

California State University, Stanislaus
Graduate Council Meeting Minutes
December 6, 2018

Members: M. Cover (chair), U. Ghuman (chair-elect), K. Baker, D. Bukko, V. Cortez, A. Dorsey, J. Garcia, K. Kidd, P. Hauselt, C. Martin, S. Neufeld, R. Weikart, S. Wood, S. Young

Ex-Officio: J. Bell, K. Greer (via phone), T. Gomez-Arias

Guest: L. Bernardo, S. Schraeder (recording), S. Wooley

- I. **Call to Order.** M. Cover called the meeting to order at 2:07 p.m.
- II. **Approval of Agenda.** The agenda of December 6, 2018 was approved as distributed.
- III. **Approval of Minutes.** The minutes of October 18, 2018 approved as distributed.
- IV. **Information, Announcements, Reports.** The Graduate Council was impressed by the Graduate Dashboard presentation provided by J. Willis from Institutional Research in October and wondered about the status of the follow up items provided by Graduate Council. M. Cover will follow up.

S. Wooley shared that the Graduate Council approved graduate assessment plan was approved by the Academic Senate. Part of the plan indicates that Wooley, as the Faculty Director for Assessment, is to report on the general trends from the college Faculty Learning Communities. His report will be posted to the Blackboard page for Graduate Council review.

The [Student Research Competition](#) is on Friday, March 8, 2019 in MSR 130. Applications are due via InfoReady by Monday, February 18, 2019 at 12 noon. Cover shared a reminder flyer for members to share with faculty and students to plan ahead and consider participating in the competition.

V. **Old Business**

A. **Course Time Module Scheduling Policy Review.** M. Cover briefly summarized that the council began this discussion over a year ago in October 2017 about the course time scheduling and graduate programs. This item came about due to unassigned courses for graduate programs in particularly 6:00-9:00 p.m. time slot. A. Dorsey consulted with [Academic Space Planning Committee](#) and in October Noah Dunavan, University Course Scheduler from Enrollment Services, joined the meeting to discuss the course classroom assignment process. Cover summarized that as Dunavan builds the schedule, it is built off the last "like" schedule from two years prior. Departments select rooms and build their schedule. The system looks at the course's maximum enrollment and room size, and if the first choice room is not given, the system looks for nearby rooms. The system partitions each program given buildings assigned to specific departments. There does not seem to be to favor any particular types of courses, i.e.graduate courses using the current system. Provost Greer, chair of Space Planning Committee, may have some additional feedback, but what has been shared with the council is that the University has a general classroom and other

departments are experiencing same issues. The committee discussed the new classroom feasibility study. A remodel for Bizzini is also being explored. The committee tabled this item.

- B. Second and Dual Degrees and Concentrations Policies.** The Ad Hoc Subcommittee is continuing discussion on this item and S. Young will join the subgroup to assist with preparation of final policy for the committee to discuss at the Graduate Council meeting scheduled for February 2019.
- C. Outreach, Marketing, and Recruitment for Graduate Programs.** The Graduate Council reviewed the Graduate Program Growth and Marketing / Outreach / Recruitment chart created based on the October 2018 discussion. Over half of the programs (11) shared that growth is both possible and desirable. A minority of programs said that growth is constrained based on available resources; most cited issues with lack of faculty. Several programs, especially professional, indicated that recruiting faculty is an difficult due to salary issues. The programs also shared their program's need for marketing and recruitment: half of the programs shared that it was needed for their programs. Some indicated that growth was possible just by targeting undergraduates, but other programs had specific marketing and recruitment needs and requirements for their program, such as getting to graduate fairs, which has not occurred from a University perspective.

M. Cover shared a draft flyer for graduate programs. Cover is seeking some feedback if something like this might be useful in recruiting and outreach. The committee discussed that this was great work and wondered about the role of the Office of Admissions and Outreach, who used to do all of this type of work for graduate programs. N. Gonzales and G. Kaul will be invited to a meeting and a finalized inventory of needs and interest will be shared with them. The committee discussed how a dean for graduate education might be better situated to advocate for graduate education and that this is a good example of why a dean is needed.

The committee also discussed how they might request recruiters attend some local fairs for graduate programs to represent. Cover will refine the document and craft an invitation and a preliminary request for some of the outreach activities. Stockton has an annual event to get to know the Stockton Campus. While it is an undergraduate based event, Cover has spoken to Dean Harrison perhaps there is an opportunity to incorporate graduate programs or create an event at Stockton for graduate programs. Discussion will continue at the next scheduled meeting.

- D. Re-Certifying Graduate Writing Courses.** Cover shared that the Graduate Council lacks a process for reviewing and mechanism for updating courses on the Graduate Writing Course list. The committee reviewed the current procedures for these courses and it refers to recertification, which has not been a process that has been completed. The committee discussed the possibility of recertifying courses over spring break by having department chairs and programs send to GC a list of courses that satisfy this requirement, copies of recent syllabi, and a brief narrative from the instructor that describes and responds to guidelines. All of the information could be compiled into one table and Graduate Council could review the courses for recertification and look for trends A summary of the analysis might be sent back to

departments and programs so they might see how other programs are addressing the requirement. The committee discussed the lack of policy related to this and how the University Writing Committee only addresses the undergraduate writing requirement. A discussion occurred about simply incorporating this into the Academic Program Review (APR) seven year process. The committee will continue discussion at the next scheduled meeting.

- E. **Academic Program Reviews (APRs).** The ad hoc subcommittees are currently working on this and presentations for History and Nursing are to be expected at a future meeting.

VI. New Business

A. **Reinstitution of a Graduate Dean.** Provost Greer joined Graduate Council via Zoom to discuss the budget and the University’s ability to reinstitute a dean for Graduate Education. Members reaffirmed Graduate Council’s previous statements regarding the importance of leadership for graduate education, including the need for a MPP position, support staff, and a centralized physical location.

B. **Program Modification: M.S. Ecology and Sustainability to M.S. in Biological Sciences.** The Graduate Council reviewed the proposal for the name and curriculum revisions for the M.S. in Ecology and Sustainability to the the M.S. in Biological Sciences. The Department of Biological Sciences is very supportive of these revisions as it will allow the program to grow and allow more than 18-19 full time faculty to participate in the instruction of the program. Currently, only 6-7 faculty participate. The revisions broaden the scope of program and expertise for other department faculty to participate. The department requested an expedited review so that the department can start advertising changes with the “pending Chancellor’s Office approval” clause since recruitment and advertisement can occur after campus approval. After discussion, K. Baker motioned, C. Martin seconded, and the committee voted with 9 yays, 1 nay, and 1 abstention to approve the proposal. It was noted that further clarification regarding the cost analysis is necessary and that 3000 level courses are not allowed per current policy. C. Martin moved, A. Dorsey seconded, and the committee voted unanimously to rescind their initial vote and recommend a final approval electronically before the Winter Break once revisions are included in the proposal.

- VII. **Other.** The next Graduate Council meeting is scheduled for Thursday, February 21, 2018 from 2:00 to 4:00 p.m. in MSR 130.

- VIII. **Adjournment.** The meeting adjourned at 4:04 p.m.

IX. Action Items

Description:	Assigned To:	Notes:
Update Graduate Education Action Plan/Progress Chart for further discussion and share any additional feedback regarding revisions.	Shawna Young and Program Directors	Completed

Ad-Hoc Subcommittee to Review <u>M.A. History APR</u>	U. Ghuman, S. Wood, M. Cover	By 12/6
Ad-hoc Subcommittee to Review <u>M.S. Nursing APR</u>	R. Weikart, J. Garcia, M. Cover	By 12/6

MC:ss

