

Meeting of the Graduate Council
Monday, November 5, 2001
Minutes

Present:

Nancy Boyles
Jean Breny Bontempi
John Critzer
Debra Emmelman
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
Lystra Richardson
Diane Ronis
Josephine Sche
James Thorson
Christine Villani
Jin Jin Yang

Alternates Present:

Steven Burian
Frank Sansone

Visitors and Observers:

Roseann Diana Tina Re
Lois Dreyer Olive Santavenere
Sandra Holley J. Philip Smith
Teri Olisky

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 1:04 P.M. The minutes of the October 1, 2001 meeting were approved with corrections.

Announcements:

Office of the Academic Vice-President

J. Philip Smith

The Academic Vice-President addressed the Council concerning the following issues:

1. **Ed.D.** – The State Department of Higher Education team will visit the campuses of SCSU and WCSU to meet with administrators to discuss the new Ed.D. Program. The credit hour fee may be \$300 – 375.
2. **Construction.** The construction is on schedule.
3. **Accreditation Team.** – The site visit from the NEASC was very good. At the closing summary meeting they presented an exit report that stated the following:

- a. The Graduate program reflected well in the visit and it has a good Peer Review Process
 - b. Need to improve Peer review procedures for undergraduate programs
 - c. Need to find funds for graduate fellowship with tuition remission
 - d. There were no major problems with the programs
 - e. The written report will be sent in a month
 - f. If the University is reaccredited the next evaluation will be in ten years
4. **Budget.** We are experiencing difficult times because of the budget. There will be some cuts in classes of adjunct faculty members because of the budget.

Graduate School Dean

Sandra Holley

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

1. **Website.** One of the features of the website is a “faculty Roster” that appears on the “Faculty & Staff” page. There is a drop-down menu that presents all members of the Graduate Faculty by department. If you click on the name of a faculty member, you will see a short-listing of the person’s academic credentials, research, and a photo. We still need to get current photos of many faculty and we have scheduled staff to take photos each Monday evening from 5:00 – 7:30 p.m. Please call Claudia Guy at 2-5235 to schedule an appointment.
2. **Fall Enrollment.** Apropos fall enrollment numbers, full-time graduate enrollment decreased 2.2% from last fall. We had a total of 764 full-time graduate students for this fall. Part-time enrollment dropped by 2.5% resulting in a total of 3,184 part-time graduate students for the fall semester. A report prepared by Associate Dean Diana comparing graduate enrollment statistics over a five-year period was sent to all graduate program chairpersons, coordinators, and academic school deans. The chairperson was asked to review the statistics and provide the Graduate Office with a written commentary on possible reasons for the decline in enrollment. The final responses are being received and a summary with the original responses will be shared with the school deans, academic vice presidents, and president. Dean Holley will make an oral report to the Graduate Council in December.
3. **Open House.** Graduate Open House will be held, Thursday, November 15 from 3:00 – 7:00 p.m. We rely on the active participation of the graduate program coordinators for a successful event.
4. **Commencement 2002.** A mailing is in process to all matriculated graduate students informing them of Commencement 2002. They are requested to return the Graduation Ceremony Participation form to the Graduate School office by December 20 if they anticipate completing their degree requirements in December 2001, May 2002, or August 2002. Graduate Councilors are asked to assist in getting the message to all students and to remind them that participation in commencement is contingent upon them filling a Graduate Degree Application form with the Registrar’s Office and being cleared by the academic program and Registrar’s office.
5. **Graduate Financial Assistants.** To move forward with our agenda to increase financial assistance to our graduate students, I am forming an ad hoc committee

to work with me to develop a plan to be presented to the academic vice president, president, and Board of Trustees. We will follow the same process as was done with the revision of the thesis guidelines. Input will be solicited from the entire graduate community of students and faculty. The committee will be formed by the end of next week.

6. **Assessment.** As a final step in the assessment of the Graduate School office, a meeting was held with Vice President Smith, Vice President Assistant Ellen O'Sullivan and Dean Holley to review the Assessment Report prepared by Dr. Taylor. The written report is posted on our Graduate School website. It was agreed that Dr. Smith would send a letter to the Graduate faculty affirming the recommendations of Dr. Taylor.
7. **Graduate diploma.** The size of the graduate diploma has been changed to 8 1/2" by 11."

Committee Reports

Academic Standards:

Susan Killion

School Health and Women's Studies Programs will submit the next self-study reports, December 3 for a February 2002 review. The Math Department and Research, Measurement, and Quantitative Analysis for the Behavioral Sciences Program will be reviewed by ASC, November 12. They will present to the full council at the December 3, 2001 meeting.

Procedures Committee:

Patricia Major

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

- Ilene Whitney Crawford, Ph.D., Assistant Professor, Department of English
- Audrey Kerr, Ph.D., Associate Professor, Department of English
- Robert McEachern, Ph.D., Assistant Professor, Department of English
- Michelle Merriweather, Ph.D., Assistant Professor, Department of Mathematics
- Patricia Olney, Ph.D., Assistant Professor, Department of Political Science
- Val Pinciu, Ph.D., Assistant Professor, Department of Mathematics
- Charles Small, Ph.D., Associate Professor, Department of Social Work

Approved unanimously.

1. **By-laws.** The wording of the by-laws on Graduate Faculty membership was approved. The proposed change in wording:
To be designated a member of the Graduate Faculty, a member of the instructional faculty of Southern Connecticut State University: (1) Shall be employed as a full-time faculty member; (2) shall have earned the terminal degree appropriate to his or her discipline; (3)

shall hold the rank of assistant professor or higher; and (4) shall have: a) taught a graduate class; or b) been active in the graduate program; or c) published research or engaged in public scholarly or creative activities within the last four years.

2. Procedures Committee is developing procedures for the election of graduate council representatives from schools to operate in a more uniform way. One recommendation under consideration is that each department with a graduate program could have a representative on Graduate Council. Departments that generate large student credit hours could have an additional representative.

Curriculum Committee:

Stephen Feldman

Course Review. The Curriculum Committee reviewed, recommended and approved with one abstention the following 12 courses:

- a. ITC 535, 540, 545, 550, 551, 565
- b. MBA 522 and 553
- c. PSC 507, 521, and 522
- d. IDS 516

Old Business:

Ad Hoc Committee:

W. Jerome Hauselt

The Ad Hoc Assessment Committee presented the following as their charge on Assessment:

1. Rework/modify/expand the current standards to include students outcomes—to be consistent with the university’s (and most accrediting bodies) movement towards outcome-based assessment.
2. Rewrite the documents given out to programs to be consistent (have one document with all 25 standards and viability criteria items on it) rather than the two different documents, which we provide now.
3. Work with Office of Assessment to realign the schedule so that grad program assessment only needs to get done once every five years for in house purposes.
4. Add a section (or maybe just expand the “Action plan” section in the current system) so that graduate programs will have the opportunity to go through the implementation process with the Assessment Office. The Graduate Council would not be involved in this process necessarily, except to make sure this piece was done.
5. For those programs with both undergraduate and graduate programs, add a section regarding articulation and differentiation between the two levels.

The Graduate Council accepted these items as charges for the Ad Hoc Committee. The Committee will report back to the Council.

New Business:

Susan Killion

Dr. Barbara Lynch, Professor and Director of the Master's Program presented the Marriage and Family Department curriculum. She discussed some very unique characteristics to their 69-degree credit program. The American Association for Marriage and Family Therapy, (National Accreditation Profession) requires faculty to also counsel in private practice. There are approximately 54 active students.

Recommendation of the Academic Standing Committee of **Continual Approval** was unanimously approved.

Adjournment:

Chairman Hauselt adjourned the meeting at 2:10 P.M.

Respectfully submitted,
Doris M. Marino, Secretary