



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

GRADUATE COUNCIL MINUTES

May 8, 2008

- Attending: Kurt Baker, John Borba (for Chet Jensen), David Colnic, Diana Demetrulias, Ann Kohlhaas, Peter Nelligan, Margaret Tynan, Kimberly Warmley, Shawna Young
- Excused: Randall Brown, Bret Carroll, Pamela Roe, Dennis Sayers, Arnold Schmidt, Ramon Vega de Jesus, Andrew Wagner
- Ex-Officio: Roger McNeil
- Guests: Ken Potts, Steven Graham

Shawna Young called the meeting to order at 2:34 p.m.

- I. Approval of Agenda.** A motion was made by Peter Nelligan to approve the agenda contingent upon the following revisions:
- A. Add Item III E, Graduate Council and UEPC Conjoint Resolution.
 - B. Item IV A, Procedures for Awarding Graduate Fee Waivers, has been moved to III F.

The motion was seconded by Kurt Baker. The motion carried.

- II. Approval of April 17, 2008 Minutes.** A motion was made by Peter Nelligan to approve the April 17, 2008 minutes. The motion was seconded by Ann Kohlhaas. The motion carried.

III. Information

- A. MA/MS in Interdisciplinary Studies Annual Report (Graduate School) –Attachment #0708-19 revised.** The Council reviewed the Attachment #0708-19 revised, which provided the Interdisciplinary Studies program graduation rate from 2000-2005. After review of the document, the Council suggested for future references that the report reflect the entire academic year, instead of the fall semester only. The report should also be modified to include data from the last 10 years. The Graduate School will report back to the Council at the September meeting, with an updated report that reflects the retention and graduation rates for each program, as well as a national comparison.
- B. Retention and Graduation Rates (Graham) – Attachment #0708-26.** The Council reviewed the Attachment #0708-26, which provided the retention and graduation rates for first-time graduate students by departments from 2000-2005. After review of the document, the Council suggested for future references that the report reflect the entire academic year, instead of the fall semester only. The report should also be modified to include data from the last 10 years. The Graduate School will report back to the Council at the September meeting, with an updated report that reflects the retention and graduation rates for each program, as well as a national comparison.

- C. **Graduate School Recruitment Materials (Graham).** Steve Graham presented the Council with the latest Graduate School recruitment materials. The Council commended the Graduate School for its recruitment efforts.
- D. **Probation/Disqualification Intervention Program (Graham).** In effort to improve retention rates, the Graduate School would like to solicit the Council's support in developing a Probation/Disqualification Intervention Program for graduate students. The Council would like review the practices of existing intervention programs. The Graduate School will obtain this information and report back to the Council at the September meeting.
- E. **Graduate Council and UEPC Conjoint Resolution (Young).** During the April Graduate Council meeting a discussion occurred surrounding a concern that a moratorium may possibly be placed on smaller graduate programs, and graduate classes with fewer than twelve students may be canceled, due to budget constraints. It was suggested that the Council put forth a resolution to the Academic Senate requesting that graduate programs are maintained and supported during the budget crisis. Shawna Young and Margaret Tynan drafted a resolution and forwarded it to the Council for review. The resolution was forwarded to the Senate last week.
- F. **Procedures for Awarding Graduate Fee Waivers (Graham).** As a result of the revised process for awarding fee waivers, it is necessary to ensure the written document match the revised process. Some questions of concern are: "What will happen to unused fee waivers?" The Council recommends that individual program coordinators within the college will vie for unused fee waivers. If there are any left over, they should be returned to the Graduate School for redistribution. Another question that arose was, "What is the exact process for obtaining a fee waiver?" The Council asked that the process be clarified. It was further suggested that the Council be provided with clear requirements regarding fee waivers and teaching associates. Ted Wendt will be invited to the September meeting to discuss revised documents regarding these issues. The Council also expressed concern that student recipients of financial aid may be denied fee waivers.

IV. Action

V. Discussion

- A. **7005 Reimbursement (Borba)** – The Council was asked to consider refunding any students who were required to enroll in 7005, but were not actually working on their thesis/project at the time. A specific student's case was shared, in which the student was called to military duty. The Council agreed that it would be difficult to decipher which students would be entitled to a reimbursement. However, it was agreed that the specific student mentioned would be granted a scholarship from Academic Affairs to offset the costs. The Graduate School will work in conjunction with the Vice Provost's office to award the student.
- B. **7005 Retro Waiver (Borba)** – Due to the resolution of item VA., it was not necessary to discuss this item.
- C. **Approved Undergraduate Course List (Tynan) –Attachment #0708-17 (previously distributed).** During the March Graduate Council meeting the most recent list of approved courses applicable to graduate programs was reviewed. Noting that a few 3000-level courses were listed, program coordinators were encouraged to check with their respective departments to discuss the rationale for 3000-level courses. Each applicable program coordinator shared the department rationale for use of the courses. The Council expressed concern that some 3000 and 4000 level courses are interchangeable and not distinguishable. The Council will continue discussion at the September meeting. The Graduate School will also continue working in conjunction with the Vice Provost to develop a process for future review of course lists as was done previously by Graduate Council.
- D. **Graduate Education and the Role of Research, Scholarship, and Creative Activity in the CSU (Demetrulias) –Attachment #0708-13 (previously distributed).** The Graduate Education and the Role of Research, Scholarship, and Creative Activity in the CSU document were reviewed. Questions arose regarding who keeps track of the differential funding, and how are those funds accessed. Discussion will continue at the September meeting.
- E. **Identify Carry-over Items/Projects for AY 08-09 (Young).** This item was deferred.
- F. **Aggregated IDEA Report (Demetrulias) – Attachment #0708-25.).** The Aggregated Individual Development and Educational Assessment (IDEA) 2004-2005 and 2005-2006 reports were reviewed. The

Council was asked to evaluate the University-wide Assessment Methods by answering the following question:

- i. **Is this information helpful for assessing and improving student learning in our graduate programs?**
- ii. **What recommendations does the Graduate Council have for improving the presentation of the assessment information?**
- iii. **What actions for addressing issues contained in the assessment information resulted from the Graduate Council's review?**
- iv. **Other suggestions for improving our process for reviewing university-wide assessment information.**

The Council recommended for future reference that the document be formatted in such a way that only graduate data are provided. The Council also inquired how composite data are applied to individual programs. It was suggested that the Council review the data from a program perspective. In response to this, a group report will be ordered for four programs to review in order to gauge its usefulness. Discussion will continue at the September meeting.

- G. Graduate School Exit Survey (Demetrulias) – Attachment 0708-28.** The Council reviewed the Graduate School Exit Survey Class of 2005-06 and Class of 2006-2007. The Council expressed concern that students are not as engaged in campus life as is desired. It was suggested that more assistantships be provided so that students might be able to work less and take part in graduate programs more actively.
- H. Preparing for the Capacity and Preparatory Site Visit by WASC, October 1-3, 2008 (Demetrulias) – Attachment #0708-27.** The Council reviewed WASC documents that discussed the differences between the Capacity Preparatory and the Educational Effectiveness Review. Discussion will continue in at the September meeting.

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.

VII. Announcements

- A.** Shawna Young gave thanks to the Council, Vice Provost, Graduate School, and the Deans for their support and participation this year.

Shawna Young adjourned the meeting at 4:35 p.m.
Respectfully submitted by Raichelle Owens.