

Meeting of the Graduate Council
Monday, October 1, 2001
Minutes

Present:

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

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

Alternates Present:

Steven Burian
Kristy Hebert
Frank Sanson

Visitors and Observers:

Roseann Diana
Lois Dreyer
Alan Friedlander
Norris Haynes
Sandra Holley
Rod Lane
Teri Olisky
Joe Panza
Olive Santavenere
Charles Small
J. Philip Smith
Tina Re

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 1:07 P.M. The minutes of the May 7, 2001 meeting were approved as written.

Announcements:

Office of the Academic Vice-President

J. Philip Smith

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

1. **Enrollment.** The enrollment for undergraduate full-time students is up 4% and part-time undergraduates has decreased by 2.4%. Retention is about 7.1% for freshmen and 2.3% overall. Graduate enrollment has slightly decreased.
2. **Ed.D.** The Ed.D. Proposal is with the Department of Higher Education. The Visiting Team will have a site visit Fall 2002.
3. **Construction.** The construction for Engleman Hall is ahead of schedule.
4. **Budget.** Governor Rowland indicated that the budget is not doing well. The Vice-President said he would keep us posted on how the budget would affect The University.
5. **Announcement.** The Vice-President announced that Henry Hein had a heart attack on Friday and is in St. Raphael Hospital.

Graduate School Dean

Sandra Holley

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

1. **Third Annual Graduate Commencement.** The third graduate commencement was held on May 27, 2001. The number of graduate degrees awarded exceeded the number of undergraduate degrees. For 2001 there were 1210 Masters Degrees and 6th year Diplomas. Undergraduate degrees awarded were 1135.
2. **Fourth Annual Orientation.** The School of Graduate Studies hosted the 4th Annual Orientation for New Graduate Students in August. There were more than 150 students in attendance with 99% faculty representation of the graduate programs. The faculty sat on the stage and was introduced for students to recognize. There were over 100 questionnaires returned by students who attended the event. They were overwhelmingly positive about the orientation.
3. **Graduate Studies website.** The website was launched in June. Dean Holley invited *everyone* to visit the website and provide her with feedback. The graduate studies website is a “work in progress” to be continuously evaluated and modified. One important feature is a “Faculty Roster” that appears on the “Faculty & Staff” page. The drop-down menu presents all member of the Graduate Faculty by department. When you click on the name of the faculty member, there is a short-listing of the person’s academic credentials, research, and a photo. Dean Holley indicated that the website need to get current photos of many faculty and she has scheduled staff to take the pictures. You may arrange to have your photo taken by scheduling a time in her office.
4. **Graduate Research Fellows Class of 2001.** Ten graduate Research Fellows were selected with 10 faculty members and 10 library fellows. There are two technology assistants to work with the Research Fellows.
5. **Fall Enrollment.** Full-time fall graduate enrollment decreased 2.2% from last fall. There were a total of 764 full-time graduate students for this fall. Part-time enrollment dropped by 2.5% with a total of 3, 184 part-time graduate students for the fall term. Associate Dean Diana compared graduate enrollment statistics for Fall 2000 and 2001. Some department’s enrollment decreased while others increased. The statistics on graduate enrollment will be sent to all graduate program chairpersons, coordinators, and academic school deans.

6. **Graduate Student Open House.** The fall Graduate Open House will be Thursday, November 15. Active participation of the graduate program coordinators will make this successful as in the past.
7. **School of Graduate Studies New Initiatives to be Pursued are:**
 - a. **The Institutional Review Board (IRB).** The IRB is now under the auspices of the School of Graduate Studies. Dr. Frank Sansone is the new IRB chairperson.
 - b. **Presidential Priority Project.** School of Graduate Studies will develop a mechanism to assist graduate programs in outcomes assessment of programs and students. The Graduate School will also develop a career planning service for graduate students.
 - c. **Second Annual Survey.** The second annual survey of SCSU graduates will be conducted this fall. The survey prepared by Noel Levitz for Adult Learners will be used. Our graduate students will also be part of a pilot project in the spring using the Noel Levitz Survey.
 - d. **Financial Resources.** Dean Holley will be exploring additional financial resources for graduate students through tuition waiver for Graduate Teaching Assistants and Graduate Research Fellows.

Dean Holley thanked the Graduate Council members for the success observed over the past three and a half years, which reflects the coordinated efforts of faculty, staff, and students in promoting excellence in graduate education.

Committee Reports

Academic Standards:

Susan Killion

The new chairperson reviewed the calendar of the Academic Standards Committee and stated the first Department to be reviewed this year is Marriage and the Family at the October 8, 2001 Academic Standing Committee meeting. They will present at the Graduate Council meeting November 5. The Research and Measurement Program received an extension until December 2001. Susan Killion explained the diagram on the procedures of the Academic Standards Committee and requested any corrections on the membership of the committee. She also thanked everyone for his or her cooperation.

Procedures:

Patricia Major

The Procedures Committee recommended the following individuals to be accepted as members of the Graduate Faculty:

- Beena Achhpal, Ph.D., Assistant Professor, Department of Education
- Alain D'Amour, Ph.D., Assistant Professor, Department of Mathematics
- Richard DeCesare, Ed.D., Assistant Professor, Department of Mathematics
- Robert Page, Ph.D., Assistant Professor, Department of Management

Approved unanimously.

The School of Graduate Studies Rules of Order was revised April 2001. These Rules are enclosed with the Graduate Council materials that all members received.

Curriculum:

Mary Purdy

Course Review. The curriculum committee reviewed and recommended two courses with minor revisions:

- LIB 675 – Storytelling. Vote carried unanimously.
- LIB 678 – History and Development of the Oral Tradition. Vote carried unanimously.

The Committee tabled 12 courses because of various questions. They will be addressed in the November meeting.

Old Business:

Items for Consideration and Discussion

P. Major – Procedure Committee

The Procedures Committee presented a revision to the Thesis Guidelines for the Council to consider. The suggested revision, (page 3, Rules and Responsibilities, Thesis Advisor) changes the language regarding the thesis advisor. No action was taken. The Procedures Committee will consider this issue further.

The By-laws on graduate faculty membership status was discussed to change the wording on who can become a graduate faculty member and who can serve as graduate advisor for Master's thesis. The new wording must also go to Faculty Senate. The issue will be discussed at the next Graduate Council meeting, November 5, 2001. Members must be given one week to review the material prior to voting on the changes.

New Business:

Presidential Priority

W. Jerome Hauselt

A new committee will be formed to coordinate assessment in the Graduate School with the Office of Assessment. *Marianne Kennedy* will serve as Chair of this Ad Hoc Graduate Assessment committee. Dr. Kennedy will invite members to serve on this new committee and will meet with Chairperson Hauselt to form the Graduate Assessment Committee's charge.

Adjournment:

Chairperson Hauselt adjourned the meeting at 1:50 P.M.

Respectfully submitted,
Doris Marino, Secretary