



To:	Chris Nagel, Speaker of the Faculty
From:	Matthew Cover, Chair, Graduate Council, 2018-2019
CC:	
Date:	May 6, 2019
RE:	Annual Report of the Graduate Council, 2018-2019

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 Thursdays, 2-4pm). One scheduled meeting (November 15) was not held due to the campus closure for poor air quality associated with the Camp Fire. Significant outcomes from these meetings include the following:

New Graduate Programs and Concentrations

- Approved a new concentration in Business Analytics for the MBA program.
- Approved a program modification and title change for the Ecology and Sustainability MS Program to the Biological Sciences MS Program (ultimately, not approved by the Chancellor's Office)
- Approved a new pilot program proposal for the MS in Biological Sciences.

Academic Program Reviews



- The Graduate Council reviewed the APRs and/or accreditation self-studies and substitution documents, and recommended program continuance, for the following programs:
- History MA
- Nursing MSN
- Social Work MSW

Action Items

Elected Debbie Bukko as Graduate Council representative on the Research, Scholarship, and Creative Activity Policy Committee (RSCAPC) for AY 2018-2019.

Second and Dual Degrees and Concentrations Policy

Graduate Council developed and passed a revised policy and catalog language around requirements for students who wish to pursue a second (one after the other) or dual (concurrent) graduate degree or concentration. This effort was led by Andy Dorsey (English), Carolyn Martin (Nursing), and Katrina Kidd (Business), with input and feedback from many members of Grad Council. The revised policy specifies that students must meet all of the admissions and academic requirements of both degrees/concentrations, and that a maximum of 50% of units can be shared between two degrees (all units) or concentrations (units beyond core coursework). More stringent criteria can be adopted by individual programs.

Outreach, Marketing, and Recruitment

Graduate Council completed an internal 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. While some programs target undergraduates en masse, others have more specific requirements and target people in specific professions or with specific academic background. A new trifold flyer was developed for university-wide graduate programs by Communications and Public Affairs, with input from Graduate Council. This flyer will be used at outreach and recruiting events. A new workgroup was developed that will bring together graduate programs with staff from SPEMI/Admissions and Outreach to continue discussions of how to facilitate effective outreach, marketing, and recruitment for graduate programs. 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 Education Institutional Assessment, 2018-19 Report

With Graduate Council feedback and support, Stuart Wooley, Faculty Director of Assessment, developed an analysis and report on institutional assessment of graduate education. This analysis was based on APR reports, annual assessment reports, and college assessment reports for graduate programs. After substantial feedback, Graduate Council approved this report, and supported the framework as an effective way to perform an institutional assessment of graduate education.



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. Through conversations with Provost Kimberly Greer, chair of the Academic Space Planning Committee; Noah Dunavan, Class Schedule Coordinator; and Lisa Bernardo, Director, Enrollment Services; the Graduate Council gained an improved understanding of the process of assigning rooms, and agreed to continue monitoring the situation and advocating for the importance of meeting the space and time schedule needs of graduate programs.

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. The chart will be updated in Summer 2019, and GC will re-examine the progress chart and set new goals and priorities at the first meeting in Fall 2019.

Graduate Student Dashboard

Jovonte Willis (Institutional Research) shared a new dashboard tool that allows for programs to easily review data on retention and graduate rates, among other things. Graduate Council suggested that the tool be further developed to include data on concentrations, feeder institutions, race/ethnicity, and full-time vs. part-time status.

Reinstitution of a Graduate Dean

Graduate Council continued discussion of the value of having a Dean of Graduate Education. Provost Greer updated Graduate Council on budget priorities for Academic Affairs for 2019-20, which includes a Graduate Dean position as a high priority.

GRE Exit

Matthew Cover shared information about a movement in graduate programs called #GREExit. Many graduate programs across the country, and within the CSU system, have dropped the GRE as a requirement for admission. The arguments are threefold: 1) there is a financial burden for students to take the test and it discourages students from applying to certain programs due to the time/expense to travel to take the test; 2) it is not a good predictor of success in graduate school; and 3) there are concerns that it introduces bias against underrepresented groups, the very groups we try to recruit into our programs and who are our undergraduate students. Cover shared this as a discussion item and encouraged members to share with their departments and consider whether their programs could consider dropping the GRE.

Director of the Center for Excellence in Graduate Education

The Graduate Council provided feedback to AVPAA Shawna Young on the position description for a Director of the Center for Excellence in Graduate Education. Based on



feedback, the position will be for two years. Graduate Council encouraged eligible faculty members to apply for the position.

Carryover Items for 2019-20

Graduate Education Action Plan

1. The Executive Secretary will collaborate with others to update the Progress Chart over the summer. At the first GC meeting, GC will consider revisions or updates of the Action Plan and Progress Chart.
2. Re-certifying Graduate Writing Courses
3. GC will continue discussions of if and how a policy is needed to periodically evaluate and maintain a list of courses that satisfy the GVAR requirement for graduate students. Additionally, or alternatively, GC will discuss best practices for graduate writing courses, the distinct writing needs of different academic disciplines, and how to best support the development of writing skills among graduate students.
4. Alumni Relations and Graduate Education
5. GC plans to invite staff from the Office of Alumni Relations to come to a GC meeting in Fall to discuss opportunities for improved connections with graduate student alumni.
6. Outreach, Marketing, and Recruitment of Graduate Students
7. Through periodic updates, GC will evaluate whether the ad-hoc committee can effectively facilitate progress on advancing an overall strategy for increasing enrollment in graduate programs, or whether GC should consider inviting the SPEMI Director and/or Admission and Outreach Director as standing guests to GC to facilitate discussion of university-wide practices.
8. GC will periodically survey all graduate programs to determine limiting factors for enrollment growth.
9. MPA APR Self-study substitution
10. 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 Sarah Schraeder 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:

Diana Avalos, ASI Graduate Senator

Kurt Baker, Psychology

Debra Bukko, Educational Leadership



Matthew Cover, Biological Sciences
Victoria Cortez, Child Development
Andrew Dorsey, English
Katrina Kidd, Business Administration
John Garcia, Social Work
Umar Ghuman, Public Administration
Peggy Hauselt, Interdisciplinary Studies
Carolyn Martin, Nursing
Susan Neufeld, Advanced Studies
Richard Weikart, History
Steven Wood, Criminal Justice
Shawna Young, AVPAA, Executive Secretary

Ex-Officio Members, Non-voting:

Chris Nagel, 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 Baker, Umar Ghuman, Steven Wood, John Garcia, and Richard Weikart.
- GC Ad-hoc subcommittee for the Second and Dual Degrees and Concentrations policy development: Andy Dorsey, Katrina Kidd, and Carolyn Martin
- GC Ad-hoc subcommittee for the advancement of outreach, marketing, and recruitment: Katrina Kidd, Umar Gumann, Lisa Bernardo

We look forward to Umar Ghuman's leadership as Chair of the Graduate Council in AY 19-20.

Matthew Cover
Chair, Graduate Council AY 18-19