



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

GRADUATE COUNCIL MINUTES

September 18, 2008

- Attending: Kurt Baker, Randall Brown, Bret Carroll, David Colnic, Diana Demetruvias, Juan Flores (for Ramon Vega de Jesus), Peggy Hodge (for Carolyn Martin), Chet Jensen, Ann Kohlhaas, Peter Nelligan, Mark Thompson (for Arnold Schmidt), Margaret Tynan, Shawna Young
- Excused: Ben Gelbaum, Pamela Roe, Dennis Sayers, Andrew Wagner
- Ex-Officio: Carl Bengston, Ruth Fassinger, Daryl Moore, Juan Morales, Roger McNeil
- Guests: Lisa Bernardo

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

- I. **Approval of Agenda.** A motion was made by David Colnic to approve the agenda. The motion was seconded by Juan Flores. The motion carried.
- II. **Approval of May 8, 2008 Minutes.** A motion was made by Chet Jensen to approve the May 8, 2008 minutes with the following revision:
 - A. Delete last sentence from item III F.

The motion was seconded by Bret Carroll. The motion carried.

III. Information

- A. **General Operating Procedures (Young)–Attachment #0809-1.** The duties of the Graduate Council were reviewed. Discussion included general operating procedures such as dissemination of materials, proxy protocol, and recommendations for reviewing course proposals. The Council requested an update on the Associate Director position of the Graduate School. Council members were informed that Lisa Bernardo, Dean of Admissions & Records, has been assigned on an interim basis to carry out the duties of this position. It was suggested that an email be sent to announce this transition. The Council is also requesting an update from Provost Covino to discuss plans for a permanent replacement for the Associate Director position.
- B. **Resolution in Support of Graduate Education (Update)–16/AS/08/GC (Young).** During the April Graduate Council meeting a discussion occurred surrounding a concern about the budgeting impact on class size for graduate programs, especially the smaller graduate programs. 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. The Council was informed that the resolution was approved unanimously and distributed to the Deans for information purposes.
- C. **Graduate Council Bylaws (Young)–Attachment #0809-2.** The Council reviewed a revised copy of the Graduate Council bylaws. The bylaws are being revised to align with the recently amended University Constitution. Minor modifications were suggested. Final approval will occur at the October meeting.

IV. Action

- A. **Research, Scholarship, and Creative Activities Policy Committee Representative (Young).** The Council discussed nominating a representative to serve on the RSCAPC committee for 2008-2009 year. A motion was made by Margaret Tynan to nominate Kurt Baker. The motion was seconded by Juan Flores. The motion carried.

V. Discussion

- A. **Procedures for Awarding Graduate Fee Waivers (Wendt).** As a result of the Unit 11 bargaining agreement, which represents student employees, fee waivers can no longer be used as payment for services (e.g. research support activities, teaching assistance, etc.). Fee waivers can be offered only in the form of a scholarship. A graduate student receiving a fee waiver can volunteer to perform duties; however, these duties cannot take away from those of a Teaching Associate/Graduate Assistant. Funding for hiring graduate students as a Graduate Assistant or Teaching Associate include external donor fellowship funds and Department or College funds. 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. Discussion will continue at the October meeting.
- B. **Preparing for the Capacity and Preparatory Site Visit by WASC, October 1-3, 2008 (Demetrulias) – Attachment #0809-7.** Diana Demetrulias provided an overview of the WASC site visit process as well as suggestions for how to prepare for the visit. The Stockton Center will be visited on September 30, 2008. The Turlock campus will be visited October 1-3, 2008. The Council is scheduled to attend the Graduate Education meeting on Thursday, October 2, 2008 at 3:00-3:30 pm in MSR 130C.
- C. **Graduate Assessment – Graduate Culture (Demetrulias)–Attachment #0809-4.** Deferred.
- D. **Graduate Assessment – Assessment Plan & Report (Demetrulias)–Attachment #0809-5.** The Council reviewed a draft copy of the Assessment Plan & Report. The Council was encouraged to give feedback to gauge if the information is comprehensible, or to identify other approaches that might be used in the future. Discussion will continue at the October meeting.
- E. **Approved Undergraduate Course List (Young)–Attachment #0809-6.** A draft policy relating to course substitutions applicable to a master's degree program was reviewed and discussed. Currently, there are both 3000 and 4000-level courses included on the most recent list of approved courses applicable to graduate programs. Concern was expressed as to whether 3000-level courses should be allowed to serve as substitution courses since the original intention was to include only senior level courses that are more representative of capstone experiences that require a breadth of disciplinary content, thus are more aligned with graduate level coursework. Concerns were also expressed that in many undergraduate programs, the assignment of 3000-level versus 4000-level is not distinguished for upper division courses and that only a specific program can make the determination of the appropriateness of the content of a course as it relates to the master's program. The policy is being further revised for discussion, amendment, and approval at the October meeting.
- F. **IRB Clearance Procedure (Bengston)–Attachment #0809-8.** 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. The Council reviewed the policy and is currently exploring a practical implementation procedure to be approved at the October meeting.
- G. **Graduate Differential Funding (Young)–Attachment #0809-9.** 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