

California State University, Stanislaus  
Graduate Council Meeting Minutes  
September 20, 2018

**Present:** M. Cover (chair), U. Ghuman (chair-elect), K. Baker, V. Cortez (represented by R. Asher), K. Kidd, R. Weikart, C. Martin, S. Wood, S. Neufeld, D. Bukko, J. Garcia, S. Young, P. Hauselt

**Ex-Officio:** C. Nagel, R. Rodriguez, D. Evans, J. Tuedio, J. Bell

**Guests:** R. Asher, L. Bernardo, S. Schraeder (recording)

**Excused:** A. Dorsey, R. Bhaduri

- I. **Call to Order.** M. Cover called the meeting to order at 2:06 p.m.
- II. **Approval of Agenda.** The agenda of September 20, 2018 was approved as distributed.
- III. **Approval of Minutes.** The minutes of May 3, 2018 were approved as distributed.
- IV. **Information, Announcements, Reports.** The committee shared introductions and the specifically welcomed three new members: Chris Nagel, Academic Senate Speaker; Debra Bukko, representing the Educational Leadership Ed.D. program; and, John Garcia, representing the Social Work M.S.W. The committee members reviewed the bylaws and charge of the Graduate Council. The Graduate Council members discussed the Academic Program Reviews (APRs) to be expected for review in 2018/2019, including Master in Public Administration, Master in Social Work, Master of Science in Nursing, and Master of Science in Ecology and Sustainability. Graduate Council practice is to create ad hoc committees to review and provide a recommendation for the APRs. The committee formed four subcommittees for each expected APR. M.P.A.: K. Kidd, M. Cover, and one more member will be needed. M.S.W.: S. Martin, K. Baker, M. Cover. M.S. Nursing: R. Weikart, M. Cover, and one more member will be needed. M.S. Ecology & Sustainability: P. Hauselt, S. Wood, and one more member will be needed. The committee will review the Stockton Center Strategic Plan and send any feedback and comments to M. Cover so that they may be shared with stakeholders. The members of the Graduate Council also reviewed the Diversity and Inclusion Action Plan and members were asked to send any feedback and comments to M. Cover so that they may be shared with stakeholders.

S. Young shared that the Institutional Report for the 2018-19 WASC Reaffirmation of Accreditation and all appendices have been submitted to the review team and are available on the [University's Accreditation website](#). A campus announcement will be shared. The off-site review will be held on Thursday, November 29, 2018. The evaluation team will be meeting with the writing team and the cabinet related to the lines of inquiry related to preliminary findings based upon the institutional report and supplementary documents. Graduate Council may be consulted related to these lines of inquiry as necessary and appropriate.

D. Bukko shared a form for faculty to complete or share with colleagues to serve on a dissertation committee or teach classes for the Ed.D. program. The Ed.D. committee is

meeting the second week of October to review submitted forms and the subsequent meeting is in April 2019. Those interested should submit their form along with a vita. Submission of a form does not obligate a faculty member to serve on a committee or teach. Bukko also offered to attend department meetings to share more information.

R. Rodriguez shared that he will be sharing an update with the Academic Senate at the next scheduled meeting regarding the Library Renovation. The presentation will include more information regarding the temporary modular templates and, if time allows, will include a draft plan for new renovation.

## V. Old Business

- A. Election of the RSCAPC Representative from Graduate Council.** M. Cover shared the duties of members in the Research, Scholarly, and Creative Activity Policy Committee (RSCAPC), which includes policy development and recommendations related to RSCA. The chair of the committee for the 2018/2019 academic year is S. Wood. The Graduate Council holds a representative seat on this committee. Wood shared that the committee meets every month on Thursdays from 2:00 to 2:30 p.m. and the first meeting is scheduled for October 4, 2018. One of the main issues the committee will be discussing this academic year is that most of the grants tend to be distributed to one college, so the committee will be looking to refine the current policies, working especially with the Faculty Affairs Committee (FAC). D. Bukko was nominated for the position and the committee approved unanimously.
- B. Course Time Module Scheduling Policy Review.** M. Cover reviewed the Graduate Council discussions regarding the Course Time Module Scheduling Policy item from the [2017-2018 academic year](#). The committee discussed two options for moving forward regarding the item: (1) the issues raised at the Academic Space Planning Committee was the need for data and requesting more data to inform discussion may provide supporting or contrary evidence. A second option (2) is to form an ad hoc committee around this issue to elicit further discussion of a proposal by the Graduate Council regarding priority to graduate programs for the 6:00 to 8:40 p.m. timeslot. Programs shared difficulties securing time slots that suit their programs needs, specifically relating to the 6:00 p.m. time slot. L. Bernardo will provide time slot use and graduate program unplaced classes data for the committee by the next scheduled meeting. The committee discussed the work of the Academic Space Planning Committee and the larger issue that space is an issue on campus. There were 96 unplaced classes at the end of scheduling for fall 2018. Three or more years ago the norm was around 60 unplaced classes. The committee also discussed that what is best for teaching and learning must also be considered. A several year old University space utilization study only looked at efficiency, but many questioned the methodology, yet this is the approved methodology from the Office of the Chancellor to be approved for new classroom buildings. The Principles of Space Utilization document argues for effective versus efficient classroom use, which begs a different argument. L. Bernardo can add classroom size data to the data report that will be shared. The committee will also request an update from a member of the Academic Space Planning Committee and will invite N. Dunavan, University Scheduler, to join the meeting. A committee member also asked for consultation with department chairs, as they are the ones scheduling classes. The committee would like

more information about the negotiation phase of unplaced classes and more information regarding the algorithm for unplaced classes. L. Bernardo will share this data as well. Discussion will continue at the next scheduled meeting.

- C. **Second and Dual Degrees and Concentrations Policies.** The ad hoc committee charged with drafting a Second and Dual Degrees and Concentration Policies will share a final draft at the next scheduled meeting. The committee discussed the need to ensure that the unit-sharing language fulfills all program needs and that there exists contradicting language within the current draft policy. The committee discussed needing to make sure the policy takes into account the need for potential programs that may develop concentrations and discussed other CSU policies. The discussion will continue at the next scheduled meeting.
- D. **Graduate Education Action Plan/Progress Chart.** The committee reviewed and discussed the latest version of the Graduate Education Action Plan/Progress Chart. Discussion will continue at a future meeting.

## VI. **New Business**

- A. **Graduate Student Dashboard.** J. Willis from Institutional Research will share a demonstration on October 18, 2018 at 3:00 p.m. regarding the data included in the Graduate Student Dashboard.
- B. **Graduate School Student Services Professional (SSP) II Position Description.** M. Cover shared that the Graduate School Student Services Professional (SSP) II position description was shared at the end of the last academic year with the Graduate Council. S. Young indicated that the position was subsequently shared with the Provost's Advisory Council (PAC) as a budget priority for the 2018/2019 year, but it did not make the final budget priority list. Young indicated that funding for a Center for Excellence in Graduate Education (CEGE) director for a third year was prioritized since the institutional structure of graduate education was still undetermined. Young also shared that this will be the last year of the interim CEGE director position since there should be a permanent position. Provost Greer will be sharing conversations about budget priorities with FBAC this academic year. The SSP position will not be prioritized until the leadership position is clarified. Members should expect that Provost Greer will be having conversations with FBAC and Graduate Council about graduate education leadership this academic year.
- C. **Outreach, Marketing, and Recruitment for Graduate Programs.** The committee will continue discussions regarding graduate education outreach, marketing, and recruitment this academic year.
- D. **Re-Certifying Graduate Writing Courses.** M. Cover shared that the committee will be reviewing the re-certification of graduate writing courses. As the University Writing Committee (UWC) and the University Educational Policies Committee (UEPC) are actively addressing the Graduation Writing Assessment Requirement (GWAR) policy, it is an opportune time for feedback to also be provided from a graduate perspective regarding this policy. This is an opportunity for the Graduate Council to reflect on how individual programs are offering graduate writing courses and can share any knowledge with colleagues. The committee will need to discuss

the details of the recertification. Syllabi will need to be gathered. Discussion will continue at the next scheduled meeting.

**E. New Concentration: Business Analytics.** S. Schraeder shared a demonstration of Curriculog, the new paperless curriculum management system. After K. Kidd shared a brief presentation about the curriculum and need for the program, the committee reviewed and discussed the proposal for the new concentration in Business Analytics. Discussion will continue at the next scheduled meeting.

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

**VIII. Adjournment.** The meeting adjourned at 4:02 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
Carolyn, Andy and Kidd will finalize revisions to draft policy regarding Second, Dual Degrees and Concentrations	C. Martin, K. Kidd, A. Dorsey	
Review the concentration in Business Analytics proposal in Curriculog	All Voting Members	
Review and share any feedback regarding the Stockton Center Strategic Plan and the Diversity and Inclusion Plan with M. Cover.	All Members	