

**Graduate Studies Meeting Minutes February 28, 2013  
3:00-4:30 Sprague-Carlton Room, Student Center**

Attendees: Attendees: P. Lemma, S. Seider, B. Nicholson, V. Garcia, M. Davis, J. Teitler, S. Wu, J. Calvert, R. Cohen, S. Ratansi, E. Thornton, S. Kirstukas, J. Wei, E. Leonidas, C. Button, H. Vedeler, B. Emiliani, R. Kalder, C. Parr, J. Thomas, C. Fallahi, L. Valerie, W. Nelson, M. Howell, D. Sianez, M. Jackson, P. Gardner.

Meeting Convened at 3:06 PM.

**Susan Seider-Chair:**

- 1) Welcome
- 2) Minutes from January 31, 2013; reviewed and accepted by membership.
- 3) Please make copies of all agendas, minutes and other attachments and bring to GSC meetings.
- 4) Reminder: See meeting schedule below for Spring, 2013:

**Spring 2013 meetings will be held in Sprague Carlton, Student Center.**

<b>CURRICULUM Subcommittee</b>	<b>Full GSC Mtg – Sprague-Carlton 3-4:30 Student Center</b>	<b>POLICY Subcommittee</b>
3/14/13 <b>1849 RM.</b> Stud. Ctr.	2/28	3/7 HB 222
*4/18/13 <u>Clocktower</u> St. Ctr.	3/21	4/11 HB 222
	*4/25	5/2 if needed in HB 222

**Dean Paulette Lemma's Notes**

- Open House: Thurs. March 14, 4:00-6:30 p.m. Please check to see if anyone from your department is attending and forward names on to me.
- Graduate Forum: April 10 at 12:30-2:30 in the Connecticut Room. I need to know the names of faculty from each department who are attending this as well. Paulette and Susan will be determining the agenda.
- Academic Awards Reception was successful- 16 attended with families and friends.
- Remind students to apply to graduate. Their applications are what is used to determine eligibility to participate in commencement. Due dates are March 1 for spring graduation and March 15 for August graduation. The longer students wait to hand in application, the later they will be notified that they can participate in the ceremony. Applications can be dropped off at graduate studies or scanned ~~in~~ or faxed.
- Reminder about the Graduate Research and Creative Presentation Day Event on May 6.

Please let Dean Lemma know if additional rooms are needed. (She also would like to get an estimate of number of students). Information has been posted on the website. Abstracts are due on Friday, April 19<sup>th</sup>.

## Committee Reports

**1. SCHOLARSHIP:** Dr. Bob Emiliani (Chair); Members: M. Voight, R. Kalder, D. Sianez, S. Seider (ex-officio).

GSA Scholarship and Community of Scholars applications are both due on April 1. GSA scholarship requires 2 letters of recommendation and an essay; Applications can be downloaded from Graduate Studies webpage.

**2. POLICY:** Dr. Mike Davis (Chair); Members: V. Garcia, H. Vedeler, S. Seider (ex-officio).

- a) Sixth year time limit. In order to accelerate time to degree completion and improve graduation rate, it is proposed that the following paragraph be inserted into the graduate catalogue.

**For a student enrolled in a thesis or special project, the capstone advisor can require regular progress reports from the student. Based on a lack of progress, the advisor can choose not to recommend an extension beyond the six-year time limit. Further, when no extension is granted, the advisor can choose to assign a failing grade for the thesis or special project.**

*Motion passed, with one abstention.*

- b) Admissions Appeals. To prevent certain types of unreasonable requests/appeals, it was proposed that the following changes be made to the graduate catalogue:

### **Admission Appeals with a Cumulative GPA below 2.40**

Such appeals must be made in writing to the dean of the School of Graduate Studies with written justification supporting the applicant's current readiness. This may include additional academic information (such as scores from standardized tests, grades in very recent courses, or letters of recommendation from instructors, etc.) which was not submitted with the original application. The dean will first consult the department offering the program for reconsideration of the applicant. Depending on the nature of the appeal, further consultation may be made with an appropriate designee of the academic school or the department chair of the relevant program before making a decision. The dean of the School of Graduate Studies will notify the student of the decision in writing. If an unfavorable decision is rendered, ~~the applicant may request that the appeal be sent to the Graduate Standing Appeals Subcommittee of Graduate Studies.~~ **there will be no further official recourse for an appeal.**

*Motion passed.*

- c) Number of times a student may apply for admission to the same program. It is proposed that there be a new policy limiting the number of times an applicant may seek admission to the same graduate program, by adding the following paragraph to the graduate catalogue:

A prospective student who is denied admission will be considered for acceptance to the same program if their department application materials and/or cumulative GPA demonstrate substantial improvement. However, no prospective student may apply to the same program for more than three times, and no appeal can be made to extend this limit.

*Motion passed.*

**3. APPEALS:** Dr. Ralph Cohen (Chair); Members: G. Fitzgerald, J. Thomas, C. Fallahi, S. Seider (ex-officio).

*Nothing reported.*

**4. CURRICULUM:** Dr. Carlotta Parr (Chair); Members: W. Nelson, E. Thornton; E. Leonidas, Shuju Wu, J. Calvert, S. Seider (ex-officio). Discussion and vote on curriculum items from Feb.21 meeting of GSC Curriculum Committee.

If your department is making curriculum changes a representative from the department needs to attend all graduate studies meetings involving those curricular changes.

- A. 1.1 Biology. Change of title and description of Bio 425, Biology of Marine and Freshwater Algae. Motion passed.
- B. 2. 1. Chemistry. Change of prerequisites for Chem 456, Toxicology. Motion passed.
- C. 3.1. English. Change of prerequisites on Eng 332, Medieval English Literature. Motion passed.
  - 3.2. Removal of graduate credit from Eng 331, Chaucer's Canterbury Tales. Motion passed.

**New Business:**

- 1. Dean Paulette Lemma is retiring at the end of this academic year. A scholarship for graduate students is being set up in her name. Contributions of any amount are welcome. See Carolyn Fallahi or Susan Seider for details.

Meeting Adjourned: 4:08 p.m.