

California State University, Stanislaus  
Graduate Council Meeting Minutes  
September 14, 2017

**Present:** A. Dorsey (chair), M. Cover (chair-elect), K. Brodie, U. Ghuman, K. Kidd, C. Martin, K. McKenzie, S. Neufeld, H. Stanislaw (on behalf of K. Baker), R. Weikart, S. Young, K. Jaycox\* (*Quorum – 8 voting members*)

**Ex-Officio:** C. Davis, D. Evans, T. Gomez-Arias, K. Greer, P. Hauselt, O. Myhre, R. Rodriguez, J. Tuedio

**Guests:** L. Bernardo, J. Garcia, S. Schraeder (recording), A. Reeves, S. Wooley

**Excused:** R. Bhaduri

- I. **Call to Order.** A. Dorsey called the meeting to order at 2:01 p.m. Introductions were shared with the three new members, K. Jaycox, ASI Representative; S. Wooley, Faculty Director for Assessment & Continuous Improvement; and R. Weikart, History Program Director.
- II. **Approval of Agenda.** The agenda of September 14, 2017 was approved as distributed.
- III. **Approval of Minutes.** The minutes of May 4, 2017 were approved with revisions. Regarding V. Old Business B. Co-authorship of Theses, Projects, Dissertations, it was motioned by K. Brodie, seconded by S. Neufeld and approved by twelve members with one abstention that the record of the Graduate Council Minutes of May 4, 2017 reflect that the Graduate Council voted to approve the Co-Authorship for Dissertations and that the committee will continue to discuss the Master's level co-authorship at subsequent meetings. The revisions to the minutes will also reflect K. Kidd as an attendee of the May 4, 2017 meeting attendee.
- IV. **Information, Announcements, Reports.** M. Cover shared that the Student Engagement in Research, Scholarship, and Creative Activity (SERCSA) offers research assistantships, travel grants, and mini-grants. The Center for Excellence in Graduate Education will be providing writing support drop-in sessions, Quantitative Analysis Support Appointments, a Graduate Writing Residency Program and a Doctoral Application Residency Program. M. Cover also announced that a deadline for registration for programs to attend the southern California Forum for Diversity in Graduate Education is next week, but recommended that Stanislaus State programs attend the spring semester northern California forum that is scheduled to be held in Stockton. The committee discussed the benefits of attending the southern versus northern California forum. In an effort to expand upon the successful CEGE Graduate School Information Session, Cover suggested offering a Stanislaus State Graduate School Fair, including representatives from the faculty and students from every graduate program, heavy advertising, potentially some short presentations, and a lot of time for prospective students to mingle with current students and faculty from the programs. Some members expressed interest for such an event and a discussion occurred if this event can be linked with the University Commencement/Grad Faire held each spring. S. Young indicated that there are funds available to support such an event.

K. Greer announced that the penultimate draft of the [University Strategic Plan](#) was presented to SEC two weeks ago. The document was added to the Graduate Council Blackboard Forum and is available on the University website. The University Strategic Planning Council (USPC) wants to ensure that the document is reviewed very broadly. Another open forum will be held on Monday, September 18, 2017 at 10:30 a.m. in Snider Hall. The event will be livestreamed and available subsequently on the [Strategic Planning](#) website. Feedback has already been provided to include the

library in connection to research and to include General Education. More feedback is welcomed as the document should be considered a living document a lot different than traditional strategic plans.

## V. Old Business

**A. Co-Authorship of M.A. Culminating Experience Assignments.** The committee welcomed John Garcia from the Department of Social Work. Garcia shared that the idea of a co-authorship was a journey started 17 years ago when it was requested that master's students be able to complete a co-authored thesis. It was rejected at that time and brought back to the Graduate Council again 10 years ago. Garcia indicated that co-authorship is consistent with the Social Work curriculum and is a fundamental extension of it. The discipline makes "the shared" central. Social Work students are asked to engage in collaboration and shared decision making that include not just shared activities but also include writing in teams, which exemplifies much of the work of the social work profession. The difficulties of team writing are likely apparent to many but it is central to the Social Work profession and other professions. The request to allow for co-authorship is not requested so that every student become eligible to complete a co-authored thesis. Interestingly, when it was brought forward to the Graduate Council for discussion 10 years ago, it was brought forward by students. Some practical issues require co-authorship in the field. Social Work students are required to show their ability to build capacity and teams, and co-authorship of theses gives the opportunity to complete this requirement. Garcia continued to share that previously five community groups worked together and connected with two students to complete a project, however, each student had to pull out a separate piece of the project rather than working together on a co-authored theses. Additionally, Garcia indicated that allowing co-authored thesis would be helpful to the faculty workload. Addressing questions about the support of co-authorship, including concerns about how students are evaluated in co-authored theses and how do faculty ensure that the student and each student has the capacity to do the work, Garcia indicated that over the years the Master in Social Work discipline has gained disciplinary expertise to complete this task. The faculty can give students feedback and assess the quality of their work in the same way an individual is assessed.

The committee discussed how it would be demonstrated that the students' work of a single-author versus a co-authored thesis is assessed equally. The interim exception to University policy process in place for current students to request to complete a co-authored culminating experience was reviewed and discussed. It was shared that this process was implemented last academic year to demonstrate and track interest and to serve as a trial for the option of co-authorship. K. McKenzie indicated that in the Educational Leadership program students completing a co-authored dissertation complete a two-part process with an oral defense and a written dissertation. While the work is completed collaboratively by the students, they are evaluated individually. Garcia shared that that the proposal of a thesis that is reviewed and approved would inform the process of co-authorship. Because Social Work research is applied, before students start the work, their proposal is evaluated and reviewed. Garcia indicated that another reason that the department is advocating for a co-authored theses is because students are moving more and more to complete the written exam or the project as their culminating experiences. As a department, there is interest to support the thesis because it has value to the students and the field. In an effort not to let the option of the theses disappear, this will work as a solution to keep this kind of a culminating experience here to stay for students to select. The committee continued to discuss the way a co-authored theses is assessed.

Members discussed the status of the co-authored dissertation policy for the EdD program. It was clarified that the item is with the Senate Executive Committee for review by the Academic Senate. A discussion occurred if these two policies should be written together. It was indicated that because a separate EdD policy exists on campus they have to be put forth separately. Members discussed that a masters policy should ensure that programs are not forced to opt-in.

The committee continued discussing co-authorship and how programs would assess their students. A discussion occurred about the role of accrediting bodies and their acceptance of such a policy. The committee discussed how the decision to opt-in for co-authorship is a disciplinary decision and how that would be included in a policy for co-authorship at the masters level.

There exists catalog language that indicates that co-authorship is not allowed for culminating experiences. The committee needs to develop a draft resolution. Graduate Council voted unanimously with one abstention in favor of starting the process to draft a resolution for co-authorship for master's theses. K. Brodie and C. Martin will work on a draft policy for co-authorship for masters programs and share it at the next scheduled meeting.

- B. Program Selection of Graduate Director and Possible Revision to the Constitution of the General Faculty.** The third review of the draft changes to the language in the Constitution of the General Faculty regarding the program selection of a Graduate Director in Graduate Council was completed. Minor revisions were made to the draft and a final version of the draft revisions will be shared with the committee.
- C. Course Time Module Scheduling Policy Review.** U. Ghuman shared the request for a consideration to reserve a timeslot in the Course Time Module Scheduling Policy for graduate programs because since the revised time modules have been adopted and officially allowed for the selection of a 6:00-9:00 p.m. timeslot for all programs, it has been unavailable and there were a lot of unplaced classes in the MPA program for fall 2017. It was indicated that unplaced courses will continue to be a problem and that the 6:00 p.m. timeslot is very popular in comparison to the 7:10 timeslot. It was shared that the UEPC is looking into reviewing the need to remove some 2 and 1 unit timeslots that create a lot of "dead" or unused space in terms of classroom use. The committee discussed a model where there was a prioritization of the schedule for Graduate students, seniors, juniors, etc. The inability of graduate programs to use the 6:00 p.m. timeslot is problematic because it poses a recruitment issue for their programs and with the University Strategic Plan referring to increasing graduate education from 11 to 20%, this needs to be addressed. The committee discussed the scheduling needs of both undergraduate and graduate students. K. Greer announced that an Academic Affairs Space Planning Committee was recently re-chartered and is looking at the principles of room use and to develop a larger campus master plan. S. Schraeder will share this discussion with the Academic Affairs Space Planning Committee.

## VI. New Business

- A. Graduate Education Action Plan/Progress Chart.** A. Dorsey, S. Young, M. Cover, and S. Wooley worked during the summer on a Graduate Education Action Plan and Progress Chart. It was shared that the document is responsive to different documents discussed in Graduate Council and is guided by the current draft University Strategic Plan (USP). There are eight priorities identified and possible actions to support these priorities. Almost all of

them are linked to the USP in specific locations. It is the hope that this document, once reviewed and revised by Graduate Council, is reviewed and supported by the Academic Senate and the President. An Assessment Plan will be discussed as a separate agenda item. The committee reviewed and discussed the shared documents. It was suggested that graduate education leadership needs to be defined. Discussion will continue at the next scheduled meeting.

**B. Appropriate UEE Program Development.** Deferred.

VII. **Other.** The next Graduate Council meeting is scheduled Thursday, October 19, 2017 from 2:00 to 4:00 p.m. in the South Dining Hall.

VIII. **Adjournment.** The meeting adjourned at 4:02 p.m.

IX. **Action Items.**

<b>Description:</b>	<b>Assigned To:</b>	<b>Completed:</b>
Review the draft <a href="#">University Strategic Plan</a> and provide feedback to the University Strategic Planning Council (USPC).	Graduate Council members	
Share a draft policy for co-authored theses with the Graduate Council <b><u>before the October 19, 2017 meeting.</u></b>	K. Brodie and C. Martin	
Discuss Graduate Education Action Plan with departments	All Program Directors	

Respectfully submitted,

Sarah Schraeder, Recording Secretary