



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

### GRADUATE SCHOOL

### GRADUATE COUNCIL MINUTES

Date: September 21, 2006

Time: 2:30–4:30 p.m.

Place: MSR 130C

Attending: Kurt Baker, Randy Brown, Bret Carroll, Claudia Cortes, Diana Demetrulias, Chuck Floyd (for Margaret Tynan), April Hejka-Ekins, David Lindsay, Mira Mayer, Pamela Roe, Arnold Schmidt, Ramón Vega de Jesús, Shawna Young

Excused: Dennis Sayers, Andrew Wagner

Ex-Officio: Carl Bengston

Guests: Steven Graham, Ken Potts, John Sarraille, Kenneth Schoenly

Peter Nelligan called the meeting to order at 2:34 p.m.

I. Approval of Agenda. A motion to approve the September 21, 2006 agenda was made by Randy Brown and seconded by David Lindsay. The motion carried.

II. Approval of May 18, 2006 Minutes. A motion was made by Pamela Roe to approve the May 18, 2006 minutes with the following revision:

- On page one, add Pamela Roe to the list of attending members.

The motion was seconded by David Lindsay. The motion carried.

III. Action

A. **Course Proposal – FIN 5250 Options, Futures, and Swap Contracts (Lindsay) – Attachment #0607-1.** A revised copy of Attachment #0607-1 was distributed. This course will be an elective within the MSBA, Finance: International Finance program. Students in this class will acquire a working knowledge of applications and the pricing of options, futures, and swap contracts. A motion was made by April Hejka-Ekins to approve the proposal with the following revisions, pending final approval of revisions by Diana Demetrulias:

- On page one of the syllabus, cast the course objectives as “Student Learning Objectives”; that is, from the standpoint of what the student learns rather than what the instructor teaches.
- On page one of the syllabus, include the publication date of the required text.
- Include in the syllabus a description of required writing/research assignments.

The motion was seconded by Pamela Roe. The motion carried.

B. **Course Proposal – PSYC 5860 Domestic Violence Interventions (Myers) – Attachment #0607-2.** Kurt Baker spoke on behalf of Lin Myers. This course will prepare students to identify, assess, and treat those affected by domestic violence. The course meets the State of California’s requirement for a course in domestic violence interventions. A motion was made by Chuck Floyd to approve the proposal with the following revisions, pending final approval of revisions by Diana Demetrulias:

- On page one of the syllabus, change “Course Objectives” to “Student Learning Objectives.”
- On page two of the syllabus, reword Course Expectation number three to convey accurately the actual process in handling breaches of confidentiality: students are expected to treat the class as a professional environment and adhere to the code of ethics applicable in such an environment; a student failing to do so shall be referred to his or her academic advisor.

Mira Mayer seconded the motion. The motion carried.

#### IV. Discussion

- A. **Graduate School Update (Graham).** Steven Graham gave an update on Graduate School operations, focusing on three areas: recruitment, advising, and future discussion items.
- **Recruitment.** The Graduate School has instituted several processes to increase the pool of prospective students, including emailing graduating seniors; holding informational workshops; giving presentations in all undergraduate WP courses; purchasing newspaper advertisements; and setting up information tables in the quad and at graduate fairs. These short-term efforts have resulted in a 21.4% increase in graduate enrollments for fall 2006 as compared to fall 2005. A long-term recruitment plan was outlined, as well.
  - **Advising.** Issues relating to graduate advising were discussed, including summer admission decisions (implementing processes for admitting summer applicants when faculty are off campus); continuous enrollment (7005); change in program; changing from thesis to project or vice versa; and 4000-level courses used in graduate programs. These were mainly informational items serving as reminders to advising faculty. The issue of continuous enrollment (7005), however, requires further discussion and will be placed on next month’s agenda.
  - **Future Discussion Items.** Items include a meeting with graduate program administrative assistants to review Graduate School policies and procedures; the provisional classification; thesis fees; graduate fellowships; the graduation approval form; MS degree minimum units; and probation and disqualification lists.

- B. **Library Presentations on APA/Thesis Formatting (Bengston).** Carl Bengston stated that the library does not offer presentations specifically on thesis formatting. Presentations are, however, available on using style manuals, such as APA and MLA.

Other developments in the thesis process, specifically the move of the process from the Graduate School to the library, were discussed. A handout of a revised student checklist titled “Thesis Final Clearance Process” was distributed. This document reflects the change already approved by the Council. It was noted that the process itself will not change for the students except that they will work directly with the library staff, bypassing the Graduate School. This will be beneficial to students because the library has extended hours, including evenings and weekends. It was further noted that the Graduate School will retain final authority on thesis-related policy issues; only the physical location will change.

Kurt Baker suggested that items on the checklist not requiring student action be highlighted in some way so as to avoid confusion; the Council agreed. Randy Brown suggested that the title be changed to “Thesis and Project Final Clearance Process,” and it was agreed that all documents which apply to both theses and projects should be titled accordingly. Because the changes to this document reflect a change in process already approved by the Council, it was agreed that the document should be updated immediately, without the need for a vote.

An update was given on the thesis reader positions; currently two readers are retained for this purpose, and a pool is being established. It was requested that any prospects, particularly those in fields other than the humanities, be referred to Carl Bengston for consideration.

Future discussion items on the thesis process will include the bindery fee, the possibility of electronic submission of theses drafts to the readers, the possibility of electronic archiving of theses in the library, and the possibility of instituting an electronic template for formatting the thesis. Carl Bengston will provide a sample template at next month’s meeting.

- C. **Master’s Degree FTES (Pugh).** Deferred until next month’s meeting.
- D. **Continuing Enrollment Registration – MDIS 7005 (Graham).** This is a complex issue which will require more discussion than could be accomplished in the time allotted. Consequentially, it was deferred until next month’s meeting.

## V. Information

**A. Program Revision—MA in Education with a concentration in Physical Education (Young).** A handout of the Program Revision Proposal summary for the MA in Education with a concentration in Physical Education was provided. Shawna Young shared the progress made so far in revising the program. It was noted that the timeline for this process is available on the Academic Programs Web site.

**B. Proposing New Graduate Programs (Demetrulias) – Attachment #0607-3.** A final draft of this document, as approved at the last Council meeting, was distributed.

## VI. Reports

**A. Academic Senate Report (Nelligan).** The Senate is currently looking at the assignments to various committees and discussing the possible appointment of a task force to explore revising the Faculty Constitution.

**B. Associated Students Report (Cortes).** Claudia Cortes, the newly appointed Associated Students Graduate Senator, introduced herself to the Council. She provided an update of the activities of ASI, including goals to spread awareness of ASI on campus, reach out to the community to make Turlock feel more like a “university town,” and propose a constitutional referendum to add one more senator to represent the new colleges.

**C. Faculty Budget Advisory Committee Report—FBAC (Lindsay).** FBAC is supporting a UEPC resolution to the Senate proposing the elimination of mandatory student enrollment in winter term. Other discussion items included the costs of the Science II building; E-College; the fiscal implications of the reorganization of the colleges; and funding for market equity raises, the new sports complex, and the new parking structure. Provost Covino attended the last FBAC meeting and stated that there are currently twenty-four searches in progress to replace vacant faculty positions, and that there are no new tenure-track faculty searches approved for the 2006-2007 academic year. John Sarraille added that the Provost had expressed a desire to increase the ratio of tenure-track faculty to visiting lecturers, possibly by converting lecturer positions to tenure-track.

**D. Research, Scholarship and Creative Activities Policy Committee (Baker).** No report.

**E. Vice Provost (Demetrulias).** Diana Demetrulias noted that the Council normally invites new administrators to attend a meeting as a means to understand graduate studies at CSU Stanislaus, and for them to discuss their experiences and ideas about graduate education. It was agreed that Provost Covino would be invited to next month’s Graduate Council meeting.

## VII. Announcements. There were no announcements.

Randy Brown moved to adjourn the meeting, and Bret Carroll seconded the motion.

Peter Nelligan adjourned the meeting at 4:37 p.m.

Respectfully submitted by Alyssa Mazzina.