

Graduate Studies Committee Report to SENATE May, 2014

Policies passed during the SPRING 2014 Academic Year

Graduate Studies Policy Changes

There was one Graduate Studies policy approved in spring semester.

Process for offering Online Graduate Level Courses

- Any graduate level course may be submitted to the Academic School Dean using existing form, with required signatures.
- Once the fall schedule is finalized, we will send an email on behalf of the Graduate Studies Committee with the following “form.”
- Only novice users will be required to attend training. All others will be encouraged to check their syllabi to the rubric and attend training as identified.

We are pleased that you will be part of expanding our Online offerings in the Graduate Curriculum. Please share with us your proficiency in online pedagogy so we can best support your course development.

- √ Expert user – excellence in online learning. Certified by Quality Matters, Sloan C etc. Would be willing to serve as a mentor. Confident to teach or moderate an online teaching session.
- √ User – some confidence in online teaching in need of support for improved course delivery
- √ Novice – never taught online

Thank you for your submission. We will contact you soon with a follow-up based on your response.

Email to Expert

We are pleased you will be sharing your expertise in online learning with our graduate students. Would you also be willing to share with your colleagues? Please indicate areas from the list below that you would be willing to serve as either a mentor, or would be willing to lead an online discussion for our less experienced faculty.

- Do you hold any online certification (Quality Matters, Sloan C)?
- Are you interested in becoming certified?
- Would you conduct a self-evaluation of your current online course offering against the QM Rubric?
- If we were to ask you to help guide a training module for faculty learning how to teach online, what would that module be (i.e. "Teaching online for the first time", "Designing an online course", Other, etc.)
- Would you share your course template with others in your program (or with novice online instructors)?

Email to User

Thank you for teaching online in the Graduate program. We are here to help augment the skills you currently have and build your knowledge with online pedagogy. We do not want to teach you what you already know. Please indicate from the list below which areas you would like to learn more about.

- "Improving your online course", as well as the workshop on "Designing an online course", if need be.
- If your primary online experience was at another university please attend the Intro to the LMS for novice users
- Consultation and training services from IDTRC (Retreat style workshop – outcome for the retreat:

- A Well-crafted storyboard
- A course inventory
- Timeline for development
- Action Items
- Additional workshops to support a “continuous improvement model” such as those offered to novice users.
- Making good use of OER materials workshop

Email to Novice

We are glad you will begin your online teaching in Fall 2014 at the graduate level. Please review the attached documents with regards to a timeline to bring your courses online and also training we hope you require.

- We will offer a series of workshops such as:
 - Teaching Online for the first time
 - Intro to the Learning Management System
 - Participate on the Student Orientation for Online Learning
 - How to design an online course:
 - Designing an online course
 - Creating a foundation with Learning Objectives
 - Designing for the student audience
 - Linking activities to learning objectives
 - Choosing and Using Media Effectively Addressing Accessibility from the beginning of your design process
 - Discuss of QM Rubric and training on its application
 - IDTRC Retreat style workshop-outcome for the retreat:
 - A well crafted storyboard
 - A course inventory
 - Timeline for development
 - Action Items
 - Graduate faculty to User level
- **Additionally, the GSC would like the Senate’s permission to proceed with the process of bringing application forms online. This requires altering the wording related to admissions for every graduate program that directs applicants to upload the documents with their application.**

Department Policy Changes: Policy changes for **Admission** to the following programs are recommended for the STEM program, Departments of Educational Leadership, Biology, Biomolecular Sciences, Chemistry and Biochemistry, Physics, Psychology, and School of Business..

1. STEM Program

- Minor changes to wording for STEM program admission policy
- Addition of word EDUCATION under Admission Requirements, sentence one.
- Deletion of K-12 under Admission Requirements and Program Rationale, sentence one.

MASTERS OF SCIENCE IN STEM EDUCATION FOR CERTIFIED TEACHERS Admission requirements:

The MS STEM Education Program is **for certified** teachers who hold a bachelor's degree from a regionally accredited institution of higher education. Applicants must also have a minimum undergraduate GPA of 2.70 on a 4.00 point scale (where A is 4.00}, or its equivalent, and good standing (3.00 GPA) in all post-baccalaureate course work. Teachers who do not teach one or more of the STEM disciplines (science, technology education, engineering education, or math) may be required to take additional content courses.

Program Rationale:

The MS in STEM Education for Certified Teachers will prepare **certified teachers** in the transdisciplinary areas of Science, Technology, Engineering and **Mathematics (STEM)**. Courses are aligned with National and/or CT state content standards in each discipline: Science, Technology, Engineering, and Math, and the Common Core for Mathematics and Language Arts. Does not lead to CT state teacher certification or cross-endorsement.

In line with the STEM philosophy, courses will integrate the STEM disciplines and provide teachers with the skills necessary to move away from the traditional way of teaching discrete subjects towards a more comprehensive way of addressing the science, technology, engineering and mathematics disciplines for use in the classroom to prepare students for 21st century college skills and career readiness.

Program Learning Outcomes:

Graduate students are expected to demonstrate:

- Integrating and applying the practices of scientists and engineers into curriculum, instruction, and assessment for use in the classroom
- Understanding of the role of inquiry in curriculum, instruction, and assessment
- Integrating the crosscutting concepts of STEM into curriculum, instruction, and assessment
- Applying disciplinary core ideas of STEM into curriculum, instruction, and assessment for use in the classroom
- Constructing a research plan and carry out independent research on a STEM topic

Course and Capstone Requirements (33 credits):

CORE COURSES (24 credits)

STEM 501: Applying Mathematical Concepts	3 credits
STEM 506: Problem-Based Learning in STEM	3 credits
STEM 517: Robotics Applications in STEM Education	3 credits
STEM 520: STEM Practices in the Physical Sciences	3 credits

STEM 521: Engineering Design in STEM Education	3 credits
STEM 530: STEM Practices in the Earth/Space Sciences	3 credits
STEM 540: STEM Practices in the Life Sciences	3 credits
STEM 598: Research in STEM Education	3 credits

OTHER RELATED/REQUIREMENTS (3 CREDITS)

MATH: any 500 level content course with permission of advisor	3 credits
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ELECTIVES (3 credits)

Any 500 level Science, Technology Education, Engineering Education or Math course with permission of advisor OR SCI 580: Special Topics	3 credits
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CAPSTONE (3 CREDITS)

STEM 595: Action Research in STEM Education	3 credits
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Total Program Credits: 33 credits

Plan C: 33 credits

2. Department of Educational Leadership

2a. Sixth-Year Certificate. The following changes are proposed to the admission criteria:

Admission Requirements

Admission to this program is limited and highly competitive. The department accepts applications for spring and fall semesters only. All application and supporting materials for admission to the program must be received by April 1 for students taking EDL 590 in the summer and November 1 for students taking EDL 590 in the spring. Admission to the Sixth-Year Certificate program will be based on the following criteria:

- *Possess a master's degree from a regionally accredited institution of higher education*
- *Attained a 3.00 minimum post-baccalaureate cumulative grade-point average (GPA) on a four-point scale or its equivalent*
- *Have a minimum of three years of teaching experience and possess, or be eligible for, a Connecticut teaching certificate (Students who do not hold an educator's certificate issued by the Connecticut State Department of Education must also pass Praxis I)*
- *Two letters of reference from school administrators*
- *A formal essay which has two focal points (1) the reasons that led the candidate to the area of school leadership, and (2) future career goals*

Interviews will be held in November/December and April/May. Decisions will be communicated to applicants by the end of the current semester.

2b. Superintendent Program. The following changes are proposed to the admission criteria due to the need for more stringent standards.

. The wording "*regionally accredited institutions of higher learning*" was added.

Admissions Standards and Requirements for the Superintendent Program

Admission to this program is competitive. Students admitted to this 15-credit program will be eligible to apply for institutional recommendation for the Superintendent 093 certificate. To be considered for admission, applicants must meet the following standards:

1. Possess an 092 certificate from the Connecticut State Department of Education.
2. If you are not currently admitted to a CCSU graduate program, a completed application for admission to the CCSU Graduate School must be submitted.
3. At least a 3.00 post-baccalaureate GPA and a 2.70 undergraduate GPA from *regionally accredited institutions of higher learning are required*. Students with a post-baccalaureate GPA of 3.30-4.00 or higher will receive priority in program admission.
4. A well-written application essay that addresses the candidate's philosophy of district leadership, includes reflection on past and current formal and informal leadership experiences, and describes future career goals.
5. Two letters of recommendation from either district or community leaders (e.g., superintendent, assistant superintendent, HR director, board member) attesting to the applicant's observed ability to create and sustain positive professional relationships, communicate effectively with various constituents, solve complex problems, and demonstrated potential to lead complex educational organizations.
6. Current curriculum vitae or resume.
7. Complete files will be reviewed and interviews will be scheduled for finalists.

All applications and supporting materials for admission to the program must be received by May 1st for fall admission or by November 1 for spring admission.

Please complete your online graduate school application at <https://www.applyweb.com/apply/ccsu/menu.html> and submit the \$50.00 processing fee. As part of that application, applicants must submit official transcripts directly from the Bachelor's and Master's degree institutions and from any other institution where graduate level courses were taken to:

Graduate Recruitment and Admissions Office

Barnard Hall, Room 102

Central Connecticut State University

1615 Stanley St

New Britain, CT 06050

Please submit a copy of your teaching and 092 certificates, application essay, curriculum vitae or resume, and original letters of recommendation to:

Stacy Tallberg, Administrative Assistant

Department of Educational Leadership & Instructional Technology

Barnard Hall, Room 231

Central Connecticut State University

1615 Stanley St.

New Britain, CT 06050

3. Departments of Biology, Biomolecular Sciences, Chemistry and Biochemistry, Physics, and Psychology.

-Addition of a non-degree Official Certificate Program

Official Certificate Program: Post-Baccalaureate Certificate in Pre-Health Studies-Final

A Pre-Health Professional Advisory Committee is available to assist students interested in preparing for careers in medicine, dentistry, veterinary medicine, optometry and related fields in the health sciences for which undergraduate training is required prior to admission to other institutions. The Pre-Health Professional Advisory Committee consists of faculty members from the departments of Biology, Biomolecular Sciences, Chemistry and Biochemistry, Physics, and Psychology.

Students interested in pre-health Professional Programs should consult Dr. Peter Osei, program coordinator for the health professions, Department of Biology, NC 339 (860-832-2657), and Dr. Cheryl Watson, chair of the Pre-Health Professional Advisory Committee, Department of Biomolecular Sciences, NC 344 (860-832-2649). Additional information is available at <http://www.prehealth.ccsu.edu>.

Program Overview

This non-degree certificate program is designed for college graduates whose undergraduate background does not meet the requirements for admission to professional schools of medicine, dentistry, veterinary medicine, etc. This rigorous program provides post-baccalaureate students a formal option to matriculate into a program with the foundation courses and the advisement they need to prepare for applying to professional training schools.

Admission

Students must have completed a bachelor's degree from a regionally accredited university to participate in the program. Potential students should complete the online graduate application. The application requires that official transcripts be sent from all colleges and universities attended to the Graduate Recruitment and Admissions Office. The Pre-PAC chair will schedule an advising appointment with the applicant to discuss a potential program of study in keeping with his or her academic background and professional goals.

Applications must be received by the priority deadline of October 1 or no later than November 1 for spring admission. Students must be matriculated in the spring to be considered for financial aid for summer coursework. Applications must be received by the priority deadline of April 1 or no later than May 1 for fall admission. Due to the high demand for initial courses, applicants are encouraged to apply well in advance of the deadlines. Students may begin the program in any semester and applications will be accepted throughout the year within the graduate admission deadlines of May 1 for fall and November 1 for spring. Post-baccalaureate certificate students are classified as graduate students; they may be either part-time or full-time and may qualify for financial aid. Only students matriculated as full-time may take nine or more credits a semester. Part-time and non-matriculated students are limited to less than nine credits/semester.

Program Requirements

While each student's academic program will be tailored to meet the individual's specific academic needs and professional goals, a model program that would be appropriate for a student with a minimal science background is shown below. This model program also illustrates the 45-credit upper limit for this certificate program. Smaller academic programs may be possible for students with some science background, with a lower limit of 26 credits. All individual programs must be designed and approved in consultation with the Pre-PAC advisory committee at the admission interview. A maximum of 9 credits in the planned program may be transferred to CCSU.

4. School of Business

MBA Admission Requirements:

Applicants must hold a bachelor's degree from a regionally accredited institution of higher education with an undergraduate GPA of 2.70 or higher and a minimum GPA of 3.00 or higher in any post-baccalaureate coursework.

Applicants with a GPA of 2.69 or lower will not be considered.

GMAT/GRE Requirements:

Applicants with an Undergraduate Business Degree:

- The GMAT/GRE is not required for an applicant with an undergraduate GPA of 3.20 or higher from an AACSB accredited business degree program.
- The GMAT/GRE is required for applicants with an undergraduate GPA of 3.20 or higher from a non-AACSB accredited business degree program.
- The GMAT/GRE is required for applicants with an undergraduate GPA between 2.70 – 3.19 from an AACSB accredited or non-AACSB accredited business degree program.

Applicants with an Undergraduate Non-Business Degree:

- GMAT/GRE is not required for applicants with an undergraduate GPA of 3.20 or higher from non-business degree programs with accreditation from CAEP or ABET.
- The GMAT/GRE is required for applicants with an undergraduate GPA between 2.70 – 3.19 from non-business degree programs with accreditation from CAEP or ABET.
- The GMAT/GRE is required for applicants with an undergraduate GPA between 2.70-4.00 from non-business degree programs that are not accredited by CAEP or ABET.

Applicants with Business Experience

- The GMAT/GRE is not required for applicants with five or more years of high-level business experience and a minimum 2.70 undergraduate GPA. Applicants should provide details of their experience on their resume. These applicants that are offered admission may be eligible to have some or all foundation courses waived at the discretion of the Director of the MBA program.

GMAT/GRE Waiver

GMAT or GRE scores will be waived for applicants holding a professional license, i.e. CPA, CMA, CFA, a Master's degree, or Doctoral degree.

All applicants must submit:

- Online Application
- Application fee
- Official transcripts directly from each institution attended except from CCSU
- Resume

And if required above

- GMAT or GRE scores (minimum acceptable scores are determined based on GPA)
- Proof of CPA, CMA, CFA professional licenses

International Applicants must meet University standards for international admission including submission of:

- TOEFL or IELTS scores
- Course-by-Course evaluation of foreign credentials from a NACES member evaluation service
- Original translations of foreign academic records

Conditional Admission:

- Applicants who are required to submit GMAT/GRE scores that have not yet taken the GMAT or GRE, but have an overall undergraduate GPA of 2.70 or higher may be considered for conditional admission. These students may take a maximum of six (6) credits in the MBA program before submitting GRE/GMAT scores. All full admission requirements must be met when GMAT/GRE scores are submitted and assessed in order to continue in the program.

Report on Scholarships

Pending approval by the University Scholarship Committee, Michele Triompo, (MFT) Department of Marriage and Family Counseling is recommended for The Graduate Student Association Scholarship.