

California State University, Stanislaus
Graduate Council Meeting Minutes
February 18, 2016

Present: K. Baker, L. Bernardo, D. Colnic, M. Cover, P. Garone, M. Grobner, C. Martin,
A. Matravers, K. McKenzie, D. Lindsey, S. Neufeld, O. Myhre, T. Perrello, R. Ringstad,
R. Rodriguez, S. Schraeder (recording), M. Thompson, J. Tuedio, S. Young

- I. **Call to Order.** R. Ringstad called the meeting to order at 2:02 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of December 17, 2015 were approved as distributed.
- IV. **Information, Announcements, Reports.** S. Young announced that the deadline for the Spring Writing Residency Program was extended until February 23, 2015. The program will start on February 25, 2016 and a few seats remain unfilled. L. Bernardo reported that there are \$18,848 of graduate school fellowships that need to be distributed to graduate students. The Graduate Council will need to develop guidelines. Previous practice has been to disburse nine fellowships of about \$2,000 each. L. Bernardo will develop some guidelines to guide discussion at a future council meeting. There was a question if the money can be used like a fee waiver, but it was clarified that funds must be provided as a fellowship and cannot be specifically required to be used as a fee waiver. There was a suggestion not to use GPAs to qualify the students for the fellowship as this might place certain programs at a disadvantage. Discussion about this item will occur at the next scheduled meeting.

D. Colnic reported that he attended the Presidential Search Forum. Colnic noted that it might be useful to submit a clear statement that a priority of the next President should include graduate education. It was suggested that members draft a statement to submit to the Presidential Search Forum. D. Colnic and P. Garone volunteered to work together to draft a statement and send it out via email to all members for approval. Due to the time sensitive nature of this item, the discussion of a statement cannot wait until the next Graduate Council meeting. All members agreed to this procedure.

V. **Old Business**

(Note: A. & B. are combined in relation to planning for Graduate Education)

- A. **Strategic Plan and Priorities for Graduate Education / Outreach, Recruitment, and Matriculation Self-Study.** Deferred.
- B. **Graduate School Dean / Prioritization and Institutionalization of CEGE.** R. Ringstad noted that a final version of the Graduate Education staff position description, a position description for a Director of Graduate Education and Research, and some supplemental materials were added to the Graduate Council Blackboard page. It was noted that with the conclusion of the CEGE grant, there is a need for the responsibilities of the CEGE director to be absorbed elsewhere. It was highlighted that the Director Position description fulfills this need. There was a question in regards to the difference between a dean and a director. It was clarified that a dean position for graduate education might focus more on programmatic and curricular issues while a director position provides administrative direction to graduate

education. It was noted that the description for the position is a step in the right direction for Graduate Education at Stanislaus State. The director would be able to provide functional leadership to graduate education by, for example, overseeing international recruiting, workshop development, and developing ideas for making fee waivers possible. R. Ringstad clarified that the director position does not replace the staff level position of the Student Services Professional (SSP). It was noted that the director position fulfills some of the strategic planning duties and responsibilities that could not be fulfilled by an SSP. There was a discussion about the director position being a half-time appointment. It was noted that the director position identified a leadership position and that this might develop into a fulltime position depending on enrollment numbers. The council reviewed the SSP position description and some suggestions were made for further revision. It was motioned by D. Colnic, seconded by P. Garone and voted unanimously to approve the SSP position description with the final revisions.

- C. **Graduate Learning Goals / Graduate Assessment.** The Graduate Council has reviewed and discussed five of the six Graduate Learning Goals in previous council meetings. The Graduate Council discussed the final learning goal that was not reviewed in previous council meetings. Some revisions were made to the learning goal and the council reviewed the final draft of the learning goals. R. Ringstad noted that if the Graduate Council approved Graduate Learning Goals, the document would be sent to the Academic Senate for review and recommendation. S. Neufeld moved, C. Martins seconded, and it was a unanimously voted to approve the revised Graduate Learning Goals. R. Ringstad will send a resolution with the learning goals to the Senate Executive Committee so the item can be placed on the Academic Senate agenda.
- D. **Culminating Experience Policy.** Deferred.
- E. **Co-authorship of Theses, Projects, Dissertation.** Deferred.
- F. **Proposed Revisions to APR Timeline.** Deferred.
- G. **Students Teaching in Graduate Programs – TAs and GAs.** Deferred.
- H. **Classified vs. Conditional Classified Status and Financial Aid.** At the December 17, 2015 Graduate Council, N. Gonzales reported that some financial aid eligibility issues came to light with maintaining students on a conditionally classified status for extended periods of time. Graduate education program directors have been receiving reports from N. Gonzales regarding the status of their graduate students. It was noted that the reports require some additionally information. L. Bernardo will contact N. Gonzales to ensure the reports provide the information required for the directors to make changes to the graduate students' statuses. C. Martins asked about the need to include the Provisionally Classified Status in the catalog if it is not used. L. Bernardo noted that there was need for the provisional status, but that the University no longer accepts students with such a status. Bernardo noted that the status has not been used in the last five years. C. Martins motioned, P. Garone seconded, and it was unanimously approved to remove the status from the Graduate Education section in the catalog.

I. **Fee Waivers for CSU Employee Graduate Students.** Deferred.

J. **Course Proposal Form.** Deferred.

VI. **New Business**

A. **Program Revision: Master of Arts in Education, Counselor Education Concentration.** R.

Ringstad welcomed Professors John Borba and Mira Mayer from the Department of Advanced Studies in Education. J. Borba summarized the changes in the Counselor Education concentration for the Master of Arts in Education degree program and provided a rationale for the changes. Borba noted that a recent Counselor Education Student Survey expressed student difficulty in completing the program in a timely matter. To complete the field experience within one calendar year is difficult for students. Borba also noted that some students are concerned with losing their financial aid. The program revision changes the units for the field experience course from three units to four units, requiring only a fall, spring, and summer completion of the course to graduate. M. Mayer provided information to the council to show why the program revisions may not benefit students. It was noted that the previous program revisions that became effective fall 2015 should be allowed run for a cohort of students. If the course were changed from a three unit course to a four unit course, the cohort would not be able to complete the program the same way. Mayer noted that the elimination of the winter intersession would be a detriment to students because it is already difficult to finish fieldwork in the current four-semester model. As a professor in the program, Mayer noted that students receive financial aid and that the current model does not interfere with the students' eligibility.

The Graduate Council discussed the presentations provided by J. Borba and M. Mayer. It was clarified that the department, the college curriculum committee, and the dean approved the current program revision. There was a discussion of how the completion of fieldwork hours would be affected in the new model. It was noted that students' do not finish all of their fieldwork until the summer term and receive an incomplete grade until the appropriate number of fieldwork hours have been completed. The current teaching model of the winter intersession was discussed. It was noted that the required hours for the course could not be completed as required in the winter intersession because there is not enough time. There was a question if students can complete fieldwork during the time between the fall and spring semesters without enrollment in a course. It was wondered if this might be an issue from a risk management perspective. A discussion occurred about the required changes from the California Teaching Commission and the Board of Behavioral Sciences.

The Graduate Council completed the first reading of the program revision for the Master of Arts in Education with a concentration in Counselor Education. J. Borba and M. Mayer were thanked for their attendance of the Graduate Council meeting. R. Ringstad will request a written response to some additional Graduate Council questions and provide time certain for Borba and Mayer to attend the next scheduled Graduate Council meeting.

VII. **Other (Need to prioritize these items for inclusion on future agendas)**

A. **Transcript Requirements for Graduate Applications (L. Bernardo).**

B. **Summary of Grant Conference Presentation of CECE Services (H. Stanislaw).**

C. **Graduate Education Application Process (A. Dorsey).**

D. **Customer Relationship Management Software (CRM) / RADIUS (K. Kidd).**

E. Graduate Admission Workshop Format (S. Young).

VIII. Adjournment. The meeting adjourned at 4:04 p.m.

IX. Action Items

Description:	Assigned To:	Completed:
Graduate Council members to provide L. Bernardo with additional suggestions of support needs for graduate education to be included in the position description for the SSP-II staff position prior to <i>February 18, 2016 GC meeting.</i>	All GC Members	Completed.
Graduate Council members discussed Graduate Learning Goals at the October 29, 2015 and the December 17, 2105 GC meetings. The revised draft document will be submitted on Bb for further discussion at the <i>February 18, 2016 GC meeting.</i>	All GC Members	Completed.
Invite Johana Orellana and Christina Goodeill for time certains to future meeting to discuss Graduate Education Workshops with the Graduate Council (VII. E.).	R. Ringstad	
Draft comments regarding Presidential Search candidates qualities and submit to M. Thompson and Presidential Search Committee.	P. Garone and D. Colnic	
Review the Graduate and Research Director position descriptions placed on Blackboard.	All GC Members	
Draft resolution to accompany final Graduate Learning Goals to submit to the Academic Senate.	R. Ringstad	
Request a written request of clarifications of the Education M.A. program revision proposal from J. Borba and M. Mayer.	R. Ringstad	
Invite J. Borba and M. Mayer to March Graduate Council meeting with a time certain to continue discussion of the program revision proposal.	R. Ringstad	
Submit position descriptions for Student Services Professional to Provost Strong.	R. Ringstad	

Respectfully submitted,

Sarah Schraeder, Recording Secretary