

California State University, Stanislaus
Graduate Council Meeting Minutes
January 30, 2020

Present: U. Ghuman (chair), A. Mayer (chair-elect), K. Baker, A. Dorsey, P. Hauselt, K. Kidd, C. Martin, B. Sardella, S. Whitehead, K. Olivant, D. Avalos, D. Evans, T. Gomez-Arias, K. Greer

Guests: L. Bernardo, V. Hernandez, G. Aulak (recording)

- I. **Call to Order.** U. Ghuman called the meeting to order at 2:03 p.m.
- II. **Approval of Agenda.** The agenda of January 30, 2020 was approved as distributed.
- III. **Approval of the Minutes.** The minutes of November 14, 2019 were approved with minor corrections.

- IV. **Information, Announcements, Reports**
 - A. Whitehead is a member of the Ad Hoc Committee To Review Class Module Subcommittee. The Ad Hoc committee will be sending out a survey. Everyone should use this opportunity to share the needs and concerns of finding space to schedule graduate courses.

- V. **Old Business**
 - A. **Re-Certifying Graduate Writing Courses.** Ghuman took this item to Senate Executive Committee (SEC). The previous chair of Graduate Council (GC) wanted to recertify graduate writing courses but there was not a charge from the Senate to do this. At the time, GC did not know how to proceed. The courses do need to be examined for recertification. SEC provided two options for GC. One option is to have subcommittee of GC that would work on this project. Second option is to evaluate courses in the Academic Program Review (APR) process. Programs would recertify their own courses and document them.
 - Kidd prefers the second option. Center for Excellence in Graduate Education (CEGE) should start offering general writing workshops. Also, each program can provide what they are doing for recertification of courses. Hauselt agreed that maintaining a list of courses is important, especially for the Interdisciplinary Program. The list would be helpful for students to fulfil their writing requirement. Committee suggested to update the outdated list of courses and this is to be an Agenda item for the next meeting. Each program would examine their courses on the list and update as necessary.
 - Hernandez informed the committee there are only two faculty members volunteering for the workshops offered through CEGE. They offer up to two workshops; each workshop is an hour-long session. This is not enough time to sufficiently advise a student. This is very complicated. This also affects faculty workload. CEGE has to independently solve the issue. Also, this is

not sustainable, since faculty might stop volunteering. Other universities have separate support divisions for undergraduate and graduate students. This campus has a problem. The writing center is only supporting undergraduate students. The writing center is confused on if they are allowed to support graduate students. Hernandez has to negotiate and pay the writing center to be able to use their system. This is ineffective and a huge problem. Can she be allowed to hire external individuals for writing support?

- Ghuman shared there is an expectation of certain level writing from graduate students. Ghuman stated that most graduate faculty tend not to have the time or resources to work on writing support for graduate students since since there is so much material to cover in a graduate class to begin with. Kidd shared that her program found two reputable external editors for students. This allows students to hire them for support and this has helped students significantly. Faculty and advisors do not have time to support all our students.
- Hernandez explained that most of the students that need support in writing are second language learners. If these students do not have the skills to succeed then what are we doing to support them? Provost Greer asked if this has always been the case for Stanislaus State? Did we ever have someone in the writing center for graduate student support? Olivant informed this has always been the case. The writing center has only supported undergraduate students. Greer will work with Hernandez to explore this issue and possible solutions. Greer shared that academic affairs, deans, and departments should share the cost for any solution that might be implemented in the future. Whitehead shared that students are getting angry about paying for services and not receiving the support they need. This is affecting recruitment at the Stockton campus. Safety is another issue at Stockton campus.
- Hernandez suggested to assess the tutoring center, academic success center, and writing center. These three divisions are put in place to support students. They are to be performing similar functions. Maybe someone from these divisions can be assigned to support graduate students in writing? Or specific functions can be reassigned in these divisions? Ghuman suggested since graduate students are always looking for internships and jobs, they can have tutoring jobs to help other graduate students in writing? Ghuman will meet with Olivant, Greer, and Hernandez to examine possible solutions.
- Ghuman will send an email with old list to members. Members will update the list before the next meeting. Ghuman will create a new Agenda item- Developing Graduate Writing Support- for discussion of this list.

B. Specialized Accreditation Substitution. Ghuman will share Assessment of Student Learning Subcommittee (ASL) discussion in the next meeting.

VI. New Business

A. **Fee Waiver Pilot Program for Teaching Associates.** Dean Evans would like to see Stanislaus State provide fee waivers for teaching associates. The value of tuition waivers for GTAs: An asset in recruiting well-qualified graduate students; Valuable experience for graduate students who want to become teachers or enter Ph.D. programs; Formative interactions between graduate and undergraduate students. The collective bargaining contract with Unit 11 states that “Presidents or their designees may waive the State University Fee for individual students who are ... employed by the California State University as Graduate Assistants ... or Teaching Associates”. Evans informed the committee Only the departments of English and Biological Science currently hire GTAs. In fall 2019, Stan State employed 11 GTAs. This number fluctuates somewhat and is likely to grow if tuition waivers become established practice. The cost of providing tuition waivers is partially offset by the difference in pay between graduate students and part-time faculty. Evans is asking for Graduate Council’s blessing on this program. Prior to seeking President Junn’s approval, there should be a statement of support from Graduate Council. Provost’s Advisory Committee (PAC) supports providing a limited number of state-supported tuition waivers to Graduate Teaching Associates (GTAs). PAC recommends starting with a pilot program in Biological Sciences. Graduate Council, CEGE and the future Dean of Graduate Studies & Research would need to be consulted to develop a plan beyond the pilot. Waivers should go to well-qualified graduate students using criteria established by the department. The total number of waivers should be determined annually by the Provost in consultation with PAC. GTAs in Biological Science should typically get teaching assignments of 4 WTU. The instruction provided by GTAs must be mentored and monitored for quality. It is infeasible to offer tuition waivers to all Unit 11 employees.

- Bernardo informed there was an issue in the past regarding GTA’s. We should ask Noelia Gonzalez how it will affect student financial aid. Committee agrees it would be more beneficial for students to receive the financial aid grant instead of the fee waiver. Evans responded if a student is eligible for financial aid grants, they will not be eligible for this fee waiver program. Martin supports a program that will guarantee supporting a student for two years. Greer shared there is commitment to support students for two years. A pilot program can be for a year or more. Provost Greer and Deans felt GC would be interested in this. Sardella suggested it might work as a great recruitment tool for programs. Students contact his program and ask how this campus will support them financially. Greer assumes most programs would be interested in this. There is a well-established process for yearly basis, it includes an application process. A discussion between the deans and programs would lead to the distribution. We might want to have a discussion with Faculty Budget Advisory Committee (FBAC) about keeping

some base dollars for sustaining this program. Currently, we would fund it using one-time money.

- Ghuman suggested members to discuss this with their program before providing an answer to Provost Greer. A decision will be made in the next meeting. Evans informed members Provost Greer is to provide the information she receives to President Junn and make a recommendation. Greer suggested Ghuman to report this to SEC and mention it in Academic Senate. Greer will share procedures document with the members.

B. Undergrad Prerequisites for Financial Aid. Ghuman shared email from Noelia Gonzalez from Financial Aid: “Federal requirements state that we can only fund the classes that are required for the program completion...This means that PSCI 1201 is a pre-requisite to the graduate level coursework and is therefore not fundable...There is a way around this – the student would need to submit the form, signed off by their graduate advisor stating that the undergraduate level course is required by the program. Once we receive the form we would make the exception.”

- Olivant informed prerequisites are not degree requirements. Bernardo agreed. By submitting the form, a program is saying the prerequisites are part of degree requirements. Once the form is submitted, we include the course is part of degree requirements. You would be saying that the lower level of courses is part of your degree. Lower division courses that are prerequisites can be taken online, in the summer prior, or at a community college. Olivant added it is less expensive for students to take lower division courses online or at a community college. Kidd shared she always advises her students to take prerequisites at a community college. She keeps a list of options for their convenience.
- Ghuman will provide students with other options available to them.

VII. Other (information only)

- A. Graduate Enrollment and Degrees: 2008 to 2018.** Olivant distributed the book she received to share information with members.
- B. Maddy Institute Opportunities.** Ghuman shared the internship with members: “Faculty should be aware that our Legislative Scholar Intern program is open to all majors. Opportunities exists both locally year-round, as well as in Sacramento and Washington, D.C. during the summers (see <https://www.maddyinstitute.com/scholarinternship-program/>) In addition, we award two \$56,000 graduate fellowships to Valley students who want to pursue their education at one of the nation’s top graduate programs (Fellowship applications are due by February 28. (see: <https://www.maddyinstitute.com/wonderful-public-service-fellowship-3/>)). We want to make sure your best students are aware of these opportunities.” Members should encourage graduate students to pursue this internship.

- A. **Dean of Graduate Studies and Research Search.** Ghuman distributed the Executive Search Profile for Dean of Graduate Studies and Research packet to members. Olivant shared it is a national search. Mayer and Dean Myhre are co-chairing the search. They will meet this Friday, February 7, 2020 to discuss this timeline. Ghuman, Avalos, and Hernandez are also on the committee. Arias stated to encourage others who might be interested in applying. Greer shared that the search firm has discussed tentatively. The application deadline is March 5, 2020. Best case scenario, we could have campus interviews the third week of April. We will know more as we move through the process. We already have applications coming in. Two individuals have called for additional information. Greer thanked the committee for looking at the position description and providing feedback.
- B. **Graduate Fair.** Hernandez shared the graduate fair flyer with members. It will be on February 6, 2020, 4:30-7:00 p.m., at FDC 118. There will be graduate program information sessions and several workshops. Refreshments will be provided. She recommends sending this flyer to colleagues and undergraduate students. Ghuman will send this flyer to Associated Students, Inc. (ASI). Members expressed their excitement for this event. Ghuman suggested GC to explore options for Stockton campus to do something similar. He will email Dean Faimous Harrison. Ghuman hopes this becomes an annual event.

VIII. Tabled Business

A. Academic Program Review

- **Public Administration APR.** Ghuman shared this is still being considered by the college budget advisory committee.
- **English APR.** Ghuman shared that Dave Colnic wanted to review this one more time before Graduate Council reviews it.

B. Graduate Education Action Plan. Deferred.

C. Course Time Module Scheduling Policy Review. Deferred.

IX. Adjournment. The meeting adjourned at 3:28 p.m.