



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

### GRADUATE COUNCIL MINUTES

January 17, 2008

Attending: Kurt Baker, Bret Carroll, David Colnic, Diana Demetrulias, Chet Jensen, Ann Kohlhaas, Peter Nelligan, Pamela Roe, Margaret Tynan, Shawna Young

Excused: Randall Brown, David Lindsay, Dennis Sayers, Arnold Schmidt, Ramon Vega de Jesus

Ex-Officio: Nael Aly, Carl Bengston, William Covino, Roger McNeil, Daryl Moore, Juan Carlos Morales, Gary Novak

Guests: Steven Graham, Marge Jaasma, Roger Pugh, Samuel Regalado, Ted Wendt

Margaret Tynan called the meeting to order at 2:34 p.m.

- I. **Approval of Agenda.** A motion was made by Kurt Baker to approve the agenda. The motion was seconded by Bret Carroll. The motion carried.
- II. **Approval of November 15, 2007 Minutes.** A motion was made by Pam Roe to approve the November 15, 2007 minutes. The motion was seconded by Peter Nelligan. The motion carried.
- III. **Information**
  - A. **Annual Student Research Competition (Morales).** Dr. Juan Carlos Morales distributed fliers along with procedures and guidelines for the upcoming 22<sup>nd</sup> Annual Student Research Competition. The competition will be held March 5, 2008 in the Faculty Development Center. Winners of the campus event will compete in the CSU system-wide competition at CSU East Bay on May 2-3, 2008.
  - B. **MA/MS in Interdisciplinary Studies Annual Report (Sayers) –Attachment #0708-2 (forthcoming).** Deferred.
- IV. **Action**
  - A. **7005 Continuing Thesis/Project Waiver (Graham) –Attachment #0708-6 (revised).** The Council reviewed a revised copy of the 7005 Continuing Thesis/Project Waiver form. The form was modified to include the following language, "This waiver does not extend the seven year time limit for program completion." It was suggested that an email address for the Graduate School be added to the form, and that the heading "Major Advisor," is changed to "Program Coordinator." A motion was made by Chet Jensen to approve the form contingent upon modifications. Bret Carroll seconded the motion. The motion carried.
- V. **Discussion**
  - A. **Graduate Comprehensive Examinations (Demetrulias) –Attachment #0708-8 (previously distributed).** In compliance with Title V regulations, a record of comprehensive examination questions and responses shall be maintained in accordance with the records retention policy of the CSU. Each department offering the comprehensive examination is being asked to provide updated written procedures for the examination including length of time retained and file with the Graduate School. The Graduate School will provide each department a copy of what is currently on file for its department.

- B. **Assessment Report by Dr. Mary Allen (Demetrulias) – Attachment #0708-12 (previously distributed).** Dr. Mary Allen, a nationally recognized leader in assessment of student learning, conducted a review of the assessment efforts at CSU Stanislaus. Overall, CSU Stanislaus has demonstrated many excellent accomplishments and is making substantial progress in implementing assessment effectively. One area of concern, in graduate education, is that many assessment plans lacked details concerning how and when each outcome is assessed. It has been suggested that the Graduate Council work to revive assessment of graduate student learning goals. Discussion of the Assessment Report will continue at the next meeting.
- C. **Graduate Student Learning Goals Assessment (Demetrulias).** In the previous WASC reaccreditation review, assessment of graduate education was cited as exemplary. Because of changes in leadership and organizational structures, some momentum was lost. For this reason and based on the findings of the University assessment report, the Council agreed to review graduate student learning goals and its assessment plan. In spring 2008, a graduate student, under the direction of the Vice Provost will be meeting with individual program coordinators to update the Graduate School's 2000-2001 Assessment Plan. The updated plan will be presented to the Council at a later time for further discussion.
- D. **7005 Reimbursement (Borba) –Deferred to February Meeting.**
- E. **7005 Retro Waiver (Borba) –Deferred to February Meeting.**
- F. **Student Records Retention (Tynan) –Attachment #0708-16.** UEPC's draft policy on Unretrieved Student Work was reviewed. In conjunction with UEPC, the Council agrees that one year is a sufficient amount of time to hold unretrieved graduate work. For comprehensive examinations, each department will identify in its written comprehensive examination procedures the length of time for records retention. The Council's recommendations will be forwarded to UEPC.
- G. **Graduate Education and the Role of Research, Scholarship, and Creative Activity in the CSU (Demetrulias) –Attachment #0708-13 (previously distributed).** Deferred.
- H. **Graduate Business Fee Resolution (Tynan) –Attachment #0708-14 (previously distributed).** A resolution opposing the Graduate Business Fee is being drafted and will be brought for a first reading at the next Academic Senate meeting.
- I. **Teaching Assistantships/Fee Waivers (Carroll) –Attachment #0708-15 –Time Certain 3:30 – Provost William Covino, Dr. Ted Wendt, Mr. Roger Pugh and Mr. Steven Graham.** Provost Covino discussed with the Council the importance of graduate education. He supports the growth of graduate programs and understands the significant role of graduate fee waivers. He commits to giving this concern a high priority and is currently working toward increasing the graduate fee waiver amount from \$24,000 to \$40,000 and would like to continue to expand the amount each year. He suggests that fee waiver allocations should be made by the College Deans, as they are able to consider enrollment and academic criteria for their graduate programs. He will also begin tracking graduate FTES growth separately from undergraduates, so that increased funding from graduate enrollments can be tracked and aligned with enrollment growth. The Provost has encouraged deans to use funding to support graduate students. He also expressed concern that library resources need to be increased and is exploring methods to respond to this important resource support for students and faculty.

Ted Wendt provided clarification of the Teaching Associates classification and the definition of the term Fee Waiver. A future discussion will continue regarding changing the name of fee waivers and associated issues for graduate financial aid eligibility.

## VI. Reports

- A. **Academic Senate Report (Lindsay/Tynan).** Deferred.
- B. **Associated Students Report (TBA).** Deferred.
- C. **Faculty Budget Advisory Committee Report—FBAC (Young).** Deferred.
- D. **Research, Scholarship and Creative Activities Policy Committee (Vega de Jesus).** Deferred.
- E. **Vice Provost (Demetrulias).** Deferred.

Margaret Tynan adjourned the meeting at 4:28 p.m.

Respectfully submitted by Raichelle Owens.