

Meeting of the Graduate Council October 2, 2006

Minutes

Present

Councilors: Arts and Sciences— Jon Bloch, Paul Best, Ken Florey, Ross Gingrich, Gerry Lesley, Virginia Metaxas, Lori Verplaetse, Charles Wieder; Business—Durga Prasad, James Thorson; CLIS—Hak Joon Kim, Chang Suk Kim, Jane McGinn, Hrvoje Podnar; Education- Robert Axtell, Nancy Boyles, William Diffley, Suzanne Duke, Ruth Eren, Joy Fopiano, Adam Goldberg, Bernard Hayford, Mike Martin, Norris Haynes, Joel Meisel, David Squires; HHS—Mary Bellandese, Jean Breny-Bontempi, Mark Cameron, Eileen Crutchlow, Roy Hunter, Edward Lynch.

Guests/Observers: Provost & Vice President for Academic Affairs Selase Williams, Dean Sandra Holley, Associate Dean Roseann Diana, Assistant Dean Lisa Galvin, Peter Sakalowsky - Geography.

1. Call to Order Gerry Lesley

Chairperson Gerald Lesley called the meeting to order at 1:05 pm.

2. Disposition of Minutes of May 1, 2006.

A motion was made to approve the minutes of April 6, 2006. The motion passed unanimously.

3. Welcome and Introduction of Councilors Gerry Lesley

Dr. Lesley welcomed all new and returning councilors to the 2006-2007 Graduate Council.

Dr. Lesley reviewed the meeting times for each standing committee:

Executive Committee	3 rd Monday of each month 1-3 pm
Academic Standards Committee	2 nd Monday of each month 1-3 pm
Curriculum Committee	1 hour prior to Graduate Council meeting
Procedures Committee	1 hour prior to Graduate Council meeting

Dr. Lesley also announced that Dr. Jane McGinn was elected as chair of the Procedures Committee and that Dr. David Squires was elected chair of the Curriculum Committee.

A room change was announced for Curriculum Committee; this meeting will convene in EN C134 pending further clarification of room reservations.

Dr. Lesley requested a volunteer to join a task force headed by Dr. Marianne Kennedy that will examine Guidelines for Undergraduate Curriculum Review. The

time of this meeting was unavailable; however, Dr. Paul Best volunteered to be an at-large member of this committee provided there was no conflict with his schedule.

Dr. Lesley announced that an ad hoc committee consisting of Dean Holley, Michael Perlin, Ken Florey, and Susan Killian had met over the summer to discuss the Rules of Order for the Graduate Council and Dr. Lesley had communicated by e-mail. Dr. Lesley joined the committee after returning from his collaborative research. It was decided that each of the standing committees would develop manuals containing the policies and procedures for their committees and that such materials would be removed from the Rules of Order. The Rules of Order then would be condensed, which would allow minor policy and procedures changes to be made without requiring changes in the Rules of Order. A workshop will be scheduled for Councilors to inform them of the changes and to solicit their input on the proposed changes to the Rules of Order as well as to provide feedback regarding changes.

4. Announcements

a. *Office of the President*

Dr. Cheryl J. Norton

Dr. Norton sent her regrets and was unable to attend this meeting as she was attending a memorial service for the student who passed away the previous week.

b. *Office of the Provost*

Dr. Selase W. Williams

Dr. Williams reminded all councilors that several e-mails and letters had been disseminated discussing the reintroduction of mid-semester grade reports for undergraduate students. The purpose of these reports is to create “an educational moment” to assist with student faculty interaction and to increase retention, particularly of first-year students. He asked that the Graduate Council discuss the utility of mid-semester grade reports on the graduate level and that the Council report to him by the end of this academic year.

Dr. Williams reviewed the Strategic Plan Initiative thus far. He indicated that drafts of the Core Values, Mission Statement and Goals were available for review and that he and the committee welcome comments from faculty. The first Town Hall meeting was held last Friday and approximately 75 people attended. A “suggestions box” is available on the Strategic Plan web page. Dr. Williams also indicated that he will meet with the Graduate Council to address graduate issues. The final documents are expected to be completed in January of next year.

c. *Office of the Dean of Graduate Studies*

Dean Sandra Holley

Dean Holley thanked the President and Provost for their continuing support of the Graduate Programs.

Dean Holley announced that since the last meeting of the Graduate Council in May 2006, there has been continuous activity in the School of Graduate Studies.

The 7th Graduate Commencement was held in May. A total of 1,025 graduate degrees were conferred. This is less than the number of graduate degrees that were conferred last year.

DEGREES	2001	2002	2003	2004	2005	2006
Masters & 6 th Year Diplomas	1,210	860	964	1,029	1,083	1,025
Undergraduate	1,135	1,046	1,215	1,215	1,185	1,289

The School of Graduate Studies hosted the 8th Annual Orientation for New Graduate Students in August. There were over 250 persons in attendance. Changes this year included round table meetings with students and advisors, which were well received.

The sixth annual survey of SCSU graduates was conducted in May and sent to all students who were degree recipients in August 2005, January 2006, and degree candidates in May 2006. The Noel Levitz Adult Student Priorities Survey was used. A report will be made to Graduate Council next month on the results of the survey.

The Graduate Research Fellows Class of 2007 and the Graduate School Graduate Assistants for 2006-2007 were selected and both groups have begun monthly seminars with the Graduate Dean and their faculty mentors. Dean Holley recognized the members of the Graduate Council who are serving as mentors for the GRF and GSGA students. She indicated that these faculty members generously donate their time to mentor the students over the academic year. She encouraged faculty to ask students to apply for these awards.

The third week fall semester enrollment statistics have been reported; full-time graduate enrollment decreased 13.3% from last fall. According to the statistics reported by the Office of Management & Institutional Research (OMIR), we had a total of 939 full-time graduate students for this fall [compared to 1,083 last year]. Part-time enrollment increased by 1.4% resulting in a total of 2,805 part-time graduate students for the Fall semester. Dr. Holley has requested from OMIR admissions statistics for each graduate program so that enrollment numbers by graduate programs could be examined. These data will be shared with graduate program chairpersons and coordinators.

The Graduate School will host two Graduate School Open Houses this academic year. The first will be held on Thursday, October 26, 2006 from 3:00 – 7:00 p.m. in the ballroom of the Adanti Student Center. The second will be held on

Thursday, April 19, 2007. She asked that Councilors inform their constituents about the Open Houses and hopes that we will have a 100% response from every graduate program.

On Monday, October 23, 2006 there will be a meeting from 1:30 – 3:30 p.m. for the Deans, graduate program coordinators and chairpersons in Room EN B121A. Invitations have been extended to all graduate program chairpersons and coordinators.

During this academic year, the School of Graduate Studies will move forward in advancing its *Agenda for Excellence*. There are several initiatives that will be pursued:

1. Dr. Holley has asked the Academic Standards Committee under the sterling leadership of Dr. Ken Florey to review the policies pertaining to the Special Project capstone experience and to recommend standards and policies to reflect “best practices” in graduate education. He has appointed an ad hoc committee of the Academic Standards Committee to meet this charge and Dr. Jon Bloch has agreed to chair the committee. A report from the committee should be forthcoming before the end of this academic year. Dr. Holley thanked the members of the Graduate Council who have agreed to work on this very important initiative.
2. Dr. Holley indicated that the Graduate School will continue to focus on the infrastructure of the Graduate School in terms of identifying policies and procedures related to the conduct of business in the Graduate School.
3. The Graduate School will also continue to promote full-time graduate enrollment of our students.
4. Dr. Holley stated that the graduate deans at Central and Western have joined her in moving forward the proposal for tuition waiver for graduate assistants.

Lastly, Dr. Holley thanked the Graduate Council for their work over the past eight years in promoting excellence in graduate education. She indicated that the work done by the Graduate Councilors in the standing committees is laudable and thanked all of the councilors for their support. Dr. Holley stated she looks forward to another successful year.

5. Reports

a. *Academic Standards*

Ken Florey

Dr. Florey, Chair of the Academic Standards Committee (ASC), announced that two subcommittees had been formed, one to examine Special Projects in the

Graduate Programs and one to examine the surveys used by departments to evaluate faculty, student and alumni perspectives. Dr. Jon Bloch has agreed to chair the Special Projects Committee. Dr. Bloch indicated that the committee will review the historical perspectives of the special project and will also conduct a survey of all graduate programs eliciting their current practice.

Dr. William Diffley has agreed to chair the subcommittee that will evaluate the program surveys. Dr. Diffley indicated that the issues to be addressed include the use of a Lickert scale, evaluating and revising survey questions and the feasibility of electronic submission and analysis of survey results. Dr. Diffley also indicated that the committee wished to align the survey questions with the Graduate School standards.

Dr. Lesley indicated that the Computer Science Department had developed an online survey instrument that might be of interest to the Survey Subcommittee.

b. Procedures

Jane McGinn

Dr. McGinn, Chair of the Procedures Committee, announced that the Graduate Council Procedures Committee had reviewed and approved six nominations to join the graduate faculty, that of Dina Moore from Psychology, Adam Hott from Biology, Christine Unson from Public Health, Katherine Marsland from Psychology, Eric West from Geography and Brandon Monroe from Special Education and Reading. The motion to approve the nominations of all six faculty members passed unanimously.

c. Curriculum

David Squires

Dr. David Squires, Chair of the Graduate Council Curriculum Committee (GCCC) indicated that the Committee had met earlier and had completed their sole task of the day, which was the election of chairperson.

5. Old Business

None

6. New Business

a. Graduate Program Review

Ken Florey

Dr. Florey introduced Dr. William Diffley who presented the interim report for the Research, Statistics and Measurement (RSM) graduate program. Dr. Diffley indicated that Drs. Brian Perkins and Cathryn Magno from Educational Leadership have joined the department teaching staff. Dr. Perkins is currently teaching a survey research course this Fall and Dr. Magno will teach a qualitative

research measurement course in the Spring. The addition of these two faculty members to the rotation of course offerings allows the RSM department to meet the viability criteria for faculty. Dr. Florey also indicated that Dr. Diffley had submitted a course rotation to the ASC and that the Committee had unanimously agreed to continuing approval for this program. Dr. Florey commended Dr. Diffley for the quality of their report and their program. One of the primary recommendations was that the administration consider the addition of a full-time faculty member to RSM. A motion to approve the ASC's recommendation for conditional approval of the RSM Graduate Program passed unanimously.

b. University Strategic Plan

Selase W. Williams

Dr. Williams continued with his discussion of the Strategic Plan. Dr. Williams and the other strategic plan committee members will address the Graduate Council next month. He invited councilor comments. One councilor indicated that she was concerned the strength of the document is being destroyed in the distilling process. Dr. Williams explained that the documents will include the following hierarchy: Goals, Strategic Initiatives and Action Steps. The campus community will identify priorities assisted by the vice presidents for each division.

c. Online Dissemination of Materials

Lisa Galvin

Associate Dean, Lisa Galvin, reviewed the online dissemination of materials for the Graduate Council. We will be using the Groups feature of MySCSU this year to share documents. Assistant Dean Galvin presented a tutorial and handouts to the councilors and requested that any councilor who had not been granted access please contact her to have the appropriate changes made.

d. Standing Committee Assignments/Duties

Gerry Lesley

Dr. Lesley asked the councilors to notify him if there are any changes to the committee assignments. He will update the room changes on the Graduate Council website.

7. Adjournment

Chairperson Lesley adjourned the meeting at 2:06 p.m.

Respectfully submitted,
Mary H. Bellandese, Secretary