

California State University, Stanislaus
Graduate Council Meeting Minutes
September 15, 2016

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

Ex-Officio: M. Grobner, D. Lindsay, O. Myhre, S. Sims, J. Strong, R. Rodriguez, J. Tuedio

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

Excused: R. Badhuri, K. Brodie

- I. Call to Order and Introductions.** P. Garone called the meeting to order at 2:02 p.m. Introductions were shared. The council welcomed the following new members: Umar Ghuman (Public Administration), Juan Vazquez (ASI Graduate Representative), Ashley Reeves (Assistant to the Director of CEGE), Steve Wood (Criminal Justice). The Social Work program's new representative to the council is Kilolo Brodie.
- II. Approval of Agenda.** The agenda of May 5, 2016 and for September 15, 2016 were approved as distributed
- III. Approval of Minutes.** The minutes of April 21, 2016 and May 5, 2016 were unanimously approved as distributed with one abstention.
- IV. Information, Announcements, Reports.**
 - A. CEGE Report and Graduate Dean.** S. Young, appointed interim Associate Vice President for Academic Affairs (AVPAA) as of July 20, 2016, provided an update on resources and position dedication for the Center of Excellence in Graduate Education (CEGE). It was noted CEGE programming, such as SERSCA, the writing residency program, and the test preparation programs will continue to be funded by the University this academic year from IRA funds, Graduate School UEE allocations in Enrollment Services, and the Student Success fund in the AVPAA budget. These three different funding sources led to programmatic offerings and an office supply budget to mirror last academic year's offering, which had been supported by the Title V grant.

Young shared that the original plan had been to dedicate 15% time of the interim AVP for Academic Affairs position towards Graduate Education at Stanislaus State. When the transition to the interim AVP position took place, Young specifically requested to maintain her role in CEGE. The addition of personnel of the Assistant to the Director of CEGE was aimed to reconfigure personnel time towards Graduate Education. Ashley Reeves was introduced as the new Assistant to the Director of CEGE, whom many might know because of her role in the recent Graduate Welcome Event and as a graduate student in the History department. Young noted that this reconfiguration provided even more support for Graduate Education than was provided last academic year. A student assistant funded by Enrollment Services funds dedicated to Graduate Education and a work study student assistant also will provide support to CEGE this academic year.

Recent demands of the AVP position relating to special projects led Young to begin a conversation with Provost Strong, Graduate Council Chair P. Garone, and Speaker S. Sims regarding the potential and budgetary reality to propose an interim faculty director position to serve as the Director for the Center for Excellence in Graduate Education. The interim director would serve for the equivalent of 6 WTUs in fall and spring semester during the 2016-17 academic year to guide the Assistant to the Director of CEGE and some other duties more appropriate for a director. For the interim, this further increases support for CEGE compared to last academic year. S. Young suggested that M. Cover, Interim Director for Interdisciplinary Studies (IS), is a natural fit for this position as he is already familiar with CEGE, the Office of Research and Sponsored Programs, and the SERSCA program because he works as the IS Director in the office alongside those programs. The Graduate Council unanimously expressed support for the interim Faculty Director for CEGE position and the selection of M. Cover as interim director.

A question was asked regarding the nature of the working relationship between the Faculty Director for CEGE and the Special Assistant to the CEGE Director, and, specifically, who program coordinators might contact. S. Young noted that the working relationship between program coordinators, the Special Assistant to CEGE, and the director will develop more specifically over time, but that the director will be responsive to the Graduate Council, graduate programs, and the Assistant to the Director of CEGE in hopes that it will evolve organically over time. It was asked whether support for recruitment would be a part of the faculty director's role and Young clarified that this is something that would continue to be dedicated to the Admissions and Outreach Services Office.

P. Garone indicated that the support for the interim faculty director and other support for graduate education does not indicate a desire against a director or dean for graduate education. Garone noted he will be in conversation with Speaker Sims and President Junn relating to the budgetary realities of such a position.

V. Old Business

- A. Graduate Fellowship Fund Distribution.** Graduate Equity Fellowship money was rolled over from the 2015-16 academic year. The Graduate Council must define distribution guidelines for \$37,696 for the 2016-17 academic year as the funds must be distributed as soon as possible. The 2017-18 academic year will have \$18,484 available for distribution. L. Bernardo shared a revised set of guidelines for distribution where items no longer required to be included as Graduate Equity Fellowship guidelines were removed from the draft version. It was noted that the Office of Financial Aid requested that awards should not be less than \$1,000 per award. M. Cover shared research on how other CSU campuses distribute their Graduate Equity Fellowships. It was noted that in the past a staff person would review all student applicants' financial aid packages to ensure that the student would not lose already awarded funds. The Graduate Equity Fellowship counts as a part of the student financial aid package and if a full award has already been granted, it would mean that the Graduate Equity Fellowship would replace these dollars. A list of enrollment numbers for each graduate program was shared with the council in order to determine how best to divide the funds among programs. The doctoral program was added to the list and the Education M.A. was divided by Counselor Education, Curriculum and Instruction, and School Administration concentration students. The Graduate Council approved that the six large

programs (Business Administration, Education – School Administration, Education – Counselor Education, Public Administration, Psychology, and Social Work) would receive two fellowships per program and the eight smaller programs (Criminal Justice, Ecology and Sustainability, English, History, Interdisciplinary Studies, Educational Leadership, Education – Curriculum and Instruction, and Nursing) would each receive one fellowship per program. Twenty \$1,884.80 fellowships will be awarded to the programs as defined above for the selection of Graduate Equity Fellows based on the revised guidelines shared with the Graduate Council. For the 2017-18 disbursement, the Graduate Council will review the process for distribution in more detail. Discussion relating to the future disbursement process will continue at the next scheduled Graduate Council meeting.

- B. Strategic Planning for Graduate Education.** S. Young shared the Strategic Action Report from the Director for the Center for Excellence in Graduate Education. During the development of the final report, Young consulted with the offices of Enrollment Services, Financial Aid, and Faculty Affairs. P. Garone served as a reviewer and provided valuable input for the report during Summer 2016. Young and Garone were thanked for their work relating to the report. The discussion relating to this agenda item concluded. This item will be removed from the agenda.
- C. Students Teaching in Graduate Programs.** The Graduate Council discussion regarding providing TAs opportunities for teaching assignments rather than advertising for adjunct lecturer positions continued from the last meeting on May 5, 2016. It was noted that preparation, training, and oversight should exist for graduate students when receiving teaching assignments. Program directors from the departments of English and Biological Sciences agreed to share information relating to the preparation, training, and oversight for their graduate students with teaching assignments with the Graduate Council. The discussion relating to this agenda item concluded. This item will be removed from the agenda.
- D. Graduate Credit for 4000 Level Courses/Instructor Verification Form.** P. Garone reviewed that T. Perrello brought the Graduate Credit for 4000 Level Courses/Instruction Verification Form item to the Graduate Council in Spring 2016 and highlighted that two types of forms for Graduate Credit for 4000 Level Courses/Instructor Verification are used on campus. The two forms differ in regards to the required signatures, where one includes a signature requirement by the program director and the other only requires the instructor's signature. A. Dorsey added that a program director's signature is required on the form used in the Department of English because individual instructors have to be explicit in identifying workload difference for students and record of the documentation is maintained by the department. A discussion occurred relating to policies (campus and system-wide) regarding the amount of 4000 level units a graduate student can count towards their program requirements. The usefulness versus necessity of the additional information box relating to workload difference explanation and the program directors' signature was discussed. It was clarified when the form is completed at the department level, the form is forwarded to the Office of Enrollment Services Graduate School Evaluator. No objections for the use of a more detailed form were raised. Departments may use whichever form suits their department needs. The discussion relating to this agenda item concluded. This item will be removed from the agenda.

E. Graduate Admissions Requirements & USC’s International Academic MOU. P. Garone informed the committee that he was notified that the University is no longer pursuing the USC’s International Academy memorandum of understanding, at least at the present time. This item was tabled indefinitely and will be removed from the agenda.

F. Co-authorship of Theses, Projects, Dissertation. Deferred.

VI. New Business

A. Electronic Submission of Thesis. Deferred.

B. Graduate Student Disqualification and Probation. Deferred.

VII. Other. The next Graduate Council meeting is scheduled for October 20, 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:
Revise guidelines for the Graduation Fellowship Fund. <i>Discussion will continue in Fall 2016 Graduate Council meetings.</i>	L. Bernardo	Completed
Provide information to the Graduate Council regarding a waiver to temporarily allow co-authored culminating experience projects.	Provost Strong and S. Young	Completed
Develop and review draft report for Strategic Planning in Graduate Education. <i>Due in September 2016 and will report back to Graduate Council at the first meeting of the 2016/2017 Academic Year.</i>	S. Young and P. Garone	Completed
Share information relating to the preparation, training, and oversight for their graduate students with teaching assignments.	A. Dorsey and M. Cover	

Respectfully submitted,

Sarah Schraeder, Recording Secretary