



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

### GRADUATE COUNCIL MINUTES

October 16, 2008

Attending: Kurt Baker, Randall Brown, Diana Demetrulias, April Hejka-Ekins (for David Colnic), Chet Jensen, Ann Kohlhaas, David Lindsay (for Andrew Wagner), Carolyn Martin, Peter Nelligan, Robin Ringstad (for Margaret Tynan), Dennis Sayers (for Ramon Vega de Jesus), Arnold Schmidt, Kenneth Schoenly (for Pamela Roe), Richard Weikart (for Bret Carroll), Shawna Young

Excused: Ben Gelbaum

Ex-Officio: Carl Bengston, Ruth Fassinger, Gary Novak

Guests: Lisa Bernardo, Lauren Gee, Mark Thompson

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

**I. Approval of Agenda.** The agenda was approved.

**II. Approval of September 18, 2008 Minutes.** A motion was made by Peter Nelligan to approve the September 18, 2008 minutes. The motion was seconded by David Lindsay. The motion carried.

#### **III. Information**

- A. MA/MS Interdisciplinary Studies 2007-2008 Annual Report (Sayers)–Attachment #0809-10.** The Council reviewed the 2007-2008 MA/MS in Interdisciplinary Studies Annual Report. After review of the document, the Council suggested for future references that the narrative report differentiate more clearly between Interdisciplinary Studies concentration cohort data and regular Interdisciplinary Studies student data. It was also recommended that future reports include raw data as well as percentages. Suggestions were duly noted and will be reflected in the MA/MS Interdisciplinary Studies 2008-2009 Annual Report.
- B. Graduate Admission Requirement Sheet (Young) –Attachment #0809-11.** The Graduate School's Admission Requirements for Doctoral, Master's, Credential and Certificate Programs were reviewed. Program Coordinators were encouraged to examine their respective sections for accuracy. If any modifications need to be made, changes should be sent to Raichelle Owens.
- C. Associate Director of the Graduate School Update (Young).** During the September 2008 Graduate Council meeting, the Council requested an update on the status of the Associate Director position of the Graduate School. An email was sent to Provost Covino requesting his presence at the October meeting to discuss plans for a permanent replacement for the Associate Director position. The Provost was unable to attend the October meeting due to a previous engagement, but did share that due to budget restraints an internal search is being launched to fill the position. Provost Covino is willing to meet with the Council at a later time in order to discuss this matter further, if requested.

#### IV. Discussion

- A. Procedures for Awarding Graduate Fee Waivers/Teaching Associates/Graduate Assistants (Young) – Attachment #0809-3 previously distributed–Time Certain 3:30.** At the September Graduate Council meeting the Council was asked to review the revised draft policy for awarding fee waivers and the guidelines for the use of Teaching Associates/Graduate Assistants for further discussion. Ted Wendt responded to Council member’s concern that students performing GA/TA work, without compensation, within Practicum, Field Work, or Student Teaching may be a violation of Unit 11 bargaining agreement. It was clarified that a student performing duties as a part of a course requirement is not a violation.

The Procedures for Awarding Graduate Fee Waivers/Teaching Associates/Graduate Assistants were reviewed. It was suggested that qualifications be modified as follows:

- i. The classified graduate student is in good academic standing
- ii. The student is maintaining continuous enrollment in a graduate degree program
- iii. The student shows satisfactory progress of completion of degree

A motion was made by Ann Kohlhaas to approve the documents contingent upon abovementioned modifications. Peter Nelligan seconded the motion. The motion carried.

It was also suggested that the GPA requirement for Graduate Assistants and Teaching Associates is lowered from a 3.5 to a 3.0. A motion was made by David Lindsay to approve the modification. Ann Kohlhaas seconded the motion. The motion carried.

- B. GA/TA Fundraising (Young).** Deferred.
- C. Graduate Assessment – Graduate Culture (Demetrulias) – Attachment #0809-4 previously distributed.** Deferred.
- D. Graduate Assessment – Alumni Survey (Demetrulias) – Attachment #0809-12.** Deferred.
- E. Graduate Assessment – Assessment Plan & Report (Demetrulias) – Attachment #0809-5 previously distributed.** Deferred.

#### V. Action

- A. Graduate Council Bylaws (Young) – Attachment #0809-2 revised.** Deferred.
- B. IRB Clearance Procedure (Bengston) – Attachment #0809-8 – Time Certain 3:30.** During the September Graduate Council meeting, the Council reviewed the most recent IRB policy related to thesis/project in which IRB approval is to appear in the bound copy of any final research project or thesis. After further discussion, the following steps are being proposed:
- i. Revise and distribute (via the Graduate School website) the “Master’s Degree Program Guidelines for Thesis or Project.”
  - ii. Revise abbreviated “Thesis/Project Preparation Guidelines” to include research protocol information and other preliminaries.
  - iii. Consider revising and/or defining the Certification of Approval page.
  - iv. Review abstract of each thesis/project/dissertation at time of submission to the Library for university-level review by the IRB Compliance Officer.
  - v. Advise graduate faculty of consequences for students if research protocols and other university guidelines are not followed.

The Library will develop a memorandum to be distributed to faculty. The memorandum shall request each program (that does not currently require all theses/projects to be reviewed by IRB) to establish a departmental form (or modify their existing one) with IRB language, which students will be required to read and sign prior to beginning research. The memorandum will also include the aforementioned steps that were proposed by the Library.

- C. Approved Undergraduate Course List (Young) – Attachment #0809-6 revised.** Deferred.

**VI. Reports**

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

**VII. Announcements**