

California State University, Stanislaus  
**Graduate Council Meeting Minutes**  
March 7, 2019

**Members:** M. Cover (chair), U. Ghuman (chair-elect), D. Avalos, K. Baker (via Zoom), D. Bukko, A. Dorsey, J. Garcia, K. Kidd, P. Hauselt, S. Wood, S. Young

**Ex-Officio:** J. Bell, D. Evans, T. Gomez-Arias, K. Greer, C. Nagel, R. Rodriguez, J. Tuedio

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

**Excused:** R. Bhaduri, V. Cortez, C. Martin, S. Neufeld, R. Weikart

- I. **Call to Order.** M. Cover called the meeting to order at 2:03 p.m.
- II. **Approval of Agenda.** The agenda of March 7, 2019 was approved as distributed.
- III. **Approval of Minutes.** The minutes of February 21, 2019 were approved as distributed.
- IV. **Information, Announcements, Reports.** J. Willis visited a previous Graduate Council meeting to share the Graduate Student Dashboards. Cover shared that links are available on the Institutional Research website and on the Graduate Council Blackboard Forum. Cover shared that the CEGE Director position announcement will be shared soon. U. Ghuman shared information about a social sciences symposium.
- V. **Old Business**
  - A. **Outreach, Marketing, and Recruitment for Graduate Programs.** The committee welcomed Noelia Gonzalez, Director of Financial Aid and Admissions, and Gitanjali Kaul, Vice President for Strategic Planning, Enrollment Management, and Innovation. The committee shared introductions and summarized past Graduate Council discussions about outreach, marketing, and recruitment. In fall 2018, the committee completed an internal survey and asked several questions about graduate program growth and marketing/outreach/recruitment. Some of the overall trends found that well over half programs found growth possible even with existing resources, but some said faculty was limit to growth. All of graduate programs are unique. There is a need to reach more diverse graduate students. There seems to be a subset of programs where targets are undergraduate populations and other programs have specialized needs. The committee has been talking about how to deal with that and how this might be dealt with that at the University level. At the last meeting, there were two ideas (1) workgroup/committee/subcommittee that could think about these issues and move the ideas forward and (2) would be great to have one or both of you as standing guests of graduate council as issues would be to bring them up to them. G. Kaul shared that she would love to see our graduate programs flourish and that they were delighted to have and find ways to make recruiting be well done. It is new to Gonzalez's area as she was not very involved in graduate recruiting prior, but there are many ways with different things they could work on and there are places they can collaborate on all of those areas. Kaul wants to participate and would love to help in ways that we can. Kimberly Greer discussed the 20% target of state-side growth for graduate programs indicated in the Strategic Plan. She indicated she always thought this was ambitious but probably a good idea

to also include self-support in this growth. Helene Caudill and Greer have discussed this and wondered about putting some money together to support growth. This conversation also speaks to a need for a dean of graduate studies as everyone's attention gets pulled into different directions, but even if we had a dean we would still need a strategic direction. Gonzalez suggested to include from University Communications in this group. The committee discussed what the ultimate goal of marketing and outreach is since some programs do not have the capacity to expand. The committee discussed the specific types of advertising that would need to occur and how needs differ from program to program. It was suggested to complete market analysis on the programs as it was indicated that this was completed for Social Work and brought forward very useful information. The committee discussed a graduate fair at Stanislaus State to attract current undergraduate students. Alumni mixers and building partnerships with community stakeholders were identified as important. Kidd will lead a workgroup to develop outreach, recruitment, and marketing efforts and discussions will continue at future Graduate Council meetings.

- B. Re-Certifying Graduate Writing Courses.** The issue is that there is a list of writing courses, which fulfill the graduate GVAR requirement and there is a 1995 policy in place which dictates a 5 year review. Two proposals so far are to (1) complete a batch recertification requesting a syllabus, description, and how students completing the requirement and (2) including this into the APR process. The committee discussed creating an ad hoc subcommittee to write a revised policy and create procedures. Members will share updates to the online list of Graduate Education Writing courses with Sarah Schraeder. Discussion will continue at the next scheduled meeting.
- C. Academic Program Reviews (APRs).** The committee discussed how the Provost is working to close the assessment loop at the end of the APR cycle. The process needs to evolve to become more holistic rather than just ticking the box. The review of APRs helps the Assessment Director in the annual report identify needs across graduate programs: faculty, recruitment, etc. A. Dorsey motioned, K. Baker seconded, and the committee unanimously voted to approve the History APR recommendation. A. Dorsey motioned, K. Baker seconded, and the committee unanimously voted to approve the Nursing APR recommendation.
- D. Graduate Education Institutional Assessment DRAFT Report.** The committee discussed the draft report and shared recommendations. The committee discussed the report and will continue discussions the next scheduled meeting.

## **VI. New Business**

- A. Graduate Equity Fellowship.** The committee confirmed last years process for the call for and awarding of Graduate Equity Fellowships. Members were asked to share feedback with Cover.
- B. Graduate Education Action Plan.** Deferred.
- C. Master in Biological Sciences Pilot Program Proposal.** Matt shared proposed program title and curriculum change and discussion how this would expand

program and allow more faculty to take part. Sent to COs in January and heard back last week that it was denied. It was denied because the mechanism they were using was a title change but also changing the curriculum and revising courses to reflect other shifts and that was too much to do under that title change process and said they should instead propose it as . shawna wanted to share with this gc and take ownership and feel very badly and strongly support this pilot program chip to get this approved. It was a calculated risk to do it the way we did it. We were using a previous example and she had concerns and reservations and there was a lot of momentum and energy about this and did not want to pull plug on that. Just wanted to say that she just said ownership of this because it is a way to expedite and it is an option only when a program is ready to do. We meet all of the criteria and provided it can go through campus approvals it can go through in fall. Shawna feels that she is responsible for this but thinks pilot program is a good option. It is not an option that is encouraged by the CO, but secured support from the Provost. It fits with her minds with the intent of the pilot program. That is why from her office it is her. We have done all of this in place. Courses on schedule. Students ready to go. Seemed like a way to salvage all of that work. Will do an electronic vote electronically.

**VII. Tabled Business**

**A. Course Time Module Scheduling Policy Review.** Tabled.

**VIII. Other.** The next Graduate Council meeting is scheduled on April 18, 2018 from 2:00 to 4:00 p.m. in MSR 130.

**IX. Action Items**

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

MC:ss