

Meeting of the Graduate Council

April 4, 2005

Minutes

Present

Councilors: Arts and Sciences—Jon Bloch, Vincent Breslin, Steve Burian, Charles Wieder, Ken Florey, Alan Friedlander, Ross Gingrich, Gerry Lesley, Patricia Olney, Lorrie Verplaetse; **Business**—James Thorson; **CLIS**—Yan Liu, Jane McGinn, Gwendolyn Nowlan, Hrvoje Podnar; **Education**—Beena Achhpal, Robert Axtell, Nancy Boyles, Joy Fopiano, Bernard Hayford, Beth Taylor, Christine Villani; **HHS**—Mary Bellandese, Jean Breny Bontempi, Elayne Haymes, Susan Killion, Edward Lynch, Mary Purdy

Guests/Observers: Dean Sandra Holley, Dean Edward Harris, Associate Dean Roseann Diana, Assistant Dean Lisa Galvin, Alvin Chai, Winnie Yu, Patricia Major, June Cheng, Lisa Lancor, Sandra Davis, Taraneh Seyed

1. Call to Order

Chairperson Susan Killion called the meeting to order at 1:07 pm.

2. Disposition of Minutes

A motion was made to approve the minutes of March 7, 2005. The motion passed unanimously.

3. Announcements

a. Office of the Academic Vice-President

Ellen Beatty

The interim Vice President for Academic Affairs, Dr. Beatty, was out of town and, therefore, did not present her usual report.

b. Office of the Dean of Graduate Studies

Sandra Holley

The Dean of Graduate Studies addressed the Council concerning the following matters:

- The Noel-Levitz survey has been sent to all students who are degree recipients and candidates for 2005. The return of the surveys is being “encouraged” by the offer of a small gift to each student who returns the survey. In addition, we have tied the award to the distribution of graduate commencement tickets. Faculty are asked to encourage their students to complete and return the surveys.

- The Graduate School Open House will be held next week on Thursday, April 14 from 3:00 – 7:00 p.m. in the Lyman Center. Faculty are asked to be at their stations at 2:55 p.m. The graduate office has not received a reply from every graduate program listing the names of the departmental representatives. Please convey this information to Associate Dean Diana immediately.

- The 7th Annual Graduate Research Symposium will be held on Thursday, May 5, 2004 from 1 – 4:00 p.m. in EN 120. Faculty are urged to attend and to encourage students to attend as well.
- Last Friday, the Dean convened a meeting of the Graduate School Deans in the Connecticut State University (CSU) system. It was highly informative and reinforcing. The deans were particularly impressed with the activities of our Graduate Council and the enormous amount of work done by the Graduate Council committees. The deans were most interested in the five year review of graduate programs that is conducted by the Academic Standards Committee. Dean Holley shared with them two examples of the written reports (CSP & CSC) submitted as part of the peer review process. The deans were greatly impressed by the documentation.
- The Graduate School office has looked at the number of non-matriculated graduate students who have taken more than 9 credits in a given department. They have compiled a list of over 75 students who fall into this category. Letters will be sent to these students informing them of the Graduate School policy that states “Non-matriculated students may earn no more than 9 credits toward a degree program.” They will be advised to contact the graduate program coordinator if they wish to pursue a degree. Copies of the letter will be sent to the department chairperson and graduate program coordinator.

4. Reports

a. Academic Standards

Gerald Lesley

Gerald Lesley, Chair of the Academic Standards Committee (ASC), announced that his committee had reviewed the five-year evaluation of the Computer Science Department and that it would be submitting its recommendation to the Council later in the meeting. The next program up for review will be Political Science. Dr. Lesley also announced that his committee would be distributing for review by Council members prior to the next meeting the revised documents for minimum standards for a graduate course syllabus and for procedures for the Academic Standards Committee review of program reports.

Chairperson Killion then expressed appreciation to the Counseling and School Psychology Department for the excellent Power Point presentation that Dean Holley had distributed by e-mail to the Council and expressed regret that there was not sufficient time at the last meeting for the department to deliver it.

b. Procedures

Alan Friedlander

Alan Friedlander, Chair of the Procedures Committee, announced that letters went out to all departments who had councilors whose terms were expiring to remind them that it was time to conduct elections. He also indicated that his committee was in charge of

developing a slate of candidates for various council offices and wanted to know if any councilor was interested in serving as an officer next year.

He also announced the Committee had approved the nominations to the Graduate Faculty of Demian Pritchard of English and Deborah Kraemer of Psychology and was submitting their names to the Council for final action. Their nominations were approved unanimously by the Council.

Chairperson Killion cautioned that if departments wanted to elect new councilors, they should first make certain that those individuals were available to attend meetings of the Council.

c. Curriculum

Mary Purdy

Mary Purdy, Chair of the Curriculum Committee, announced that her committee had reviewed five new course proposals; SOC 551—Sociology of Religion, CSP 574—Applied Behavioral Intervention in Schools, Classrooms, and Counseling Settings, EDL 725—Using Computers to Facilitate Date-Based Decision Making, EDL 800—Dissertation Research and Writing: Dissertation Seminar, and EDL 801—Independent Study. The Committee approved of SOC 551 as it was presented and of CSP 574 with minor revisions. It tabled action on all three Educational Leadership courses until it received further information. Her committee also approved a program revision in Counseling and School Psychology.

A motion was made to accept the committee's recommendation on SOC 551, CSP 574, and on the program revision in Counseling and School Psychology. The motion was passed unanimously.

5. New Business

Dr. Friedlander presented to the Council changes to revisions to the Rules of Order which the Procedures Committee had proposed at the last Council meeting and which had been sent back to committee for further revision. The primary issue concerned eligibility for Graduate Council membership. The committee felt that the language in their revision to the Rules of Order, which mandated that prospective members either have the terminal degree in their field or have reached the rank of full professor to be eligible for membership, was appropriate. There was objection from the floor at the last meeting that this language was too exclusionary and left out exceptional faculty who had superlative records but who did not possess the terminal degree nor had as yet reached the level of full professorship. After much discussion, the Council approved unanimously the following language, the basis for which had been developed by the Procedures Committee in response to Council concerns, to allow for the possibility of exceptional cases for current faculty members who do not meet the criteria to join the graduate faculty: "Exceptional cases of faculty without a terminal degree who were tenured by [date to be inserted to reflect one year after enactment of Rules of Order] may be considered on their merits."

Dr. Lesley of the Academic Standards Committee then indicated one area that his committee felt should be changed in the Rules of Order. He noted that currently his committee, when reviewing a department's graduate programs, reviews all certification programs designed for graduate students even when the standards for those programs are set by the State Department of Education and even when the programs themselves contain largely undergraduate courses. He pointed out, for example, that in Art Education and Exercise Science, programs leading to state teaching certification were entirely separate from Master of Science programs and were never combined with them. Graduate students in those programs really are not taking their courses at a graduate level, yet they are requested to comment about these courses on surveys requested by the Academic Standards Committee when a department submits its five-year evaluation report. Dr. Lesley, therefore, suggested that the Rules of Order be changed so that the ASC not be required to review those certification programs or those portions of programs leading to certification where the certificate is granted by the State Department of Education and not by Southern. Chairperson Killion suggested that this change really should not be part of the Rules of Order but rather be simply a change in the operating procedures of the Academic Standards Committee.

Dr. Friedlander then asked the Council to vote on all of the changes that his committee had made to the existing Rules of Order and which had been posted on WebCT for all to see. This vote included the provision for graduate faculty membership of exceptional cases of faculty without terminal degrees, the language of which the Council had just approved. The vote on all of these changes was 26-0. A vote to change the Rules of Order requires a 2/3 majority of the entire membership of the Council, not just of those present. Since the current membership consists of 38 councilors and since 26 constitutes more than 2/3 of that figure, the changes were passed and will be sent to the Faculty Senate for final approval.

Chairperson Killion then introduced Dr. Alvin Chai, Director of Informational Technology, who provided the Council with report on technology facilities and operations throughout the campus community. He noted that there were currently 43 technology classrooms located in various campus buildings and that there were plans to build approximately 15-20 more. This will mean that about 60% of the total of all classrooms on campus will be technologically enhanced. He then provided handouts to the Council on technology assistance at Southern and spoke about some of these programs. One such program is called STARS, which involves the use of students to help faculty with technology problems in their classrooms. Another is the Faculty Walk-In Center, located on the third floor of Buley Library, where faculty can bring in their work and receive technological assistance. There is also a student loan program, where students can borrow old computers for use at home. They can also borrow lap tops, but these have to be used in the library or the student center.

There will be changes in the campus on-line computer programs in the future. For example, all four state universities are in the process of switching over from WebCT to VISTA, which has more features. Currently, the new VISTA program is being

implemented on an experimental basis at Central. MY SCSU will be changed to a new program called LUMINIS, which also is more versatile, and BANNER will be replaced by BANNER 7.X, which is more web-based.

While all of these new programs should be helpful to the campus community, Dr. Chai stressed that we are facing a critical situation regarding staffing. Due to recent cutbacks, retirements, and resignations, Southern only has 2.62 IT staff per 1,000 students, the lowest ratio of all of the four state universities. Eastern, on the other hand, currently has a ratio of 6.52 IT staff per 1,000.

Dr. Killion thanked Dr. Chai for his presentation and suggested to Council members that they Xerox some of the materials that he distributed to them for the use of faculty in their departments.

Dr. Lesley then introduced Lisa Lancor of the Computer Science Department to present a Power Point presentation as part of the department's renewal report to the Council. Dr. Lancor, in turn, introduced a student, Sandra Davis, who had been instrumental in producing the department's report. She also pointed out that Dr. Taraneh Seyed, who was present at the Council meeting, had put much of the program together.

The Master of Science degree in Computer Science was not approved until Spring of 2000, and the first courses were not offered until Spring of 2001. Technically, therefore, although this is a five-year renewal report, the program has not been offering courses for the entire five year period of review.

Dr. Lancor pointed out that all students in the program take a group of core courses combined with one of three specializations, Visualization and Intelligent Systems, Distributed Systems, and Computer Systems. All students must have a minimum of a 3.0 G.P.A. in their major and a 2.5 G.P.A. overall. Currently the department is working on several plans, whereby all courses in the program are offered on a two-, three-, or four-year rotation.

Following the presentation, Dr. Lesley indicated that the Academic Standards Committee had recommended the Computer Science Graduate Program for Continuing Approval to the Council. This recommendation was passed unanimously by the Council.

Chairperson Killion then noted that the next meeting of the Council was the annual meeting of the Graduate Faculty at large. She urged all councilors to encourage their department members to attend.

6. Adjournment

Chairperson Killion adjourned the meeting at 3:00 pm.

Respectfully submitted,
Ken Florey, Secretary