

California State University, Stanislaus

Graduate Council Meeting Minutes

August 29, 2019

Present: U. Ghuman (chair), A. Mayer (chair-elect), K. Baker, R. Asher, A. Dorsey, V. Leyva, P.

Hauselt, K. Kidd, C. Martin, B. Sardella, S. Whitehead, B. Hunnicutt, S. Wood, K.

Olivant, D. Avalos, J. Tuedio, J. Bell

Ex-Officio: R. Rodriguez, V. Hernandez, G. Aulak (recording)

Guest: L. Bernardo

Excused: R. Bhaduri, D. Bukko

- I. **Call to Order.** U. Ghuman called the meeting to order at 2:02 pm.
- II. **Approval of Agenda.** The agenda of August 29, 2019 was approved as distributed.
- III. **Approval of the Minutes.** The minutes of May 2, 2019 were approved as distributed.
- IV. **Information, Announcements, Reports.**
 - a. Jase Teoh from the Provost's Office is the Director of Academic Technology.
 - b. Kimberly Greer informed members about securing the Dean of Research and Graduate Education position. Greer is open for conversation about the title of this position and any feedback. Greer will be contacting members to establish a search committee. Virginia Montero Hernandez is the Interim Director of Center of Excellence in Graduate Education (CEGE).
 - c. Andrew Dorsey is the chair for Faculty Affairs Committee (FAC). Dorsey is leading the Ad-Hoc Retention, Promotion, and Tenure (RPT) Committee. The RPT policy stems from president Ellen Junn's interest. Junn is interesting in providing delegation to the Provost. The Ad Hoc RPT committee has begun the conversation and is collecting ideas from stakeholders across the campus. The committee has brainstormed drafts for three different models, these models are just ideas. If the UEPC members have ideas, please send the feedback to rptinput@csustan.edu.

- d. Ron Rodriguez informed the members about the \$1 million funding. Some of the funds will be utilized for recruitment purposes.

V. Old Business

- a. **Academic Program Review.**

- i. **Public Administration Academic Program Review (APR).** Deferred.

- b. **Re-Certifying Graduate Writing Courses.** Deferred.

- c. **Graduate Education Action Plan.** Katie Olivant and Umar Ghuman went over the action plan over the summer. Ghuman informed that some items on the action plan are completed and the rest are in progress. Item number three is to plan how we can promote outreach; it is something we might want to work on this year. This can include recruitment activities and fairs for graduate programs. Many undergraduate students are not familiar with the different graduate programs Stanislaus State offers. The idea is to make undergraduate students aware of the graduate programs that exist here so that it can help them with their educational goals. The graduate programs can receive funding from CEGE and AVPAA to promote outreach. Ghuman distributed documents of graduate fairs in other universities.

Andy Dorsey mentioned that it would be great if someone could do some research on best recruitment practices to find similar successful programs and see what they do. How should we promote recruitment? What strategy is best for each graduate program? This would be very useful; however, faculty does not have the time and resources. Rita Asher discussed a report that lists the results of programs bringing in their own students after their graduation. Is there a way we can capture the students across the system? We want to reach out to other campus students. Lisa Bernardo stated that we could request Alumni to share this information but it is ultimately their decision. Katrina Kidd mentioned that a Graduate Information Session is different from a welcome event (one is used to recruit and inform students, the other is used to welcome new graduate students.

Ghuman suggested that graduation fairs can be held in the evening and closer to graduation. Suzanne Whitehead mentioned that Harold Stanislaus visits undergraduate classes to inform students about the three tracks in their program and the different careers students can pursue. Diana Avalos suggested that it would be beneficial to have current students in programs at the fair. Olivant mentioned a self-study that was completed in 2014 which has information on outreach. Valerie Leyva suggested a graduate school promotion week to be held both on the Turlock and Stockton campus. Hernandez mentioned that the CEGE website lists all program information sessions for students.

Kurt Baker stated that the departments need more resources to hire more faculty. Leyva added that their program only admits 15-20% from all applicants; the programs cannot grow without more faculty. Ghuman will add the need to reevaluate resources and faculty in item number five on the action plan.

Dorsey suggested that the new Dean of Graduate School might have their own ideas so it is important to discuss what the new Dean should consider. This will be revisited as its own agenda item. Ghuman will continue to work on this with Montero and Olivant.

VI. New Business

- a. **Specialized Accreditation Substitution.** The committee discussed that programs complete their external accreditation process and an internal Academic Program Review (APR). What do we want to see in this substitution document? Anysia Mayer questioned the role the substitution document is serving. James Tuedio suggested that it is important for APR document to focus on the implementation plan because that is the section departments discuss with the Provost. Baker indicated that the section for the implementation plan is little compared to the other sections. How do we make our review meaningful? It's a conceptual thing the form has to follow and not the other way around. Olivant mentioned that Erin

Littlepage is coming in to the next meeting to discuss this and she has some meaningful ideas. Baker stated that this form does not address a holistic view. Ghuman will discuss the concerns of the council with Erin Littlepage.

- b. Graduate Education Fairs & Information Sessions.** Was discussed in Graduate Education Action Plan item.
- c. Book of Trends.** Ghuman indicated that the Book of Trends has massive negative numbers. It gives the impression that the graduate programs are not doing enough. Some context in the document needs to explain why graduate education may have some issues to deal with. Doing this will help explain why the numbers are negative. Is this going to people that do not have knowledge on constraints that graduate programs have? Tuedio shared that it is not an internal document because it is posted on the University website. Rodriquez indicated that there were statistics that were not inaccurate. Library faculty rewrote it and asked for an extension from Lisa Fields. Mayer mentioned that Gitanjali - met with Gitanjali Kaul, the VP for Strategic Planning, Enrollment, Management and innovation (SPEMI) is open to feedback. We should complete a collective document. Tuedio suggested that the highlights should be written by the programs. Ghuman will contact Kaul and Fields for more input. Should we invite them to next council meeting? Maybe we could ask for one-month extension? The programs should provide feedback on the editable document. Committee will have something to share with Kaul and Fields.
- d. Election of the Graduate Council Representative to Ad Hoc CTRCSM.** Tuedio suggested that the representative should be someone who can advocate for students and the times that make most sense. Bernardo emphasized on the importance of giving graduate classes priority. The Ad Hoc committee might meet once a month. Avalos expressed interest in attending and speaking on behalf of students if it is an open meeting. Bernardo will double check if it is an open meeting and she will communicate the schedule once it has been established. Ghuman and Whitehead will share the membership.

VII. Tabled Business

- a. Course Time Module Scheduling Policy Review.** The items for this committee are moved to the Course Time Module Scheduling Policy Review Ad Hoc Committee.

VIII. Other. Ron Rodriguez shared that there is heating and conditioning in the Library Annex.

IX. Adjournment. The meeting adjourned at 3:43 pm.

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