

Meeting of the Graduate Council December 3, 2007

Minutes

Present

Councilors: **Arts and Sciences**— Paul Best, Steve Burian, Ilene Crawford, Ken Florey, Ross Gingrich, Scott Graves, Jerry Hauselt, Jessica Kenty-Drane, Rob Snyder, Charles Wieder, Leon Yacher **Business**—Durga Prasad **CLIS**—Hak Joon Kim, Chang Suk Kim, Yan Quan Liu, Hrvoje Podnar **Education**- Robert Axtell, Patricia DeBarbieri, Adam Goldberg, Bernard Hayford, Joel Meisel, Deborah Newon, David Squires **HHS**— Mary Bellandese, Eileen Crutchlow, James MacGregor, Michael Perlin, Mary Purdy.

Guests/Observers: Sandra Holley, Roseann Diana, G. Kowalczyk, Donna Jean Fredeen

1. Call to Order

Dr. Ken Florey

Chairperson Ken Florey called the meeting to order at 1:02 pm.

2. Disposition of Minutes of October 1.

The minutes of November 5, 2007 were passed unanimously.

3. Announcements

a. Graduate Council

Dr. Ken Florey

Dr. Florey announced that the chairperson of the Undergraduate Curriculum Forum, Dr. Deborah Weiss asked to be an observer on the Graduate Council and that the UCF welcomes a member of the Graduate Council to observe the UCF.

b. Office of the Provost

Dr. Selase W. Williams

Dr. Williams asked that the faculty extend any assistance necessary to students who were affected by the delayed opening this morning. Dr. Williams indicated that he supports the revisions to the Graduate Council's Rules of Order. He indicated that the opposition by the Faculty Senate will allow for a campus dialogue between graduate faculty and undergraduate faculty. He also indicated that he is in support of the distinction of graduate faculty and that this is in accordance with the strategic plan.

Dr. Paul Best asked the Provost to comment about the report in the campus newspaper that a current faculty member did not have an approved doctoral degree. Dr. Williams indicated that the case was being investigated.

Dr. Florey expressed his thanks to Dr. Williams for his support of the Graduate Council, the Graduate Faculty and decisions of the Graduate Council especially those of the Academic Standards Committee.

b. Office of the Dean of Graduate Studies

Dean Sandra Holley

Dr. Holley reported that it is time to make revisions to the graduate catalog which is scheduled to be delivered to campus in early April 2008. She indicated that each department chairperson had received the pages of the current catalog that pertain to each department and that all corrected copy must be submitted to the dean of their school by

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December 7, 2007. Each dean is requested to forward all copy from his/her school to Associate Dean Diana by January 4, 2008.

Dr. Holley reported that the number of students admitted for Spring 2008 is down compared to the same time last year (206 compared to 263). She urged faculty to meet with applicants whose files are complete and require only the planned program from the academic department in order to facilitate the students' matriculation as swiftly as possible.

The applications for the Graduate Research Fellowship and Graduate School Graduate Assistantship will be posted on the Graduate School website next week. The closing date for applications is February 8, 2008.

Dr. Holley formally requested that the Academic Standards Committee of the Graduate Council recommend that the minimum grade point average of students admitted to the Graduate School be raised from 2.5 to 3.0. She stated that it is important that we focus on quality as well as quantity and that this was one way to address this issue.

Dr. Holley reported that she had attended a conference "The Recruitment and Retention of Adult and Graduate Students" last week and that they stressed the importance of marketing graduate programs and communicating regularly with those who inquire about graduate programs. She will be meeting with Public Affairs in two weeks to map out the Graduate School marketing plans for 2009. Dr. Holley also indicated that it is important for graduate programs to follow through with potential applicants until they are actually admitted.

Dr. Holley announced that the first issue of the SCSU Research Protection Program newsletter (RPP) was sent to all members of the faculty. This issue marks the debut of the RPP which includes the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). She asked the Councilors to inform their colleagues of this change.

The second meeting of graduate program chairs and coordinators to discuss the Vision statement for the School of Graduate Studies was held last month and a tentative Vision statement emerged which was shared with the Council of Academic Deans. This Council suggested that two statements should be prepared – a Vision statement and a Mission statement. These were sent to all graduate program coordinators and chairs for their review and comment and were also presented to the Graduate Councilors. Dr. Holley requested feedback from the councilors by December 14th as she wished these to be included in the 2008 catalog.

Dr. Holley indicated she would be scheduling meetings with departments that are currently using special projects and that the special ad hoc committee would report back to the Graduate Council by the end of next semester.

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Finally Dr. Holley thanked all of the Council for their diligent work and indicated that their participation in the governance structure of the University is critical. She wished all members a restful and happy holiday season.

Dr. Florey commented that increasing the minimum GPA will attract better applicants to the Graduate School. He indicated that Mr. Patrick Dilger from Public Affairs will address the council next month. He also invited departments with good recruitment programs to present to the Council. Several suggestions were made from the floor to improve recruitment. These included couples housing and tuition reimbursement for graduate assistants.

c. Address from Chief Dooley

Mr. Joseph M. Dooley

Chief Dooley indicated that they are rebuilding the department to improve customer safety and that the issues raised on the Noel Levitz survey were a focus. Changes to date include painting and addition of yellow lights to the shuttle busses in order to improve their visibility, additional lighting and cutting back shrubbery in parking lots, increased walk throughs by police in buildings especially between 10 and 10:30 pm. The department is investigating camera systems for the parking lots, however this is a major capital expense. Mr. Dooley indicated that 888 dials to SCSU police and 911 goes to the City of New Haven and SCSU police. He indicated that all SCSU police officers have a good relationship with police in New Haven, Hamden, the FBI and the State Police. Each officer had completed the shooter protocols. Mr. Dooley reported that a Homeland Security Grant for a siren/PA system on the library has been applied for. In addition, an Emergency Plan has been submitted to the Health and Safety Commission which will be available for review in the next couple of weeks. Mr. Dooley invited suggestions from the Councilors. It was suggested that the gray phones in Englemann be labeled with emergency use including directions, that a left turn signal be added from Wintergreen to Farnum Avenues and that safety tips for faculty working weekend hours be disseminated.

4. Reports

a. Academic Standards

Dr. Ross Gingrich

Dr. Gingrich announced that three programs will be reviewed later in the meeting; the Sixth Year and EDD programs in Educational Leadership and the MS program in Chemistry. He announced that the Academic Standards Committee would meet next Tuesday at 1 pm in the Math seminar room to review the program for Recreation and Leisure.

b. Curriculum

Dr. Mary Purdy

Dr. Mary Purdy reported that 4 courses had been reviewed and that two were incomplete. The committee recommended approval with minor revisions for MBA 572 and MBA 573. The recommendation to approve MBA 572 and MBA 573 was passed unanimously. Dr. Purdy asked for committee members to remind faculty that new course and program proposals submitted to the Curriculum committee must be on the current forms which are

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on the web. In addition she reminded the councilors that required signatures for these forms have changed.

c. Procedures

Dr. David Squires

Dr. Squires, Chair of the Procedures Committee, announced that the Graduate Council Procedures Committee had reviewed and approved 1 nomination to the graduate faculty, that of Diana Newman in Communication Disorders. The motion to approve the nomination of Dr. Newman passed unanimously.

5. Old Business

a. Rules of Order update

Dr. Ken Florey

Dr. Florey reported the Faculty Senate has tabled the proposal for the Graduate Council's Rules of Order and that they requested a meeting with the Executive Committee of the Graduate Council. The Executive committee responded with suggested dates for this meeting and have not yet received a response from the Faculty Senate.

6. New Business

a. Graduate Program Review

Dr. Ross Gingrich

The recommendations of the Academic Standards Committee for continuing approval of the Sixth Year and EDD programs in Educational Leadership was reviewed by Dr. Gingrich as these programs were presented to the Council last month. Both of these programs were approved by a vote of the Council.

Drs. Robert Schneider and Gregory Kawalsic presented a review of the MS program in Chemistry. The department was also represented by Dean Donna Jean Fredeen, former chairperson of Chemistry. A summary of the goals, entrance and exit requirements and three program options were presented. The changes that have been effected since the last review 5 years ago were also presented along with the strengths and weaknesses and action plan for the program. The Academic Standards Committee recommended continuing approval. A motion to approve the recommendation was passed unanimously by the Council.

7. Adjournment

Chairperson Florey adjourned the meeting at 2:30 p.m.

Respectfully submitted,
Mary H. Bellandese, Secretary