 admissions and 5 graduations per year. The student surveys have indicated general satisfaction with the program but there were concerns that courses be offered more regularly and more often than every 2 years for core courses. The programs strengths and weaknesses were reviewed as well as plan of action which included cultivating greater interaction between faculty and students and increasing the number of full-time faculty. The Academic Standards Committee recommended continuing approval for the MS program in Sociology and a motion to approve the recommendation was passed unanimously by the Council.

7. Adjournment

Chairperson Florey adjourned the meeting at 2:43 p.m.

Respectfully submitted,

Mary H. Bellandese, Secretary