

Meeting of the Graduate Council
Monday, February 04, 2002
Minutes

Present:

Nancy Boyles
Jean Breny Bontempi
John Critzer
Stephen Feldman
Joy Fopiano
Jerry Hauselt
Marianne Kennedy
Susan Killion
Hak Joon Kim
Edward Lynch
Patricia Major

Doris M. Marino
Cynthia McDaniels
Joel Meisel
Vara Neverow
Gwendolyn Nowlan
Mary Purdy
Lystra Richardson
Diane Ronis
Josephine Sche
James Thorson
Christine Villani
Jin Jin Yang

Absent:

Debra Emmelman

Alternates Present:

Steven Burian
Kristy Hebert
Frank Sansone

Visitors and Observers:

Rosalyn Amenta	Rod Lane
Roseann Diana	Virginia Metaxas
Suzanne Duke	Patricia Rukowicz
Barbara Glynn	Olive Santavenere
Sandra Holley	Donna Wallace

Officers:

W. Jerome Hauselt, Chairperson
Susan Killion, Vice-Chairperson
Doris M. Marino, Secretary

Call to Order:

Chairman Jerome Hauselt called the meeting to order at 1:05 P.M. The minutes of the December 3, 2001 were approved with corrections.

Announcements:

Chairman Jerry Hauselt announced that the changes in the rules of order approved on December 3rd were ratified by the Faculty Senate and forwarded to President Adanti.

Office of the Academic Vice-President

J. Philip Smith

Academic Vice-President Smith could not attend the Graduate Council meeting today because he is attending a meeting with the President.

Graduate School Dean

Sandra Holley

Dean of the Graduate School addressed the council concerning the following issues:

1. **Tuition.** The CSU trustees are considering the subject of differential tuition for selected graduate programs. Vice President Blake informed Dean Holley

the trustees decided to defer action on this topic pending further deliberation. She will keep the Councilors informed of this matter.

2. **Commencement Ceremonies.** To date, 480 students have indicated that they plan to participate in the commencement ceremonies to be held on Thursday, March 23, 2002. The assistance of graduate program coordinators is being solicited to verify the eligibility of the students to graduate. This year an initial listing of commencement participants will be sent in March.
3. **Food Service.** Faculty members articulated concerns that Chartwells would cancel the food service center in Davis Hall. Vice President Blake informed Dean Holley at the beginning of the year that due to the very low sales that were made in Davis, Chartwells would remove the worker assigned to the unit. Chartwells reported that the Davis Hall operation did not make profit. In lieu of staff, they planned to install vending machines to dispense hot soups and sandwiches. Due to a delay in obtaining the vending machines, the food service operation will *not* be discontinued – for the moments. In addition the hours of operation will be extended to 7:30 p.m. It would be helpful if faculty informed their students of the service and encouraged them to use it.

Another concern was raised about the termination of food service in the University Student Center at 6:00 p.m. Dean Holley spoke with Dean Farriselli who has been the liaison for food service with the Graduate School Office. He spoke with Brad Crerar as well as the Chartwells' supervisor regarding the need to provide food service until at least 7:30 p.m. Dean Farriselli will keep Dean Holley informed of the status of this matter. In both matters, however, there has been a willingness of the SCSU administration to support the needs of graduate students.

4. **IRB Board.** The first meeting of the IRB Board was held on February 1st and all members were present. They were welcomed by Vice President Smith who thanked them for their willingness to donate their time and expertise to the Board. He also reiterated his strong support for our new Human Research Protection Program and commended Dr. Frank Sansone for his leadership of this initiative.

Committee Reports

Academic Standards:

Susan Killion

The self-study report for Exercise Science will be reviewed February 11, 2002, Jennings Hall Room 139, 1-3 P.M. Exercise Science will present to the full Council at the March 4, 2002 meeting. ACS will review the Social Work Department's self-study, March 11, 2002.

Procedures Committee:

Patricia Major

The Procedures Committee recommended the following individuals for Graduate Faculty status:

3. Dr. Sandra Bulmer, Ph.D., Assistant Professor, Department of Public Health

- ³ · Dr. Kristy Hebert, Ph.D., Assistant Professor, Department of Educational Leadership
- ³ · Dr. Cynthia Stretch, Ph.D., Assistant Professor, Department of English
- Approved unanimously.

The Procedures Committee proposed the following for the election process.

Each department with a graduate program may elect one representative from among their own graduate faculty. A freestanding graduate program may also elect one representative.

Any department that generates more than 1500 credit hours (based on fall and spring enrollment) may send an additional representative. Departments that generate more than 3000 graduate credit hours may send a second additional representative. The maximum number of Graduate Councilors per department is three.

Any two or more departments may choose to form a single voting unit, to elect one or more Graduate Councilors to represent them, providing a majority of each department so agree. Any department may opt to terminate their membership in a previously agreed upon voting unit, by so notifying the other department(s) in the unit. Any department that joins with another, or that alters a previous arrangement, shall so notify the Chair of the Graduate Council, in writing, by February 1st. Changes in such affiliations shall become effective at the beginning of the following academic year.

The Graduate Council Procedures Committee shall annually certify the members of voting units, and shall act as an appeals board for a change in representation. These actions of the Procedures Committee shall be subject to approval by the Graduate Council.

Prior to April 1st, the Chair of the Procedures Committee shall notify each voting unit of vacancies in the Office of Graduate Councilor for the following academic year. Each voting unit, thus notified, shall elect a Graduate Councilor prior to May 1st, and shall inform the Chair of the Graduate Council in writing of the names of those elected. All changes in representation other than the filling of vacancies arising during mid-year shall be effective at the beginning of the following academic year.

This election process will be in effect for the Spring 2002 semester, and the terms of the additional Graduate Councilors developed by this process will be staggered to maintain a balance of new and old members. This was approved unanimously.

Curriculum Committee:

Mary Purdy

The Curriculum Committee had no courses to review.

New Business:

Susan Killion

1. Self-Study Presentations
 - a. Suzanne Duke, Patricia Rukowicz, and Donna Wallace presented the School Health Education Program. The Academic Standards Committee recommended **Continuing Approval** for the Graduate Program. The Council unanimously approved.
 - b. Rosalyn Amenta, Vara Neverow, and Virginia Metaxas presented the Graduate Women's Studies Program. Recommendation of the Academic Standards Committee of **Continuing Approval** was unanimously approved.
2. Frank Sansone presented the new protocol for the SCSU Human Research Protection Program (HRPP) and the Institutional Review Board. Roseanne Diana will have a meeting Friday, February 8, 2002 with Faculty and students that traditionally conduct thesis and research. A meeting is also scheduled for Department Chairs and Coordinators, February 25, 2002 to learn about the procedures for the HRPP and IRB.

Adjournment:

Chairman Hauselt adjourned the meeting at 2:55 P.M.

Respectfully submitted,
Doris M. Marino, Secretary