

California State University, Stanislaus
Graduate Council Meeting Minutes
March 15, 2018

Present: A. Dorsey, (Chair), M. Cover (chair-elect), K. Kidd, K. Jaycox, C. Martin, P. Hauselt, V. Montero, S. Neufeld, R. Weikart, S. Wood, S. Young (*Quorum – 8 voting members*)

Ex-Officio: D. Evans, R. Rodriguez, J. Tuedio

Guests: L. Bernardo, A. Reeves, S. Schraeder (recording), H. Stanislaw, S. Wooley

Excused: R. Bhaduri, S. Wood

- I. **Call to Order.** A. Dorsey called the meeting to order at 2:03 p.m.
- II. **Approval of Agenda.** The agenda of March 15, 2018 was approved with the addition “V. A. Graduate Education Assessment Plan.
- III. **Approval of Minutes.** The minutes of February 15, 2018 were approved as distributed.
- IV. **Information, Announcements, Reports.** A. Dorsey announced that the Academic Senate approved the amendment to the constitution regarding graduate education and the proposal for the M.A. in Child Development.

K. Kidd shared that she is in need of project editors. The EMBA program requires a graduate project and the project requirements are that there are project editors to give student grammatical revisions. She wanted to see if any faculty are interested. They would be paid with a stipend. Current faculty members or a graduate student with an English background are eligible. She asked that if anyone knows anyone that might be interested be sent her way and she will be happy to share more information.

It was shared that the McNair Scholar Program is looking to hire a [graduate student assistant](#). The program wants to hire someone by April.

M. Cover shared that the [Graduate Education Faire](#) will be held on Wednesday, March 28, 2018 - 3:30 p.m. to 5:30 p.m. in MSR 130. There was a request that programs that will send representatives sign up via a shared document. The committee discussed a preference to hold the event later in the afternoon, but it was indicated that existing reservations and no other venue required the scheduled time.

Vice President G. Kaul (Strategic Planning, Enrollment Management, and Innovation) and Dean H. Caudill (University Extended and International Education) are both willing and eager to discuss the delivery of graduate programs and the optimization of their growth next time Graduate Council convenes in April. Members can prepare to ask questions about information on UEE delivery and enrollment management. Kaul and Caudill will be here to answer questions.

V. **Old Business**

A. **Graduate Education Assessment Plan.** After further review and revision of the Graduate Education Assessment Plan, S. Young recommended to revise the plan to make the distinction between “findings,” “observations,” and “observations regarding findings happens at the institutional level.” There are some changes related to that distinction that help us understand the process better. The observations that happen at the institutional level is made at the Graduate Council level, the governance body charged with making recommendations about policy. The other major change is that the recommendations language is intended to match the language revised in the item Graduate Education Action Plan/Progress Chart. The Graduate Education Plan will also need to be corrected.

The Graduate Council recommendations will likely be in the spirit of advocacy. M. Cover shared that an example might be that after reviewing all of the reports that several programs identified graduate level writing as an issue in their programs. Graduate Council could make more recommendations for graduate level writing support.

S. Young felt it was important to go back and make revisions to the plan so that the tenor of the WASC Reaffirmation of Accreditation draft report matched so that we are not committing the institution to something we are not prepared to. The committee agreed that the draft plan should return to Academic Senate as a first reading.

A. Dorsey will share with the Academic Senate that a process of discussion and sharing information at the Graduate Council level to look for trends and commonalities takes place regularly.

The committee discussion indicates the feelings regarding assessment and that we are going through the motions of assessment and piling on layers and that this is not really affecting anything in the department. The committee discussed a New York Times article that refers to assessment as Soviet style management. The people who flourish are the best at reporting. The concern is that is that what we are doing is to create new paperwork. It was clarified that the revised Graduate Education Assessment Plan does not require any new reports at the department/programmatic level. The work is added at the Faculty Fellow for Assessment level and the Provost’s Office.

H. Stanislaw highlighted that sharing needs from assessment is for the community and it is one way to communicate with them. Higher Education institutions are frequently under threat and colleges and universities do not just serve students but also their communities. There are repercussions for refusing assessment.

A. Dorsey reminded the committee that assessment is a self-reflective effort – to make arguments about graduate educate you need evidence.

- S. Young wondered what other examples of institutional observations might be. This spring is the first time that the college assessment FLCs are going to be making college level observations.
- M. Cover motioned, K. Kidd seconded, and the Graduate Council unanimously approved the revisions to the Graduate Education Assessment Plan and to send a message that the process is something the Graduate Council believes in and can do.
- B. D Course Time Module Scheduling Policy Review.** The committee reviewed the “Principles of Effective Allocation and Utilization of Instructional Space.” The committee discussed support of a 6 p.m. time slot designated for graduate programs. The committee discussed the need to grow programs and without having a dedicated timeslot that fits the needs of potential students this will be difficult. The current draft of the document does not mention graduate education. The committee discussed developing a recommendation that gives graduate education a specific place and includes a request for a time slot. R. Weikart indicated that History uses a 4-unit, 6:00-9:30 p.m. timeslot and that this should be included in the request. If there is urgency, the committee will discuss a draft recommendation over email. If there is no urgency, discussion will continue at the next scheduled meeting.
- C. Second and Dual Degrees and Concentrations Policies.** The committee discussed that only English and Nursing has provided input regarding policy language revision underway for second and dual degrees and concentrations. It has been discussed because EO 1071 does not allow programs to do business as usual regarding dual concentrations. S. Neufeld and K. Kidd discussed program plans to bring their programs into compliance with EO 1071.

VI. New Business

- A. Genetic Counseling APR Self-Study Substitution Review.** The committee received an Academic Program Review Self-Study Substitution Review for the Genetic Counseling M.S. The Graduate Councils makes observations as reviewers and needs to form an ad hoc subcommittee to review the document and develop a draft observation on behalf of the Graduate Council. A. Dorsey, M. Cover, and S. Wood will serve on the ad hoc committee. J. Youngblom will be requested to attend the April meeting to discuss the document.
- B. WASC Essay Review (Essay 5, pp. 16-21; Essay 3, pp. 8-9).** The committee discussed and reviewed WASC Essays 5 and 3. S. Young shared that the intent of these essays was to try to tell the whole story of support for graduate education. It was noted that there is very little prompting from WASC to discuss graduate education.
- H. Stanislaw shared that all seven essays have been shared with the campus community and the extent of the content is far beyond what is allowed or what is planned for submission in the final report. One of the things the WASC reaffirmation of reaccreditation team is doing is to move information to external exhibits, but currently it is requested that stakeholders participate in a campus-wide vetting of the

essays' content to make sure it is accurate or that any glaring holes are filled. The report should exemplify the institution and speak to the student focus of the institution. On April 9, 2018, there will be all day forums to discuss the different essays further. The WASC reaffirmation of reaccreditation team is seeking comments and feedback. All feedback using the online forms is due Friday, May 4, 2018. The evidence is important and the sooner the team hears feedback the easier it is to incorporate it into the essays.

The committee discussed the graduate education infrastructure. It was shared that there might be a need to reiterate what has been put in place instead of the hiring of a graduate dean. It was suggested that it might be repeated that graduate program directors/coordinators still want graduate dean.

S. Young wondered if the committee might want to consider reviewing the Graduate Education Action Plan/Progress Chart to see what items have been completed per the list. If this was discussed, the committee could consider what progress has been made. This item will be added back to the next Graduate Council meeting agenda.

VII. Other. The next Graduate Council meeting is scheduled Thursday, April 19, 2018 from 2:00 to 4:00 p.m. in the Faculty Development Center (FDC) 118.

VIII. Adjournment. The meeting adjourned at 3:55 p.m.

IX. Action Items

Description:	Assigned To:	Notes:
Discuss with departments scheduling needs for respective graduate programs.	Program Directors	Completed
Programs that have dual concentrations will summarize and share feedback with the Graduate Council.	Program Directors	
Review the Genetic Counseling M.S. Academic Program Review (APR) and consider who will volunteer for the Graduate Council APR Review Subcommittee	All Members	Completed
Review the Genetic Counseling M.S. Academic Program Review (APR) and develop a draft observation for the Graduate Council APR Review Subcommittee	Genetic Counseling Self-Study Substitution Ad Hoc Review Committee	