

California State University, Stanislaus
Graduate Council
Meeting Minutes **January 28, 2021**
VIRTUAL via Zoom

PRESENT: A. Mayer (chair), K. Baker (chair-elect), D. Bukko, V. Cortez, A. Dorsey, J. Garcia, U. Ghuman, P. Hauselt, K. Kidd, M. Tiscareno, M. Cover, S. Whitehead, S. Wooley, S. Ayala, R. Rodriguez, D. Evans, O. Myhre, T. Gomez-Arias, H. Caudill, J. Tuedio, J. Bell

GUESTS: L. Bernardo, V. Hernandez, G. Aulak (recording), M. Khaira

- I. Call to Order.** Mayer called the meeting to order at 2:00 p.m.
- II. Approval of Agenda.** The agenda of January 28, 2021 was approved as distributed.
- III. Approval of the Minutes.** The minutes of November 19, 2020 were approved as distributed.

IV. Information, Announcements, Report

- A. Graduate Programs Website Update.** Mandeep Khaira joined the meeting and shared the new brand schema for the graduate programs' website. There are inconsistencies on how we refer to graduate school/ graduate program /graduate education /graduate admission / graduate studies. This campus does use graduate school the most. The campus community should be informed on the one consistent decided name when the new brand is launched. Khaira is tying in the visuals and content with the brochure throughout the website. The brochure and the graduate website will include program links. Khaira recommends listing all programs and their application processes. The additional requirements for international students should be included. Should graduate council be linked on this webpage? Members agree that the long-standing uncertainties about how graduate education is organized on this campus goes back to the loss of a Graduate Dean. Khaira suggested discussion can continue to happen while she makes changes to the website based on recommendations. Khaira will share an electronic version of the website before the launch. Programs can reach out to Khaira individually to provide more feedback and recommendations.
- B. CEGE Update.** Virginia Montero-Hernandez provided an update for Center of Excellence for Graduate Education (CEGE). Hernandez worked with the English Department to craft a writing program proposal. The proposal was shared with Stuart Wooley and the Director of writing center. Proposal recommends allocating half of CEGE budget for this initiative. The goal is to develop coherence in which this campus is offering services to graduate students. More faculty consultant and coordinators should be hired to expand services. Ultimately, the writing center will be a place of services for graduate students. Sustained mentorship is the idea for this reorganization. Students are not attending the workshop sessions. Council members agree that it important to provide services that are valuable to graduate students. CEGE needs to be redefined so resources can be used efficiently. Members discussed the idea of sponsoring an outside

speaker for large graduate events, mini grants for research or attending conferences, and funding for additional technologies.

- C. Campus 3MT Research Competition.** Stuart Wooley shared the three-minute thesis competition. Programs can have a campus competition or a systemwide competition. It is a great opportunity and possibility for all programs. The idea is to be as inclusive as possible. A poll was created: My program is interested in participating in a 3MT research competition. (yes/no). Poll results were 50/50. Council members agreed to revisit this in Fall 2021.
- D. One Stop Application Graduate Programs.** Currently, some programs are using the two-step application process where students apply to the university first and then the program. While some programs are using the one stop application process where students apply to both the university and program in one application. Andrew Dorsey shared his experience with the one stop application process. The setup and implementation processes are very simple. The program spends less time tracking students. Applicants are not emailing about documents and different timelines. Departments receive application file when it is complete. The department was able to handle more applications more efficiently. Dorsey suggested the Graduate School should alert programs on why applications are being held and this would improve the process. John Garcia shared his experience with the one stop application process. The process is working well. There are small glitches that his department is still trying to figure out. Council members discussed the idea of all programs switching over to one-step process. Bukko expressed her concern of losing the flexibility programs have to respond to individual student contexts in favor of simplicity of a system. The one stop application process might be more exclusive. Members agreed that every program is unique and they should continue to decide which process works best for them. Personal contact with applicants is important. Could a program have access to the system to monitor and approve moving an application forward even if incomplete? Bernardo shared that Cal State Apply is a database managed by the Chancellor's Office and we must limit our access to individuals having access to the database. Bernardo will research if there is a way to alert programs of who has applied, what they are missing, etc. A poll was created: I am interested in participating in a One Stop Application Process (yes/no). 9 yes, 1 no. Council members will discuss this more in the next meeting.
- E. Brief Program Check-In.** Deferred.
- F. Brochure Update.** Helene Caudill provided an update for the brochure. Caudill had sent draft brochure to programs and received feedback. The program links will be included since it is an electronic brochure. Programs will send their program count to Caudill. A poll was created: The name on the webpage should be: (3 options) Graduate School,

Graduate Programs, Graduate Education. Results: 9 Graduate School, 0 Graduate Programs, and 2 Graduate Education.

V. New Business

A. Workgroup Presentations. Deferred.

VI. Old Business

A. Graduate Learning Goals. Deferred.

VII. Tabled Business

A. Fee Waiver Pilot Program for Teaching Associates. Deferred.

B. Graduate Education Action Plan. Deferred.

C. Course Time Module Scheduling Policy Review. Deferred.

VIII. Adjournment. The meeting adjourned at 3:49 p.m.

AM:ga