Graduate Studies Meeting Minutes  
January 31, 2013  
Sprague/Carlton Room, Student Center


**Meeting commenced at 3:05 p.m.**

1) Welcome from S. Seider  
2) Minutes from November 29, 2012: approved  
3) Please send responses to S. Seider on questions related to hybrid/online courses to be aggregated for NEASC report. Please ask department members who teach online/hybrid courses to respond no later than Feb. 7.  
4) Mike Davis informed GSC about newly formed adhoc Senate committee on on-line courses in which he is serving in his role as GSC policy chair.  
5) Susan Seider informed GSC about newly formed Senate ad hoc committee on examining four credit courses – charge is pending. Both she and Mike Davis will inform GSC in the future about developments related to these committees.

**Dean Paulette Lemma’s Notes**

1. Reminder: Please make sure that you let Dean Lemma know who will be the faculty representative in your department at the Graduate Academic Awards ceremony, February 12 from 5-7 p.m. in the Constitution Room. Sheet was distributed. Faculty should be prepared to provide brief remarks about the student.  
2. There will be a Graduate Open House on Thursday, March 14th, 2013, 4:00-6:00, in Alumni Hall.  
3. Talk to your individual graduate classes about participation in the *Graduate Research and Creative Presentation Day*, Monday, May 6, 4:30-6:30. The application to submit is on the CCSU graduate website. As always, the Graduate School will make a booklet featuring the names and abstracts of all student presenters. If you want to have a room set aside for oral presentations instead of poster presentations, let Dean Lemma know.  
4. Comprehensive exam applications have been coming in. The due date is February 19th. Dean Lemma’s office will be sending the first round for those who applied to respective departments. Right after Feb 19th, the next round will be sent. In the past, we have asked all departments to get the results back by May 1st. Since we now have an earlier end to the semester (May 9th), please get the results back by April 26th. The Graduate Office has to do the final audits, graduate the students, get them on the pending list, and make sure they can participate in the commencement.  
5. February 1st is the last day to add a capstone or independent study. Get it signed and to Dean Lemma by Friday. The freeze date is Monday.  
6. The Applications to graduate have been coming in. They are due March 1 and March 15.  
7. For NEASC, we are including web-based information on Standard 4. It was recently noticed that the student accomplishments have not been updated in quite a while. If you have any accomplishments of our graduate students, please send them to Dean Lemma who would like to put that in as a link for NEASC. This can be for current or past students. Include students going onto doctoral programs, winning awards, etc. We want to show that our students have accomplished a lot after going through our program.
Committee Reports:
1. Graduate Student Association: no report.
2. Scholarship (Dr. Bob Emiliani, Chair):
   Two awards:
   1) Graduate Student Association Scholarship due April 1st.
   2) Department Community of Scholars Tribute based on 5 graduate school
      tenets. Application on website is due April 1st. Turn it into the graduate
      school. Department of Physical Education and Human Performance
      received it last year. The department needs to return the plaque before April 1.
3. Policy (Dr. Mike Davis, Chair): Nothing to report. First meeting next week.
4. Appeals (Dr. Ralph Cohen, Chair): One appeal came in at the end of December about
   which the committee deliberated last week. The situation involved an applicant who was
   rejected from a department because of a low GPA. The applicant seemed confused about
   the appeal and the committee sent it back to the student to appeal to the proper body. It
   should have gone directly to the department.
5. Curriculum (Dr. Carlotta Parr, Chair): No report. Next meeting there will be
   considerable business.

New Business:
1. GSA will change the deadline of February 12th for applying to GSA research
   scholarship and conference proceedings so that students can submit for March or April
   conferences. They will change the GSA facebook page to reflect accurate information.
   For this year, they received a lot more requests and as a result, they ran out of money.
   They needed to pull from the reserves to fund. It may turn out that fewer requests are
   approved. The number of students who understand that money is available has increased,
   but the amount of money coming in has stayed the same. Monies stream from student
   fees, with a larger amount of money coming from full-time students.

Meeting adjourned at 3:30 p.m.