



<b>To:</b>	Steven Filling, Speaker of the Faculty
<b>From:</b>	Umar Ghuman, Chair, Graduate Council, 2019-2020
<b>Date:</b>	As of April 18, 2020
<b>RE:</b>	Annual Report of the Graduate Council, 2019 - 2020

The Graduate Council (GC) is a standing committee of the Academic Senate. Voting members include an Executive Secretary and a graduate program coordinator from each department or school that offers a Master's or Doctoral degree, as well as a student representative from ASI. Ex-Officio (non-voting) members include the Speaker of the Faculty, the Provost/Vice President for Academic Affairs, deans of the four colleges and the Library, and the Director from the Office of Research & Sponsored Programs. Standing (non-voting) guests include the Director of Admissions/Registrar's Office, the Director of the Center for Excellence in Graduate Education (CEGE), and the Coordinator of Assessment of Graduate Education. A recording secretary attends all meetings. The GC values this broad membership.

As the only group on campus solely tasked with overseeing graduate education across the University, the GC works on a variety of policy and procedure issues, but also serves as an important medium for the sharing of information. Graduate Council fosters discussion among program directors and administrators on all aspects of university-wide graduate education issues, including curriculum, academic support for students, financial support for students, assessment and evaluation, outreach and marketing, faculty workload, graduate education leadership, community engagement, and fundraising, among other issues. To that end, GC developed the Graduate Education Action Plan in 2017-18, and continues to use the plan to monitor progress and refine goals.

This year the Council convened for seven regularly scheduled, two-hour meetings (on usually on the third Thursday of every month, from 2-4pm). One scheduled meeting (October, 17<sup>th</sup>) was not held due both the Graduate Council Chair, and Chair-Elect having prior commitments. Significant outcomes from these meetings include the following:

### **New Graduate Programs and Concentrations**

- Approved a new concentration in Human Resource Management for the MBA program.
- Approved a graduate certificate in Nonprofit Management for the MPA program



### Academic Program Reviews

- The Graduate Council is currently reviewing the APRs and/or accreditation self-studies and substitution documents, and recommended program continuance, for the following programs:
  - English MA
  - Public Administration MPA

### Action Items

Elected Debra Bukko to continue as the Graduate Council representative on the Research, Scholarship, and Creative Activity Policy Committee (RSCAPC) for AY 2019-2020.

### Recertifying Graduate Writing Courses

Graduate Council reviewed Executive Order 665. Committee discussed whether section D, number 2 “Campuses shall require demonstration of writing proficiency prior to the award of a graduate degree” may be applicable to examining writing certification in graduate programs. Committee discussed the writing deficiency that graduate students begin with. Graduate programs have balance the accessibility to the degree and standards of the program. The issue was brought to the attention of SEC to examine if there was a specific charge by the Academic Senate to Graduate Council regarding a certification of graduate writing courses. No such charge exists either at the CSU or the University level. Additionally graduate programs recognized that graduate programs may have unique writing proficiency requirements based on their specific programs and that courses do exist in graduate programs that address these writing issues. The general consensus was that graduate programs do possess such courses that examine writing, but for students who may not have such proficiency, there exists a lack of general University-wide support for graduate students when it comes to issues such as writing competency. As a result a standing committee was created that examines issues of what kinds of support is needed to support a better learning environment for graduate students.

### Outreach, Marketing, and Recruitment

Graduate Council continued its assessment of the potential for programs to grow in enrollment, as well limiting factors, and the specific marketing and recruitment needs of various programs. The overall finding is that roughly half of programs are at capacity, and growth is constrained by the number of faculty, while the other half have potential for growth but have distinct needs for outreach towards potential graduate students. Some programs requested that a needs assessment be conducted for graduate programs to determine their unique needs and how those needs can be met.. This is an area that has not received as much attention in the past as is needed to support the growth of graduate programs. Graduate Council will continue to monitor this issue, and assess if the workgroup is facilitating these efforts. Graduate Council, with the support of CECE hosted its second annual Graduate Fair, at which programs hosted informational booths for interested Graduate students



### **Specialized Accreditation Substitution**

The council finalized the specialized accreditation document for APRs for accredited programs. The document allows programs to provide a more concise yet strategic interpretation of their programmatic reviews; especially since accredited programs tend to have an already detailed accreditation review by external accrediting bodies. This condensed document would allow programs to focus on issues that accredited bodies may not have concentrated on; such as program resource requirements.

### **Book of Trends**

The book of Trends published by the Strategic Planning, Enrollment Management & Innovation Department, provides percentage enrollment numbers by year for each program. Graduate programs were invited to provide context to the numbers in terms of enrollment trends and the external environmental factors that may have affected these numbers.

**Fee Waiver Pilot Program for Teaching Associates.** The College of Science is initiating a pilot program to provide fee waivers for teaching associates. As per the Dean of the College of Science the value of tuition waivers is an asset in recruiting well-qualified graduate students; provides valuable experience for graduate students who want to become teachers or enter Ph.D. programs; and fosters normative interactions between graduate and undergraduate students. Prior to seeking President Junn's approval, there should be a statement of support from Graduate Council. Graduate council discussed the matter and will provide a statement that delineates issues of equity and distributive justice should the program be offered to all graduate programs; especially since some programs are unable to have teaching associates, and so the council urges the Provost's office to consider an equitable solution such that all programs are able to benefit from such tuition waivers.

**Dean of Graduate Studies and Research Search.** A number of members from Graduate Council are involved in the national search for the Dean of Graduate Studies and Research. Anysia Mayer (Chair Elect) and Dean Oddmund Myhre are co-chairing the search. application deadline was March 5, 2020. Due to the shutdown as a result of the pandemic the search has been halted and will hopefully resume in the Fall of 2020

## **Discussion/Information Items**

### **Course Time Module Scheduling Policy Review**

The Graduate Council continued to discuss the challenges around the lack of room availability for graduate courses, and the distinct needs of graduate students, especially during the 6 p.m. time slot that a number of graduate programs utilize for instruction. A separate university wide subcommittee has been formed and is considering the matter.

### **Graduate Education Action Plan and Progress Chart**

Graduate Council began utilizing the Graduate Education Action Plan and Progress Chart that was developed during the 2017-18 Academic Year. These documents serve as a process for setting and revising goals for graduate education, and a guidepost for our



work in Graduate Council. GC periodically examined the Action Plan and Progress Chart in 2018-19. As per the last examination

### **Director of the Center for Excellence in Graduate Education**

Dr. Virginia Montero-Hernandez was voted in as the current Director for the Center for excellence in graduate education. Dr. Hernandez has already implemented a number of workshops and initiatives designed to assist graduate students with their academic goals.

### **Carryover Items for 2019-20**

#### **Graduate Education Action Plan**

1. Outreach, Marketing, and Recruitment of Graduate Students
2. Dean of Graduate Education and Research search
3. Support for graduate students in terms of issues related to graduate writing, and promoting a space for graduate students to study and network before classes. A number of graduate programs start in the evening and currently there are few (if any) spaces for graduate students to study at that time.
4. GC will periodically survey all graduate programs to determine limiting factors for enrollment growth.
5. MPA APR Self-study substitution
6. GC should also revisit the question of whether a revised approach to reviewing accredited programs is desired, in order to identify issues that have arisen since the writing of the self-study.

### **Recognition of Service**

The Graduate Council recognizes and thanks Gurpreet Aulak for her outstanding administrative support throughout the academic year.

We think all of the hard work of Graduate Council members, listed below. We especially want to acknowledge the active involvement of our ASI Graduate Senator, Diana Avalos, who brought a critically important student voice to many discussions. We strongly support ASI in identifying and appointing a graduate senator who can serve on Graduate Council.

#### **Active Voting Members:**

Voting Members

Umar Ghuman/Chair

Anysia Mayer/Chair-Elect

Kurt Baker

Debra Bukko

Rita Asher

Andrew Dorsey

Margaret Tynan

Valerie Leyva

Peggy Hauselt

Katrina Kidd



Carolyn Martin  
Brian Sardella  
Suzanne Whitehead  
Brandon Wolfe-Hunnicutt  
Abu Mboka  
Katie Olivant  
Diana Avalos

Ex-Officio Members, Non-voting  
Steven Filling Academic Senate Speaker  
Ron Rodriguez, Dean/Library  
David Evans, Dean, COS  
Oddmund Myhre, Dean, COEKSW  
Tomas Gomez-Arias, Dean, CBA  
Kimberly Greer, Provost/VPAA  
James Tuedio, Dean, CAHSS  
Joyce Bell, Director, Research and Sponsored Programs

**Standing Guests - Non-voting:**

Lisa Bernardo, Dean of Admissions, Registrar  
Stuart Wooley, Coordinator for Assessment of Graduate Education  
Matthew Cover, Interim Director, Center for Excellence in Graduate Education  
Ashley Reeves, Assistant to the CEGE Director  
Sarah Schraeder, Curriculum Specialist, Recording Secretary

The Graduate Council thanks the following members and guests who participated in special committees and tasks:

- Research, Scholarship, and Creative Activities Policy Committee (RSCAPC) representative: Debbie Bukko
- GC Ad Hoc subcommittees for APR Self-Study reviews: Carolyn Martin, Kurt
- GC Ad-hoc subcommittee for the advancement of Graduate Student Support: Katrina Kidd, Umar Ghuman, Diana Avalos, Virginia Montero-Hernandez

We look forward to Anyisia Mayer's leadership as Chair of the Graduate Council in AY 20-21.

Umar Ghuman  
Chair, Graduate Council AY 19-20