California State University, Stanislaus
Graduate Council Meeting Minutes
December 17, 2015

Present: K. Baker, D. Colnic, M. Cover, A. Dorsey, P. Garone, M. Grobner, K. Kidd, C. Martin, A. Matravers, K. McKenzie, D. Lindsey, O. Myhre, S. Neufeld, R. Ringstad, R. Rodriguez, S. Schraeder (recording), M. Thompson, J. Tuedio, S. Young

Excused: M. Winter

Guests: L. Bernardo, N. Gonzales, K. Mode, H. Stanislaw, D. Shimek

I. Call to Order. R. Ringstad called the meeting to order at 2:01 p.m.

II. Approval of Agenda. The agenda was approved as distributed.

III. Approval of Minutes. The minutes of November 19, 2015 were approved as distributed.

IV. Information, Announcements, Reports. K. Kidd reported that the purchase of CRM software has been approved for the College of Business Administration. Kidd noted that the software will assist the program application process to run more efficiently. The software receives and tracks application documents. Kidd noted that students can submit all documents to an online database and that the software will make tracking candidates much easier. L. Bernardo noted that the purchase of this software is open to all departments.

V. Old Business

(Note: A. & B. are combined in relation to planning for Graduate Education)

A. Strategic Plan and Priorities for Graduate Education / Outreach, Recruitment, and Matriculation Self-Study. Deferred.

B. Graduate School Dean / Prioritization and Institutionalization of CEGE. L. Bernardo presented the position description for a Student Services Professional II who would be responsible for the coordination and support of graduate education. A discussion about the position description occurred. It was suggested that it should be noted that a master's degree is preferred for the position. Members requested that the role of the SSP II in the graduate application process and support to and communication with the graduate program directors needed to be added to the position description. L. Bernardo will add the items to a revised position description draft. R. Ringstad requested that program directors consider how much time (in percentages) should be allotted for each of the duties. Discussion will continue at the next meeting.

C. Graduate Learning Goals / Graduate Assessment. R. Ringstad submitted a revised draft of the Graduate Learning Goals to the Graduate Council. Members reviewed all revisions and a discussion about the use of the language of "as appropriate to the discipline." Requests for revisions were submitted and noted in the draft document. S. Young suggested reviewing the graduate education sections in the Chancellor's Office Planning Recourse Guide. S. Schraeder will make the appropriate documents available to the Graduate Council before the

next scheduled meeting. R. Ringstad will submit a new draft of the Graduate Learning Goals. Discussion will continue at the next meeting.

D. Culminating Experience Policy. Deferred.

E. Co-authorship of Theses, Projects, Dissertation. Deferred.

F. Proposed Revisions to APR Timeline. Deferred.

G. Students Teaching in Graduate Programs – TAs and GAs. R. Ringstad welcomed D. Shimek and K. Mode to the Graduate Council meeting and thanked them for attending the meeting to discuss student teaching in graduate programs as well as Item I. "Fee Waivers for CSU Employee Graduate Students." Shimek presented information about Graduate Student Teaching Assistants with the Graduate Council. There was a discussion about viewing financial aid support in a holistic way by providing tuition fee waivers. It was noted that encouraging such financial support would develop a graduate education community on campus. There was a discussion of the amount of support provided to graduate students by CSU Fresno. It was noted that that there was an extensive capital campaign to support the graduate financial aid given out to students by CSU Fresno. L. Bernardo informed the council that a total of 185 Stanislaus State graduate students were awarded a total of $1,147,548 of State University Grants (SUG). Additionally, 137 Stanislaus State credential students were awarded a total of $819,806 SUGs. Discussion will continue at the next meeting.

H. Classified vs. Conditional Classified Status and Financial Aid. N. Gonzales was invited to the meeting to discuss classified and conditional statuses. R. Ringstad welcome Gonzales and thanked her for attending the meeting. L. Bernardo requested to add this item go the Graduate Council agenda last fall to highlight a reoccurring issue of financial aid eligibility and graduate student statuses of classified and conditional classified. L. Bernardo and N. Gonzales noted that the student's status affects their financial aid eligibility. More and more students are admitted under a conditional classified status and stay at this classification their entire graduate education career. Federal aid requirements do not allow such an extensive classified status to exist on a student's record. A discussion occurred about student classification statuses used by different departments. It was reported that the term "provisional" should no longer be used. "Conditional" is more appropriate term for this classification. The recommendation is to standardize terms across programs so program coordinators can track various items related to graduate education (e.g. time to graduation). It was suggested that programs receive a report of student statuses to ensure that the correct status is applied to students in a timely manner. N. Gonzales suggested developing a report for program directors of their student statues. A discussion occurred about other student statuses and the catalog description. It was noted that a revision might be required in the catalog. Discussion will continue at the next Graduate Council meeting.

I. Fee Waivers for CSU Employee Graduate Students. K. McKenzie noted that the CSU Employee fee waiver can potentially be misused by graduate students in some programs, particularly when all coursework is complete, but time for thesis/dissertation is extended for several semesters. This is a particular concern in the Doctoral Program because students are

charged full tuition when working on dissertation after the expected time of completion. Should the fee waiver still apply after 'expected time to degree' has expired? D. Shimek indicated Employee fee waivers were a contract issue and CO Executive Order issue rather than a campus specific policy. D. Shimek suggested that he take this question to the Chancellor's Office and return a response to the Graduate Council.

J. Course Proposal Form. Deferred.

VI. New Business

A. Program Revision: Master of Arts in Education, Counselor Education Concentration. Deferred.

VII. Other (Need to prioritize these items for inclusion on future agendas)

A. Transcript Requirements for Graduate Applications (L. Bernardo).
B. Summary of Grant Conference Presentation of CEGE Services (H. Stanislaw).
C. Graduate Education Application Process (A. Dorsey).
D. Customer Relationship Management Software (CRM) / RADIUS (K. Kidd).
E. Graduate Admission Workshop Format (S. Young).

VIII. Adjournment. The meeting adjourned at 4:06 p.m.

IX. Action Items

Description:	Assigned To:	Completed:
Graduate Council members to provide L. Bernardo with additional suggestions of support needs for graduate education to be included in the position description for the SSP-II staff position prior to *February 18, 2016 GC meeting*.	All GC Members	
Graduate Council members discussed Graduate Learning Goals at the October 29, 2015 and the December 17, 2105 GC meetings. The revised draft document will be submitted on Bb for further discussion at the *February 18, 2016 GC meeting*.	All GC Members	
Invite Johana Orellana and Christina Goodeill for time certains to future meeting to discuss Graduate Education Workshops with the Graduate Council (VII. E.)	R. Ringstad	

Respectfully submitted,

Sarah Schraeder, Recording Secretary

RR:ss