



To:	Dana Nakano, Speaker of the Faculty, 2021-2022
From:	Kurt Baker, Chair of Graduate Council, 2021-2022
Date:	May 12, 2022
RE:	Graduate Council Annual Report, 2021-2022

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, the Stockton campus, University Extended and International Education, and the Library, and the Dean of Graduate Studies and Research. Standing (non-voting) guests include the Dean of Admissions/Registrar, the Director of the Center for Excellence in Graduate Education (CEGE), and the AVP of Academic Affairs. 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. The 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 nine regularly scheduled, two-hour meetings (usually on the third Thursday of every month, from 2-4pm). Significant outcomes from these meetings include the following:

New Graduate Programs and Concentrations

- Approved the Elevation of M.A. in Education, School Administration Concentration to M.A. in School Administration
- Approved the Elevation of M.A. in Education, Counselor Education Concentration to M.A. in Counseling
- Approved the Elevation of the M.A. in Psychology, Behavior Analysis Concentration to an M.A. in Behavior Analysis



- Approved the Nursing Education Certificate
- Approved the Post Masters Psychiatric Advanced Practice Registered Nurse Certificate

Academic Program Reviews

The Graduate Council reviews the Academic Program Reviews (APR) and/or accreditation self-studies and substitution documents, and makes recommendations related to the review. This year the Council reviewed APRs for the following programs:

- Criminal Justice
- Educational Leadership

Action Items

- Approved the Nursing M.S. Modality Change
- Approved the Single Subject Credential Modality Change
- Approved the College of Education, Kinesiology, and Social Work Batch Program Modality Change:
 - MA School Administration: Face to Face, Hybrid, Fully Online
 - MA in Education Curriculum and Instruction: Face to Face, Hybrid, Fully Online
 - Doctor of Education (Ed.D.), Educational Leadership: Face to Face, Hybrid, Fully Online
 - Multiple Subject Credential Program: Face to Face, Hybrid, Fully Online
 - Education Specialist Credential Program: Face to Face, Hybrid, Fully Online
- Approved an increase in the unit requirement for Education M.A.: Counselor Education Concentration and Pupil Personnel Services Credential
- Approved the Amendment to Article VI. Section 6.1 the Faculty Constitution for the Graduate Council Membership to include the Dean of Graduate Studies to be a voting member of the Council

Goals for AY 2020-21 were established in the fall:

1.	Increase graduate student enrollment in programs ready to grow and increase diversity in all programs
2.	Improve graduate students' time to degree rates
3.	Provide support to graduate programs needed to deliver curriculum via remote instruction
4.	Advocate for the unique needs of graduate programs and ensure these needs are addressed
5.	Provide support to graduate programs needed to ensure continuation of field experience activities
6.	Develop mechanisms to retain the positive practices that emerged as a result of teaching during the pandemic



- | | |
|----|---|
| 7. | Increase support for grant activities |
| 8. | Increase support for job placement services |

Discussion/Information Items

Equity and Inclusion in Graduate Council Structure and Practices

The Council discussed policies related to membership on the Council. Currently, with the exception of the Chair, and Chair-elect, only those who have a position as the director/coordinator of a graduate program (or a temporary designee) may serve on the Council. There is concern that this limits the ability of newer and a broader variety of faculty to participate. Various options were discussed, including having members-at-large, perhaps from each college or some other method of representation. While directors/coordinators have unique perspectives in how their programs run, adding additional viewpoints could strengthen the Council. It was decided to put this discussion on hold because an ad hoc committee of the Senate was established to explore and make recommendations related to this very issue.

Modification of the Graduate Council Bylaws Related to Membership

The Bylaws had previously been changed to include the Dean of Stockton campus and the Dean of University Extended and International Education as ex-officio members. With the newly hired Dean of Graduate Studies and Research, both the Bylaws and the Constitution of the Faculty needed to be modified. Clarification was needed related to the role of the executive secretary and how that role would shift from the AVP of Academic Affairs to the new Dean of Graduate Studies. There was also clarification as to what support position is responsible for being the recording secretary. While the AVP of Academic Affairs will no longer serve as the executive secretary on the Council, the person in that position can still provide valuable input to the Council.

Compensation for 7005 Courses

Each program has the option of allowing students to enroll in a continuing thesis course once students have completed their coursework but have not completed their thesis. This course was created to allow students to remain enrolled in the University, while not having to pay part-time graduate education tuition. However, this process makes the course a zero-unit course, which bears no WTUs. The initial question about 7005 courses came about because there was an S-Factor associated with the course. It was determined that this was a programming error in PeopleSoft; that error was remedied. However, this continued to be a point of discussion because faculty sometimes are left working with students on their theses with no compensation at all. Potential solutions were discussed, including, but not limited to allowing for compensation through department workloads or possibly allowing students to pay for only one unit, rather than the entire cost of part-time



tuition. More information about possible options is needed before a satisfactory solution can be determined. This item will be carried over to the fall.

Grading Policy Related to the COVID-19 Pandemic

The Council reviewed the policy that was approved for undergraduate education relative to grading and hardships due to the pandemic. The Council decided not to adopt a similar policy given that most of the accredited graduate programs simply cannot offer a CR/NC option to students. The consensus was that appropriate adjustments should be made at the program level instead of a global graduate policy.

Second Master's Degree Policy

There was some concern that the catalog was not representative of the policies approved by the Graduate Council in previous years. A subgroup of members (Whitehead, Dorsey, Wooley and Bernardo) reviewed the policies and the catalog and found that they were, in fact, consistent, so no updates or changes were necessary.

Fee Waiver Pilot Program for Teaching Associates

The College of Science had initiated a pilot program to provide fee waivers for teaching associates in the Department of Biology. This pilot program had been previously approved by the Council, but it had been put on hold due to the pandemic and the associated adaptations in teaching. This program will be pursued with a report back to the Council in three years.

ASI Graduate Initiative Project

The Council provided feedback on a survey of graduate students being developed by Santos Ayala, ASI student representative.

Center of Excellence in Graduate Education (CEGE)

CEGE Director. Virginia Montero-Hernandez had agreed to stay on as CEGE director for extra time because of transitioning to having a Dean of Graduate Studies. Joseph Carranza was appointed as the interim director, initially for the spring semester, but then it was decided that he should continue as interim director through the next academic year.

New Elective Graduate Course. A new, one-unit elective graduate course was developed through CEGE and the Graduate School. An MDIS course, *The Pursuit of Graduate Education: Learning, Academic Socialization and Empowerment*, should be available in the fall to incoming graduate students from any program to help orient them to graduate work.

Writing Center Initiative for Graduate Writing. An overview and review of what the writing center has done to specifically address graduate writing was



presented. Through the use of peer tutors and faculty coaches, both synchronous and asynchronous writing support is provided. These changes, initiated through CECE, seem to have been very fruitful thus far in addressing writing for graduate students. An example of how the Writing Center had worked specifically with the School of Nursing was presented, along with the assessment that it was beneficial for students and faculty.

Completing Hours of Fieldwork Experience

Some graduate programs are having trouble with students who do not complete their fieldwork hours yet continue to work in the field beyond their coursework. Discussion centered around ways to keep track of students and develop structural changes to incentivize completion of hours. In general, there is a concern about students who complete coursework, yet do not complete their programs. (See also 7005 Courses item.)

Graduate Thesis Formatting Compliance

The Council discussed the process of formatting compliance related to thesis submission to the library. While the process has been working well, information on the Graduate School webpages needs updating. The library resources and support for formatting submissions is appreciated. There may be a need for updating practices and division of labor now that we have an official Graduate Office and Dean.

Graduate Student Fees

A concern was raised that graduate students are often not in need of the same services as undergraduates. The possibility of using student fees for services targeted more specifically toward graduate students was discussed and will be explored further because it is not clear what options, if any, are possible.

Extended and International Education: Micro Credentials Pilot

The Dean of Extended and International Education presented a pilot program for the Council to review wherein international students would enroll in Stan State courses via open university. Each program would decide eligibility criteria and which set of graduate courses the international students would complete.

Carryover Items for 2022-2023

- Equity and Inclusion Related to Graduate Council Membership
- Compensation for 7005 Courses
- Graduate Student Fees
- Extended and International Education: Micro Credentials Pilot



Recognition of Service

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

We thank all the Graduate Council members, listed below, for their hard work this year. We especially want to acknowledge the involvement of our ASI Graduate Senator, Santos Ayala who brought an important student voice to our discussions. We strongly support ASI in identifying and appointing a graduate student who can serve on Graduate Council each year.

Active Voting Members:

Kurt Baker, Chair / Psychology (M.A./M.S.)
Virginia Montero-Hernandez, Chair-Elect / Educational Leadership (Ed.D.)
Ritin Bhaduri, Marine Sciences (M.S.) (proxy to Biological Sciences representative)
Debra Bukko, Educational Leadership (Ed.D.)
Victoria Cortez, Child Development (M.A.)
Andrew Dorsey, English (M.A.)
Umar Ghuman, Politics & Public Administration (M.P.A.)
John Garcia, Social Work (M.S.W.)
Peggy Hauselt, Interdisciplinary Studies (M.A./M.S.)
Katrina Kidd/Gina Donahue, Business Administration (M.B.A.)
Carolyn Martin, Nursing (M.S.)
Brian Sardella, Biological Sciences (M.S.)
Suzanne Whitehead, Advanced Studies (Education M.A.)
Brandon Wolfe-Hunnicutt, History (M.A.)
Blake Randol, Criminal Justice (M.A.)
Stuart Wooley, Executive Secretary
Santos Ayala, ASI Graduate Representative

Ex-Officio Members, Non-voting

Maryann Hight/Dana Nakano, Speaker of the Faculty
Ron Rodriguez, Dean, Library
David Evans, Dean, COS
Oddmund Myhre, Dean, COEKSW
Tomas Gomez-Arias, Dean, CBA
Rich Ogle, Provost/VPAA
James Tuedio, Dean, CAHSS
Faimous Harrison, Dean, Stockton Campus
Kari Knutson Miller, Dean, UEE & International Education
Haley Ye, Dean, Graduate Studies & Research
Stuart Wooley, AVP Academic Affairs
Joyce Bell, Director, Research and Sponsored Programs

Standing Guests - Non-voting:

Lisa Bernardo, Dean of Admissions, Registrar



Joseph Carranza, Interim Director, Center for Excellence in Graduate Education (CEGE)

Gurpreet Aulak, Curriculum Specialist, Recording Secretary

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

- Research, Scholarship, and Creative Activities Policy Committee (RSCAPC) representative: Umar Ghuman
- APR Workgroups
 - Criminal Justice APR: Debra Bukko, John Garcia, and Suzanne Whitehead:
 - Educational Leadership APR: Andrew Dorsey, Brandon Wolfe-Hunnicut, and Blake Randol.

We look forward to Virginia Montero-Hernandez leadership as Chair of the Graduate Council in AY 22-23.