

California State University, Stanislaus
Graduate Council Meeting Minutes
October 20, 2016

Present: P. Garone, A. Dorsey, K. Baker, K. Brodie, M. Cover, D. Colnic (on behalf of U. Ghuman), K. Kidd, C. Martin, K. McKenzie, S. Neufeld, J. Vazquez, S. Wood
(*Quorum – 8 voting members*)

Ex-Officio: D. Lindsay, R. Rodriguez

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

Excused: R. Badhuri, U. Ghuman, M. Grobner, O. Myhre, S. Sims, J. Strong, J. Tuedio, S. Young

- I. **Call to Order.** P Garone called the meeting to order at 2:00 p.m.
- II. **Approval of Agenda.** The agenda for October 20, 2016 was approved as distributed.
- III. **Approval of Minutes.** The minutes of September 15, 2016 were approved as distributed.
- IV. **Information, Announcements, Reports.** M. Cover and A. Dorsey (on behalf of J. Wittman) shared information relating to the preparation, training, and oversight for graduate students in their programs with teaching assignments.
- V. **Old Business**
 - A. **Graduate Fellowship Fund Distribution.** P. Garone shared that one of the smaller programs allocated a Graduate Equity Fellowship was unable to nominate any eligible students for the award. A discussion occurred about how to best allocate the remaining award to another a graduate program. The committee decided that the most reasonable approach would be to grant the award to the largest program in the originally “smaller” graduate programs list. The programs in the smaller graduate programs list were allocated one award while the larger programs received two awards. Graduate Council awarded the English program an additional award.

M. Cover completed and shared research regarding how other campuses administer the Graduate Equity Fellowship fund distribution. Cover noted that the committee should review and discuss the process for future Graduate Equity Fellowship distributions to ensure that student need is considered appropriately. A discussion occurred regarding economic need shown by a student’s completion of the FAFSA versus the reality of student economic need not always reflected in a student’s FAFSA. Future applications should allow students the space to describe personal circumstances. Graduate Council will continue discussion at the next scheduled meeting.
 - B. **Co-authorship of Theses, Projects, Dissertation.** Graduate Council discussed how the current policy regarding Culminating Experience for graduate students does not allow for co-authored theses, projects, or dissertations. The Provost Advisory Council (PAC) discussed this item and it was noted that at this time it could be considered an individual exception rather than a program-wide exception. It was noted that PAC noted that this

should be the protocol until a decision could be made regarding a policy of program-wide exceptions.

A discussion occurred regarding potential requirements for approval of co-authored theses, projects, or dissertations. P. Garone noted that review of approaches at other institutions regarding co-authorship, including a review of documentation required and how programs ensure students provide quality work with equal participation, should be completed. H. Stanislaw noted that if other courses in a program, through their course learning outcomes, can fulfill the program goals related to individual culminating experiences, then an additional culminating experience that is co-authored does not pose a problem. It is the program's choice when programmatic goals are demonstrated by students.

K. McKenzie shared conversations in the field of Educational Leadership regarding the differences between a professional, such as the EdD, versus a PhD, the philosophical degree. McKenzie noted that the goal of Educational Leadership programs is to assess problems in education, how best to garner the information from the literature, and how to solve them and propose a solution. McKenzie highlighted that the EdD mirrors the PhD in many ways. For example, a stringent acceptance process for the program exists, in addition to the 16-unit requirement before commencing the dissertation, and students must complete a two-part written comprehensive exam. The program is embedded into the community, responds to its needs, articulates a problem, and a course of study. Students that complete the program are not researchers but scholarly practitioners that need to work together and often in groups. McKenzie notes she is emphasizing these items to keep in mind the larger goal of the need for co-authorship at Stanislaus State. Some members of the committee supported the need for co-authorship.

It was noted that faculty workload should be discussed. It is important that more discussion occur and that a refined process should be a requirement before moving forward. A concern was raised regarding how to ensure all members of the co-authored culminating experience produce equal amounts of work. Faculty oversight of the co-authored culminating experience and the graduate programs and University's academic integrity requirement should ensure this would not become an issue.

A question was asked regarding examples the committee could review where co-authored culminating experiences are utilized. McKenzie shared that Virginia Commonwealth, USC's Masters in Education program, and Vanderbilt are some examples.

P. Garone noted that Graduate Council needs to decide as a council if there is agreement that individual programs can go forward with co-authorship, and, if yes, then the committee needs to define a robust policy, providing documentation and evidence. Garone called for the creation of an ad hoc committee. K. Brodie, K. McKenzie, J. Vasquez, and H. Stanislaw volunteered to participate as members of the Co-Authored Culminating Experience Policy Ad Hoc Committee. The ad hoc committee will prepare items for discussion at the next Graduate Council.

VI. New Business

A. Electronic Submission of Theses. Dean R. Rodriguez shared a proposal to submit thesis submissions to the library only electronically. Electronic submissions of theses started at Stanislaus State in 2011. Rodriguez noted that most students submit their thesis to the library electronically. Students would no longer be required to pay for cost of binding two copies (about \$60 cost). Students could continue to get copies bound, but the copies would no longer be required from the library. It was noted that some students are confused and submit their copy to the library both as an electronic and a bound copy. Eliminating the requirement for bound copies would eliminate much confusion. A discussion regarding the proposal occurred. H. Stanislaw questioned if the electronic submissions of theses has provided some data that shows that students are using the electronic copies of theses. R. Rodriguez noted that he would determine if the University Library could provide data that indicates how often theses are downloaded. The committee voted unanimously, with one abstention, to approve the proposal for students to submit theses only electronically. R. Rodriguez will ensure the website reflects the necessary changes and thanked the committee for their attention to this matter. The discussion relating to this agenda item concluded. This item will be removed from the agenda.

B. Graduate Student Disqualification and Probation. M. Grobner contacted P. Garone regarding the request for Graduate Council to discuss graduate student disqualification and probation because an issue arose in the College of Science where an attempt to disqualify a student based on professional standards had to be rejected by the administration when appealed because it did not fit standards for disqualification required from a system-wide perspective. Grobner proposed a memorandum raising a variety of questions. Graduate Council reviewed and discussed the memorandum that referred to the current graduate school policy and a proposal for revision.

A discussion occurred regarding the campus graduate student disqualification and probation policies regarding the requirements for informing the administration, especially the college dean. The role of the dean, department chair, and program coordinator, if applicable, were discussed by the council.

P. Garone indicated that department policies can be different across campus, but they must at the very least adhere to system-wide requirements. Discussion will continue at the next scheduled meeting.

C. Election of RSCAPC Representative from Graduate Council to serve during 2016/17. M. Cover served as the representative to RSCAPC for the 2015/16 academic year. P. Garone asked if any Graduate Council members are willing to serve as the RSCAPC representative from Graduate Council. Steven Wood volunteered to serve as a representative for the 2016/17 academic year.

D. Statement to President Junn on Behalf of Graduate Council re: Graduate Dean/Director. P. Garone shared the draft statement for President Junn on behalf of the Graduate Council regarding a Graduate Dean/Director position. Garone indicated that when developing the draft statement he incorporated past documents drafted by the

Graduate Council relating Graduate School leadership. D. Colnic thanked Garone for drafting a very well drafted statement on behalf of the Graduate Council. Graduate Council members discussed minor revisions and additional items to add to the statement. A discussion took place regarding Stanislaus State’s appropriate role of addressing the gaps in underrepresented and first-generation attendance of graduate programs. P. Garone will share a draft with members via email and request final revisions to be shared by Monday, October 31, 2016. Graduate Council members unanimously affirmed this process. P. Garone will forward the statement on behalf of Graduate Council to President Junn after October 31.

VII. Other. The next Graduate Council meeting is scheduled for November 17, 2016 in the Lakeside Conference from 2:00 – 4:00 p.m.

VIII. Adjournment. The meeting adjourned at 4:00 p.m.

IX. Action Items

Description:	Assigned To:	Completed:
Share information relating to the preparation, training, and oversight for their graduate students with teaching assignments.	A. Dorsey and M. Cover	Completed
Co-Authored Culminating Experience Policy Ad Hoc Committee will prepare items for discussion at the next Graduate Council.	K. Brodie, K. McKenzie, J. Vasquez, and H. Stanislaw	
Share revised statement with Graduate Council members and forward to President Junn.	P. Garone	Completed

Respectfully submitted,

Sarah Schraeder, Recording Secretary