

# Meeting of the Graduate Council October 1, 2007

## Minutes

### Present

*Councilors:* **Arts and Sciences**— Paul Best, Steve Burian, Ilene Crawford, Ken Florey, Ross Gingrich, Scott Graves, Jessica Kenty-Drane, Dina Moore, Rob Snyder, Lori Verplaetse, Charles Wieder, Leon Yacher **Business**—Durga Prasad, Jim Thorson **CLIS**—Hak Joon Kim, Chang Suk Kim, YakQuan Liu; **Education**- Robert Axtell, Patricia DeBarbieri, William Diffley, Suzanne Duke, Ruth Eren, Joy Fopiano, Adam Goldberg, Bernard Hayford, Joel Meisel, Deborah Newon, Maravene Taylor-Roscow, David Squires **HHS**—Mary Bellandese, Esther Howe, Eileen Crutchlow, James MacGregor, Michael Perlin, Mary Purdy.

*Guests/Observers:* Dean Sandra Holley, Roseann Diana, Lisa Galvin, Marianne Kennedy, Frank Sansone, Pamela Brucker, Richard Riccardi, Jerry Hauselt

### **1. Call to Order**

*Dr. Ken Florey*

Chairperson Ken Florey called the meeting to order at 1:06 pm.

### **2. Disposition of Minutes of April 2.**

The minutes of May 7, 2007 were passed unanimously.

### **3. Announcements**

#### *a. Graduate Council*

*Dr. Ken Florey*

Dr. Ken Florey announced that the November meeting of the Graduate Council will be held in Buley Room 417. He also announced that there have been a few changes to the monthly schedule for the Academic Standards reviews to avoid having the committee review more than one program a month. Dr. Florey announced that there would be two guest speakers today, Dr. Marianne Kennedy and Dr. Frank Sansone. He also invited the councilors to provide him with names of potential other guest speakers for future Council meetings. Dr. Florey congratulated Dr. Mary Purdy for being chosen for the Board of Trustees Teaching Award and Dr. Lori Verplaetse for her \$1.5 million grant dealing with teaching non-English speakers. Dr. Florey introduced Dr. David Squires as the new chairperson of the Procedures Committee. Dr. Florey also welcomed to the meeting, Dr. Pamela Brucker who was newly appointed as the Faculty Senate's official observer to the Graduate Council.

#### *b. Office of the Provost*

*Dr. Selase W. Williams*

Dr. Williams sent his apologies that he was unable to attend today's meeting.

#### *c. Office of the Dean of Graduate Studies*

*Dean Sandra Holley*

Dr. Holley extended a special welcome to the members of the Graduate Council Executive Board: Chairperson - Kenneth Florey, Academic Standards Committee Chairperson - Dr. Ross Gingrich, Curriculum Committee Chairperson - Dr. Mary Purdy, Procedures Committee Chairperson - Dr. David Squires, and Secretary - Dr. Mary Bellandese. She also welcomed the members of the Graduate Council and recognized the

work that is done by the Councilors. Dr. Holley expressed that attendance at Graduate Council meetings as well as at Committee meetings is a critical factor in completing the work of the Council.

Dr. Holley introduced Associate Dean, Roseann Diana, who handles review of applications, edits the Graduate catalog; organizes the Graduate Open Houses and Orientation for New Graduate Students and Assistant Dean, Lisa Galvin, who is the Information Technology ‘guru’ for the Graduate School; has taken the leadership role in our IT operations; maintains the Graduate School website; handles continuous enrollment; sends out the monthly pending application lists to graduate programs. She noted that both Roseann and Lisa are truly exemplary members of our staff and they earn the excellent performance ratings that are given them each year. Both Lisa and Roseann are available to meet with new graduate program coordinators to provide them with an orientation to the functions of coordinators. Dr. Holley also extended a welcome to a new member of the SCSU faculty, Scott Phelps, Associate Professor, who has been assigned to assist in the development of an Emergency Disaster Management program.

Since the last meeting of the Graduate Council in May 2007, the following activities have occurred:

- The 9<sup>th</sup> Graduate Commencement was held in May and a total of 1,138 graduate degrees and diplomas were conferred, which is greater than the number of degrees (1,025) that were conferred last year.

DEGREES	2001	2002	2003	2004	2005	2006	2007
Masters & 6 <sup>th</sup> Year Diplomas	1,210	860	964	1,029	1,083	1,025	1,138
Undergraduate	1,135	1,046	1,215	1,215	1,185	1,289	1,357

- The School of Graduate Studies hosted the 9<sup>th</sup> Annual Orientation for New Graduate Students in August. There were over 350 persons in attendance.
- The seventh annual survey of SCSU graduates was conducted in May to those students whose degrees were conferred in May 2007. The Noel Levitz Adult Student Priorities Survey was used. A report will be made to Graduate Council next month on the results of the survey.
- The Graduate Research Fellows Class of 2008 and the Graduate School Graduate Assistants for 2007-2008 were selected and both groups have begun monthly seminars with the Graduate Dean and their faculty mentors. Dr. Holley recognized the members of the Graduate Council who are serving as mentors for the GRF and GSGA students. They generously donate their time to mentor the students over the academic year. They are not compensated for the incredible work that they do, but they have our sincerest appreciation.

- The third week fall semester enrollment statistics have been reported; full-time graduate enrollment decreased 3.1% from last fall. According to the statistics reported by the Office of Management & Institutional Research, we had a total of 910 full-time graduate students for this fall [compared to 939 last year]. Our largest graduate fall enrollment in the past five year was 1,083 in 2005. Part-time enrollment decreased by 10.7% resulting in a total of 2,505 part-time graduate students for the Fall semester. Dr. Holley has requested from OMIR admissions statistics for each graduate program and we will be looking at enrollment numbers by graduate programs. This data will be shared with graduate program chairpersons and coordinators.
- The Graduate School will host two Graduate School Open Houses this academic year. The first will be held on Thursday, October 25, 2007 from 3:00 – 7:00 p.m. in the ballroom of the Adanti Student Center. The second will be held on Thursday, April 17, 2008. Dr. Holley reminded the councilors that she relies upon our faculty to implement the Open Houses and asked that each Councilor inform his or her constituents about the Open Houses. She hoped that there would be a 100% response from every graduate program.

During the 2007-2008 academic year, the School of Graduate Studies will move forward in advancing its *Agenda for Excellence*. Dr. Holley announced that there are several initiatives that will be pursued:

- On Monday, October 15, the Graduate Dean will host the first meeting of the year with the graduate program chairpersons and coordinators. The topic of the meeting is “Re-Envisioning Graduate Studies at Southern Connecticut State University”. The meeting will be held from 2:00 – 4:00 p.m. in EN B 121 A&B. The agenda for the meeting will feature a panel discussion moderated by Provost Williams. Members of the panel include Dean Donna Jean Fredeen, Dean James Granfield, Dr. Kenneth Florey and Dr. Jane McGinn. Dr. Robert Page and Dr. Michael Perlin will be respondents. The outcome of the meeting is to have defined priorities for Graduate Studies for the next 10 years. These priorities will be consonant with the Strategic Plan and will be used in the allocation of resources. In preparation for the meeting Dr. Holley requested that all graduate program chairpersons and coordinators provide her with an electronic statement of their goals and priorities for graduate studies for the next decade. The response for this was immediate and Dr. Holley continues to receive emails with goals and priorities. She asked that the councilors remind their chairs and coordinators to send her their responses if they have not done so.
- The Ad Hoc Committee on the Special Project capstone experience will reconvene to continue its work on developing standards and policies that reflect “best practices” in graduate education. The committee met once during the summer and began the second phase of its work that involves soliciting input from the departments who incorporate the Special Project in their program of planned study. We will have discussions with representatives from these programs to learn about how they handle the Special Project and use this input to guide the final recommendations from the committee. This process is important

and Dr. Holley will keep the Council informed of the progress. Dr. Holley thanked the members of the Graduate Council who have agreed to work on this very important initiative.

- Dr. Holley will continue to focus on the infrastructure of the Graduate School in terms of identifying policies and procedures related to the conduct of business in the Graduate School. One initiative is our plan to revise our admissions process significantly to incorporate three major innovations: (1) an electronic application that is “pushed” into Banner eliminating much of time currently required for data entry and increasing efficiency; (2) document management, including imaging, to scan the transcripts, letters, and other documents so that they might be placed on a secure server so they are accessible via the web; (3) work flow software that permits electronic routing of files/documents to allow for electronic review, decision making, and transmission of information. The first step of having an electronic application is slowly going through the approval process and currently contracts are at the Attorney General’s office for review and approval. The Graduate School has looked into document imaging and workflow systems. Currently, these two aspects are being viewed systemically from a University-wide perspective.
- The Graduate School will continue to promote full-time graduate enrollment of our students. Simultaneously, the Graduate School is pursuing ways to assist our part-time students.
- Dr. Holley has been joined by her colleague graduate deans at Central and Western, and they are hopeful of moving forward our proposal for a tuition waiver for graduate assistants.

Dr. Holley indicated that the success that we have witnessed over the past eight years reflects the coordinated efforts of faculty, staff, and students in promoting excellence in graduate education. The work that is done by the Graduate Councilors in the standing committees is laudable. She thanked all for their support and looks forward to another successful year.

#### **4. Reports**

##### *a. Academic Standards*

*Dr. Ross Gingrich*

Dr. Gingrich announced that the committee is currently reviewing the Marriage and Family Therapy Graduate Program and their report will be presented to the Council at some future meeting. He also announced that the committee will review the Educational Leadership program this month. He asked that the committee members meet with him at the end of the graduate council meeting today.

##### *b. Curriculum*

*Dr. Mary Purdy*

Dr. Mary Purdy reported that there was no business before the committee this month. She outlined that the goal for the committee this year was to solidify their document

regarding the responsibility of the Curriculum Committee and to develop definitions and procedures for course and program proposals.

*c. Procedures*

*Dr. David Squires*

Dr. Squires, Chair of the Procedures Committee, announced that the Graduate Council Procedures Committee had reviewed and approved 13 nominations to the graduate faculty, those of Debra Risisky in Public Health, Karen R. Remedios, English; Gregory Adams, Sociology; Mirela Newman, Geography and Urban Studies; Christian P. Heidcamp, Geography; Gayle Bessenoff, Psychology; Chulguen Yang, Management/MIS; Caleb Rosado, Sociology; Margaret M. Generali and Misty Ginicola, Counseling and School Psychology; Jill Strawn, Nursing; Judith Terpstra, Special Education and Reading; Jonathan Reinhardt, Foreign Languages. The motion to approve the nominations of all 13 faculty members passed unanimously.

**5. Old Business**

*a. Rules of Order update*

*Dr. Ken Florey*

Dr. Florey reported that the revised Rules of Order document was presented to the Faculty Senate last year and that it is being considered in the Senate. He announced that the current Rules of Order will be in effect until the revised rules are approved by the Faculty Senate and the President.

**6. New Business**

*a. New Guidelines for Off-Site Courses*

*Dr. Marianne Kennedy*

Dr. Kennedy reviewed the guidelines from the Department of Higher Education and NEASC regarding off-site courses including online courses. She highlighted the policy that if more than 50% of a program is available off site it must go through the approval process of both the DHE and NEASC. Summaries of these policies were distributed to the councilors.

Dr. Kennedy also distributed and reviewed the results of the Student Survey for summer session 2007. She reviewed the changes to summer school including discounted tuition.

*b. HRPP Report*

*Dr. Frank Sansone*

Dr. Sansone indicated that he is serving as the University's Research Integrity Officer for this academic year. The Office of Research Integrity has the responsibility for promoting and monitoring responsible conduct of research at SCSU. Dr. Sansone described the methods available for reporting and dealing with research misconduct at SCSU. Information about this office will be on the University web next month.

**7. Adjournment**

Chairperson Florey adjourned the meeting at 2:50 p.m.

Respectfully submitted,  
Mary H. Bellandese, Secretary