

California State University, Stanislaus  
Graduate Council  
Meeting Minutes **August 27, 2020**  
**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, S. Whitehead, P. Strauss, S. Wooley, S. Ayala, R. Rodriguez, D. Evans, O. Myhre, T. Arias, J. Tuedio

**GUESTS:** J. Bell, L. Bernardo, V. Hernandez, G. Aulak (recording), G. Kaul, H. Caudill

**I. Call to Order.** Mayer called the meeting to order at 2:03 p.m.

**II. Approval of Agenda.** The agenda of August 27, 2020 was approved as distributed.

**III. Approval of the Minutes.** The minutes of May 14, 2020 were approved as distributed.

**IV. Information, Announcements, Reports**

- a. **Recording of Meetings.** Members discussed the option of recording meetings during open sessions. There can be a motion to have a closed session or there can be set times for both sessions on the Agenda.
- b. **Charge of the Committee.** Mayer briefly reviewed the charge of the committee and mission of Graduate Council: "Promote and support graduate education within the University and community."
- c. **Introductions (Committee Members, Ex Officio, Guests).** Members introduced themselves and their role on this campus.

**V. New Business**

- a. **Report on COVID Graduate Committee Summer Work.** Mayer shared the reports from the graduate committee that collaborated during the summer.
  - i. The committee identified six goals for graduate education to guide the work: Maintain graduate student enrollment and diversity at 2019-2020 levels; Maintain graduate students' time to degree rates at 2019-2020 levels; Provide support to graduate programs needed to deliver curriculum via remote instruction; Advocate for the unique needs of graduate programs and ensuring these needs are addressed; Provide support to graduate programs needed to ensure continuation of field experience activities.
  - ii. The committee identified the following issues as things that need to be addressed to meet the goals identified: Field Work Requirements; Marketing/Recruitment/Enrollment; Support sustain graduate research; Support

for faculty teaching online courses; Support students' writing and online course experience.

- iii. Actions taken: F2F courses for field work were approved, liability forms were created and distributed; MPA is working with Gitanjali and Helene; RSCA committee drafted a return to research plan, that includes an independent study approval process; FDC and OAT offering workshops; CEGE is planning workshops in the Fall.

- b. Carry-Over and Pending Items for Graduate Council 2020-2021 from Graduate Committee Fall 2020 and Beyond.** Mayer discussed carry-over items from last academic year. Members crafted a draft list of priorities for current academic year: Support graduate writing and research; Developing mission and leadership for graduate education; More support for graduate students in this context; Define CEGE role and expectations of CEGE director; Affirm graduate dean position and role of graduate council; Participation in Social Justice Movement; Easier transition from F2F to virtual for students- communication of resources.
- c. Program Marketing and Recruitment Support.** Program Marketing and Recruitment Support. Helene Caudill, Dean of University Extended Education (UEE) and International Education, shared a Graduate Studies Brochure mock-up. This brochure lists information about the graduate programs on this campus. The brochure can be utilized for recruitment. Graduate council members also discussed the need to have a "Graduate Programs Resources Brochure." Dean Caudill also discussed the CRM (customer relationship management) Salesforce system currently being implemented in her office. She provided an example of the MSW's email messaging and encouraged other programs to consider implementing a CRM for their programs. Graduate programs can provide feedback to Caudill on necessary revisions for the brochure. Caudill is happy to collaborate and assist with recruitment strategies. "
- d. Graduate Admissions and Enrollment.** Kaul shared graduate admission and enrollment numbers for Fall 2020. The impact of COVID varies throughout the programs.

## VI. Old Business

- a. Graduate Council Program Information Spring 2020.** Deferred.
- b. Fee Waiver Pilot Program for Teaching Associates.** Deferred.
- c. Developing Graduate Writing Support.** Deferred.
- d. Academic Program Review**
  - i. **English APR.** Deferred.

**VII. Tabled Business**

**a. Academic Program Review**

**i. Public Administration APR.** Deferred.

**b. Graduate Education Action Plan.** Deferred.

**c. Course Time Module Scheduling Policy Review.** Deferred.

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

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