Minutes of the SCSU Graduate Council Meeting  
September 26, 2016  
ENG B 121 A

Present

Members from Arts and Sciences: Greg Adams, Alan Brown, Siobhan Carter-David, Nicole Cluhr, Elliott Horch, Tess Marchant-Shapiro, Byron Nakamura, Elizabeth Roberts, Miaowei Weng

Members from Business: Jim Thorson

Members from Education: Gayle Bogel, Kara Faracas, Louisa Foss-Kelly, Margaret Generali, Jess Gregory, Angela Lopez-Valasquez, Regine Randall, Elizabeth Kelley Rhoades, Quinton Robinson, Natalie Starling, Christine Villani,

Members from Health and Human Services: Robert Axtell, Barbara Cook, Deborah Flynn, Lorrie Gardella, Cynthia O’Sullivan, Heather Warner

Members from the Library: Diane Tomasko

Guests/Observers: Dr. Terricita Sass (Associate VP for Enrollment Management), Ms. Siham Doughman, (University Registrar), Dr. Christine Broadbridge (Dean of Graduate Studies, Research, and Innovation)

Absent: Barbara Aronson, Ericka Barnes, Leon Brin, Evan Finch, Kelly Mabry, Jennifer Parzych, Seb Perumbilly, Hrvoje Podnar

Call to Order  
Chairperson Lee deLisle called the meeting to order at 1:07 pm

Disposition of Minutes  
The minutes from April 2016, accepted.

Announcements:

Guest Dr. Terricita Sass, Associate VP for Enrollment Management

University ‘Provisional’ Status

- SCSU has been granted extended provisional status for federal financial aid. An email to this effect was sent to undergraduate students last week. An FAQ document for graduate students is currently being drafted.
- Several graduate certification programs include undergraduate courses. If all courses in a certificate program are undergraduate, the certificate program should be classified as post-baccalaureate. These courses cannot be offered under graduate tuition rates, as has been past practice.
• The Registrar’s office is in the process of refunding the difference in graduate vs. undergraduate tuition. These funds are being sent either to students or to the federal government. Recalculation is required for students whose student loans have been transferred to other lenders. Some students currently receiving financial aid may not qualify for aid in the future; these include non-degree seeking students enrolled in a certificate program. Those who are pursuing a certificate program as part of their degree are not in jeopardy of losing financial aid. If certification is not part of the degree program, the rubric of gainful employment will be applied to determine whether or not enrolled students can receive financial aid.

• There are at least 20 certificate programs that include both undergraduate and graduate coursework that must be evaluated by the Curriculum Implementation Team. Each program must be reviewed for reclassification as either an undergraduate or graduate certificate degree program. It is yet to be determined how certification programs with nested undergraduate courses will be classified. SCSU is obligated to report to the federal government whether or not programs have been reclassified. This information will be sent to the government in aggregate. In the meanwhile, the federal government will not approve any new programs, new sites or transitions to 100% online program. This excludes the three programs that were already in process of approval. The only changes that can be made are what the BOR would determine as nonsubstantive.

• Courses that do not lead to gainful employment cannot be bundled, as has been the practice of for-profits. There is a need to review the definition of gainful employment. The federal government will not provide financial aid to those programs that do not lead to entry level job or job promotion, or in which there is evidence that a student could exercise the opportunity to move to a particular position.

• Fall 2017 is the anticipated date to move forward with changing the estimated 20 programs that are impacted by this problem.

• Dr. Sass emphasized the importance of attendance reporting and midterm grades, as applicable. Grad Council faculty reported problems with adjuncts accessing Banner, specifically with Sailpoint. Dr. Terracita will refer this problem to Robert Rennie.

Enrollment management

• Fulltime graduate enrollment numbers are rising: continuing students up 4.2% and new full-time graduate students up 16.8%; part-time new matriculating students up 42%, from 2015-2016. Non-matriculated students up 4%. However continuing part-time students and non-matriculated students declined by 190 students. This is similar to trend in undergraduate enrollment of part-time non-matriculants. Other interesting information!

Guest: Siham Doughman, University Registrar

Degree Works

• On Oct 4, Degree Works will be available for students. General trainings for faculty have been offered. Additional sessions will be scheduled for those faculty who have not attended training. Faculty may invite Registrar’s office staff to provide trainings to departments, but please be patient as this process will take time.

• General information about Degree Works: Degree Works is an alternative to planned program, showing major, concentration requirements, and electives. Students starting before Fall 2015 will stay with the planned program. Students entering Fall 2015 and after will have records in Degree Works. Faculty and students can engage in web-based
degree evaluation. Degree Works is an advising tool to easily track progress toward graduation. It also provides record of semester-by-semester course sequence planning through the Student Educational Planner (SEP). The SEP will be helpful in determining how many sections we will have to offer semester by semester;

- General instructions to access current student lists in Degree Works: Go into Banner Web, Faculty Services, and click on the 2015 and on button.
- Department Secretary or Chair will need to go into Degree Works to enter information on advisors. Ms. Doughman recommended using Degree Works to list student advisors, but this is at the department’s discretion.
- Concern was expressed by Graduate Council faculty that there are inaccuracies in student information in Degree Works. Ms. Doughman requested that faculty send her examples of students who are not accurately listed in Degree Works. In general, faculty should direct all questions to Ms. Doughman.
- Graduate Council faculty question: If student transfers in credits, when will they appear in Degree Works? In email that was sent last week, Ms. Doughman provided a form for coordinators to address waivers and substitutions. Workflow document will eventually be submitted electronically.
- Ms. Doughman requested that if there are any changes to programs (e.g., new courses), they need to be informed so that this information can be included in Degree Works.
- A representative from the Registrar’s office will be regularly attending Graduate Council meetings to assist in this transition.
- Ms. Doughman provided informational handouts. If there are further questions, attend training or contact Ms. Doughman or Ms. Ebony Brown.

Announcements

Office of the Dean of Graduate Studies, Research, and Innovation
Dean Christine Broadbridge

Changes in the School

- Dean Broadbridge started new position as Dean in August. As part of this transition, she will be engaging in a listening tour with faculty and staff.
- Dean Broadbridge is aware that there are significant constraints within SCSU; Processes are problematic, and she wants to make procedures easier
- Name change: School of Graduate Studies will now be School of Graduate Studies, Research, and Innovation (GSRI)
- The name of the GSRI grew out of the Strategic Plan. The GSRI will provide infrastructure for both undergraduate and graduate research. SPAR will now fall within GSRI; a search for a permanent SPAR director is underway. GSRI will provide support for Centers of Excellence led by faculty. GSRI will work closely with Research and Scholarship Advisory Committee (RSAC). The innovation focus includes the Office of STEM, and the hiring of a part-time entrepreneur in residence. The primary goal of the GSRI is student retention;
- Lisa Galvin and the Graduate Admissions staff (Andrew Smith, Linda Kraus, UA: Jason Forsythe) has now moved to the office of Enrollment Management in Wintergreen. GSRI will soon move to the 4th floor of Buley Library. Dean Broadbridge and the GSRI staff (Claudia Guy, Christine, Ian Canning, Dawn Grimes) will move to the 4th floor of the library. Until the move, they will remain in Engleman B110.
• Graduate Council faculty requested that the library staff, especially Reference Desk, be notified of the locations of various new offices in Buley.

Review of Program Prioritization Reports

• Dean Broadbridge is in conversation with the Graduate Council Executive Committee to establish a working group that will identify next steps for Program Prioritization. The working group will address the following questions:
  1) What aspects of the Program Prioritization Reports have already been implemented?
  2) What are possible improvements for the revenue model that was used? Are there updates and other modes of innovation?
  3) What are the next steps?

GSGA Status and Procedures

• Two Graduate Student Graduate Assistantships (GSGAs) carried over from prior years. These will be awarded in the spring. Because many people do not understand the GSGA process, Dean Broadbridge will send out clarification about procedures.

Professional Development Opportunities for Graduate Students

• The GSRI is working with Graduate Student Advisory Committee (GSAC) to improve student retention. The intent is for student clubs to help us understand needs of the student body. GSAC is looking for more professional development opportunities for students and will work with Graduate Council to get ideas (e.g., writing workshop, statistics workshop, IRB and research integrity, innovation)

Review of Capstone Process

• There have been concerns about the process of approval of capstone courses. Concerns: delays in approval and redundancy of process (i.e., too many people to sign off on work). Specific concern about 7 Elementary Ed students who finished a year ago and were not approved. Ideally, there should be no delay on special projects: Chair/readers sign off, Dean Broadbridge delivers it to the Registrar. Faculty discussed possible solutions, such as an approval form and acceptance form at the end of the project.

Chair of the Graduate Council
Dr. Lee J. deLisle

• Introduction of Executive Committee
• Academic Standards Chair Dr. Cindy O’Sullivan, Curriculum Committee Interim Chair Dr. Jim Thorson, and Policies, Procedures Chair Dr. Jess Gregory and Recording Secretary Dr. Louisa Foss-Kelly
• Graduate Council meetings will be held in Conn Hall for the remainder of the semester.
• Subcommittee meetings will begin on Monday.
Standing Committee Reports

Academic Standards Committee (ASC)

Changes for AY 16/17

• Program evaluation will be suspended for two years, significantly changing the work of the ASC. Rationale of suspension: to examine the significant amount of reassigned credits to prepare report. Brief discussion of differences between undergraduate and graduate course releases.
• It is possible program evaluation will be reinstated. Programs still have to keep track of data.

Status of incomplete reports from spring 2016

• Two program reviews were not completed last year: sociology and biology. These reviews are suspended.

Other assignments for AY16/17

• Executive Council is discussing other tasks for ASC, including technology (i.e., websites need quality control)

Curriculum Committee (CC)

Dr. James Thorson

• Committee needs to elect Chair to replace Interim Thorson. Faculty should consider volunteering for this position.
• There are some curriculum submissions from last spring that have yet to be reviewed. These proposals were submitted in May after the last meeting of the CC.
• CC and Executive Committee will create a subcommittee with Undergraduate Curriculum Forum (UCF) to explore 4+1 programs
• Review of Ad Hoc course proposals procedures

Policies and Procedures Committee

Drs. Jess Gregory

• Dr. Gregory discussed issue of whether or not comprehensive exams should be credit bearing. A vote was held during last Graduate Council meeting to determine level of interest in pursuing credit load for comps. Result was 1/3 wanted to review, 1/3 indicated no, and 1/3 abstained.

OTHER ANNOUNCEMENTS:

• Graduate Councilors were reminded to check that Graduate Council group is posted on their Blackboard. It will appear as Office of Graduate Studies in my organizations tab.
Ad Hoc Committee Reports

- Doctoral Committee – Drs. Libby Rhoades and Jess Gregory
- Committee began meeting last year. The original charge was to help develop an infrastructure for how SCSU departments could pursue doctoral programs. The group did not feel that it could develop procedures considering all of the changes in leadership at SCSU. At this time, the committee is serving as a place for sharing of information and support. would do that; good sharing of support and information. Meetings are being scheduled for Drs. Rhoades and Gregory to meet with the Dean, Provost, and President to explore approaches for doctoral program development.

Old Business
End of the Year Reports
- All end of year reports will be posted on Blackboard

Graduate Faculty Status
- Graduate Councilors are advised to check their status as graduate faculty. If they do not have this status, notify Dean Broadbridge. Graduate faculty status may be explored by PPC.

On-Line Teaching - Reports & Discussions
- Dr. Rhoades reported that the administration now provides 24-7 technical support. If there are issues with tech support, let Dr. Rhoades know. The current president appears to be very supportive. Dr. Rhoades will be working with Faculty Senate and FS Tech Committee.

New Business
Alumni Survey
- Michael Ben Avie administered survey of undergraduate alumni; handout of results was shared with Councilors.

Faculty Senate representation from Council membership
- Consider volunteering to serve as Graduate Council representative to Faculty Senate. Faculty Senate meets on Wednesdays 12:00-2:00, 2x/month. Anyone who serves in this role would not have to serve on a Grad Council subcommittee.

Ed Leadership Need for Dissertation Support
- Dr. Gregory announced that there is a ‘bubble’ of high enrollment in Ed Leadership. This means that Ed Leadership is in temporary need of dissertation support.
- The work requires a 2-year commitment. Sponsors receive 1 credit load benefit (1 credit per semester per student when working on proposal; 1 credit per semester when working on dissertation; after that ½ credit). Readers receive small financial compensation (part of defense committee, 2nd reader as well, $250).
- Note that any volunteer must be a member of Graduate Faculty.
Study Abroad Fundraiser

- Dr. deLisle took students on trip to Liverpool in summer. Some students wanted to go but were unable to due to financial constraints. Dr. deLisle organized a fundraiser for a new scholarship fund to sponsor international studies. On November 12, there will be a benefit concert featuring Dr. deLisle’s wife, a Grammy-award winning musician. There will also be a silent auction. Dr. deLisle asked that faculty recruit business owners for offering silent auction donations. Please consider attending and spread the word. This fundraiser will continue annually each fall, showcasing artists that reflect the world focus of SCSU.

Committee assignments will be made by Chair deLisle as soon as possible.
Committee meetings begin next Monday, Oct 3, at 1:00

Adjournment
Motion to adjourn: 2:40

Minutes respectfully submitted by
Louisa Foss-Kelly