



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

GRADUATE COUNCIL MINUTES

April 23, 2009

- Attending: Randall Brown, Bret Carroll, David Colnic, Diana Demetrulias, Peggy Hodge (for Carolyn Martin), Chet Jensen, Nathan Lovaas, Peter Nelligan, Margaret Tynan, Shawna Young
- Excused: Kurt Baker, Ann Kohlhaas, Pam Roe, Dennis Sayers, Arnold Schmidt, Ramón Vega de Jesus, Andrew Wagner
- Ex-Officio: Ken Potts (for Carl Whitman), Mark Thompson, Carl Whitman
- Guests: Lisa Bernardo, Erin Littlepage, Priscilla Peters, Roseanne Roy

Shawna Young called the meeting to order at 3:00 p.m.

- I. **Approval of Agenda.** The agenda was approved.
- II. **Approval of April 2, 2009 Minutes.** The minutes were approved.

III. Information and Announcements

- A. **Questions about Reports (Young).** Deferred.

IV. Discussion

- A. **Institutional Repository and Electronic Theses & Dissertations (Peters, Whitman) – Time Certain 3:00 pm.** Peters distributed a handout outlining these two topics. The Institutional Repository will be a digital repository of original scholarly materials produced by students, faculty, and others associated with the University (with the authors' permission). The Repository will promote collaboration, offer a consistent and reliable avenue for preserving digital materials, and offer support for the on-line publication of campus authors.

Theses and dissertations will be some of the primary materials published in the Repository, and we will need to address a few issues with regard to publishing theses and dissertations electronically. In particular, the Certification of Approval page will need to be rethought, to avoid publishing electronic versions of faculty signatures on the internet for security purposes. Three options were presented to the Council for consideration: 1) Omit the Certification of Approval page from the digital version of each thesis/dissertation; 2) Substitute a page that lacks signatures but that provides committee membership information; and 3) Digitally "black out" the signatures. The general consensus among the Council was that option #2 was the most desirable option.

The subject of electronic thesis and dissertations is closely related to the Institutional Repository and is an issue for future discussion by the Council.

In addition to these items, Young presented two library-related issues while Whitman and Peters were present. First, the issue of library support for graduate education was discussed, in response to the WASC recommendation on this topic. The draft Summary of Actions Taken by the Graduate Council (Attachment #0809-28 below) includes as an action item assessing and recommending ways to expand library services in support of high quality RSCA and graduate education. Whitman stated that while the Library has escaped most of the major budget cuts on campus, the materials budget is still quite modest. Whitman also cited the library's expanded relationship with OIT as a positive move for both entities, leading to more shared resources and, in particular, the sharing of OIT's technological resources with the Library. It was agreed that the Council would be involved in recommending ways to expand library services in support of graduate education. Secondly, Young raised the issue of the IRB memorandum that was scheduled to be sent to graduate faculty by the Library Dean, reminding faculty of the importance of IRB clearance, alerting faculty to the change in the Reader Review form, and reminding them of the significance of their signatures on the Certification of Approval page. Whitman responded that he will make the distribution of this memorandum a priority.

- B. Program Assessment Annual Reports (Roy) – Attachments #0809-32 & #0809-33 – Time Certain 3:30 pm.**
Roy presented the Council with an overview of the Graduate Annual Assessment Report process. Demetruvias reminded the Council of the need for assessment reports from each program and their usefulness in compiling the APR every 7 years. Attachment #0809-32 gives an outline of what to include in the annual assessment report, including any changes made during the current academic year to each program's mission, goals, and objectives; an assessment plan for the coming academic year; and an assessment report/update for the current academic year. Attachment #0809-33 is a sample of a curriculum map illustrating the specific strategies used in each program course to meet specific goals (aligning both the 6 University-wide Graduate Learning Goals and the specific Program Learning Objectives). Draft templates were provided for each program's assessment report and curriculum map; templates were partially completed by extracting information, where available, from documents submitted last spring. The templates will be sent via email following the meeting, and program directors were asked to complete them and return them to the Graduate School desirably by June 4 and no later than September 18, 2009. These reports and assessment plans are a required exhibit for the University's reaccreditation self study and WASC site visit and will be posted on the website of the Office of Assessment of Student Learning.
- C. Graduate Education Action Planning (Young) – Attachments #0809-29, #0809-30, & #0809-31; and #0809-25 & #0809-26 previously distributed.** Deferred
- D. APR Subcommittee DRAFT Questions (Young, Demetruvias) – Attachment #0809-27.** Young and Demetruvias discussed the draft Evaluation of Academic Program Reviews for Master's Programs, developed in response to the WASC recommendation that the Council "improve the APR process specific to graduate programs." The document is a rough draft of a list of guidelines the Council may use to review and assess graduate-level Academic Program Reviews; its headers match those in the APR document, and it is meant to parallel that document in structure. After discussion, the Council agreed that the document should align with the APR document and should be given a title such as "Graduate Council Guidelines for Evaluating Academic Program Reviews." It was noted in particular that the document should be viewed not as a checklist to be completed beginning to end, but as a list of discussion points to use in guiding the conversation, which should focus on providing helpful ideas as well as giving a critical analysis of the program quality as reflected in each Academic Program Review. This document will be a WASC exhibit to demonstrate the Council's commitment to giving careful, consistent consideration to each program during the APR process.
- E. Summary of Actions Taken by the Graduate Council (Young, Demetruvias) – Attachment #0809-28.** Deferred.
- F. Doctoral Education (Demetruvias) – Attachment #0809-24 previously distributed.** Deferred.

- G. Thesis/Project Review (Demetrulias).** Deferred.
- H. Commencement – Council Members’ Student Survey Results (Young).** Several Council members reported surveying the students in their programs with regard to the commencement ideas raised in previous meetings. The proposed changes to commencement were as follows: 1) Restructure the current commencement ceremony to include a hooding component for master's students; 2) Offer a separate hooding ceremony for all graduate students in addition to the large collective ceremony where there would be no change; 3) Have a completely separate ceremony for graduate students, so they would not participate in the large collective ceremony at all; 4) Make no change to the current structure—revisit when doctoral hooding becomes a consideration for the Commencement Committee.

Tynan stated that the majority of Social Work students are in favor of option 3, and option 2 received the next highest number of votes. Carroll stated that an overwhelming majority of History students are in favor of option 3. Bernardo stated that the view of the Graduate School, in particular from a marketing perspective, is that separate ceremonies (option 3) may reduce visibility of graduate education on campus; while the Graduate School staff agrees wholeheartedly that some recognition should be made for our graduate students at commencement, they believe it should be done where it’s visible to undergraduates and graduating seniors, presented as relevant to the entire campus community, and held up as an achievement to which our undergraduates should aspire. Ultimately, it was agreed that the Council would focus first on completing the Action Planning item (item C, deferred), and that commencement would be examined further as a natural component of that process.

- I. CGS/Peterson’s Award for Innovation in Promoting an Inclusive Graduate Community (Demetrulias).** Deferred.

Shawna Young adjourned the meeting at 5:00 p.m.
Respectfully submitted by Alyssa Mazzina