

California State University, Stanislaus
Graduate Council Meeting Minutes
April 21, 2016

Present: R. Ringstad (chair), P. Garone (chair-elect), D. Colnic, M. Cover, K. Kidd, K. McKenzie, S. Neufeld, T. Perrello, J. Tuedio, J. Palmer, H. Stanislaw (serving as K. Baker's proxy)
(Quorum: 8 voting members)

Ex-Officio: M. Grobner, O. Myhre, R. Rodriguez, J. Strong, S. Young

Guests: L. Bernardo, C. Godeill, J. Orellana

Excused: R. Bhaduri, C. Martyn, A. Matravers

- I. **Call to Order.** R. Ringstad called the meeting to order at 2:06 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of March 17, 2015 were approved as distributed.
- IV. **Information, Announcements, Reports.** R. Rodriguez noted that the Library will be holding its annual book sale on Wednesday, April 27 to Thursday, April 28, 2016.

V. **Old Business**

A. Program Revision: Master of Arts in Education, Counselor Education Concentration. R. Ringstad reviewed the revisions of the Education M.A., Counselor Education concentration. Ringstad noted that the program unit count is increasing by 1 unit. This unit increase led to the requirement for Graduate Council review of the program revision. The program unit count was increased by 1 unit due a request for a revision of EDCL 5850 – *Counseling Seminar and Field Experience* from a 3-unit seminar to a 4-unit seminar. The Education M.A. with a Professional Clinical Counselor Option and the Education M.A. with a Pupil Personnel Services Credential programs were not increased in units. Ringstad noted that the Advanced Studies Department Curriculum Committee, the department chair, the College of Education, Kinesiology, and Social Work Curriculum Committee, and the college dean all reviewed and approved the revisions. R. Ringstad requested that Dean Myhre submit a document regarding the field requirements for the degrees. Dean Myhre discussed that the document he provided includes information regarding the requirements for the programs in the Education M.A. with a Counselor Education concentration. Myhre clarified the requirements and the reasons a revision to the fieldwork course is necessary.

R. Ringstad clarified that at the end of the last scheduled Graduate Council meeting there were some indications of completing an online vote for the approval of this program revision. Ringstad noted that she elected not to complete the process in that way and to wait for the April Graduate Council meeting to further discuss and vote on the item. A discussion occurred about providing the department with a recommendation from the Graduate Council regarding the revisions. It was noted that a decision was still required. Ringstad asked members if they would like to complete a secret ballot to make a decision regarding this item and members agreed. It was noted that 11 voting members were present and that a quorum existed in the Graduate Council meeting. Ballots were distributed and submitted to the recording secretary. R. Ringstad announced 11 members participated in the secret ballot.

The program revisions for the Education M.A., Counselor Education concentration passed with nine (9) yes votes, two (2) no votes, and zero (0) abstentions.

- B. Culminating Experience Policy.** R. Ringstad sent some questions regarding the catalog language and official requirements to L. Bernardo. Ringstad reviewed Bernardo's responses and Bernardo clarified some additional items relating to the changes to the catalog language for grade and enrollment requirements. A discussion occurred between the differences between incomplete and RP grading. After some discussion members decided not to recommend any changes to the Culminating Experience Policy at this time, but to proceed with updating the catalog language regarding current practice to provide clarity. Members also agreed that there was sufficient interest in the topic of co-authorship in regard to Culminating Assignments to continue this item into the 2016-17 academic year. This will be handled as a separate and distinct issue, and should there be future recommendations related to co-authorship, the Culminating Experience policy will be reconsidered at that time. Members decided to finalize the current review of catalog language revisions to the Culminating Experience section of the catalog. D. Colnic motioned, M. Cover seconded, and it was unanimously approved to accept the catalog revisions pending a review by the chair and chair-elect that no policy revisions may have been inadvertently included in the catalog revisions.
- C. Co-authorship of Theses, Projects, Dissertation.** A revision to the culminating experience section was discussed at previous Graduate Council meetings to also include language to allow co-authored culminating experience projects at Stanislaus State. It was noted at the previous Graduate Council meeting that such a revision should be considered a policy revision, requiring approval by the Academic Senate and the President. K. McKenzie noted that in order to comply with Chancellor's Office recommendations to participate in the Carnegie Project an exception should be made for the EdD program to allow co-authored dissertations for the EdD students, as most programs allow such co-authored projects and requiring a student to complete both a co-authored project and a dissertation is a lot of extra work. McKenzie also noted that EdD candidates are working towards a degree as practitioner scholars and leaders and incorporating co-authored projects is rather appropriate. It was noted that a previous Graduate Council discussion (several years ago) also focused on co-authorship, but it was rejected rather quickly. A discussion occurred about whether students would be able to submit a single-authored project and also work on the co-authored project. There was a suggestion to allow the EdD program to pilot co-authored projects for a cohort until a policy was created. There was a question to the Provost about what would need to be done to request a waiver to the policy. The Provost noted that he will provide this information to the Graduate Council. D. Colnic noted that a subcommittee should be created to discuss the guidelines for a co-authored project so that Graduate Council can have a discussion item to work off of as several programs are interested in exploring co-authorship related to Master's level culminating experiences. Discussion will continue at the next scheduled meeting.
- D. Students Teaching in Graduate Programs – TAs and GAs.** The committee discussed the status of this item. It was noted that the original question regarding the pay for TAs and GAs was completed. There was a question regarding the process to request to use TAs for course instructors instead of hiring part-time lecturers. The Departments of Biology and English

- currently use TAs for this type of teaching assignment. Discussion will continue at the next scheduled Graduate Council meeting.
- E. Graduate Fellowship Fund Distribution.** Deferred due to scheduled time certain for May 5, 2016 Graduate Council meeting.
 - F. Classified vs. Conditional Classified Status and Financial Aid.** The item was completed at a previous Graduate Council meeting. This item will be removed from the agenda.
 - G. Fee Waivers for CSU Employee Graduate Students.** The item was completed at the last Graduate Council meeting. This item will be removed from the agenda.
 - H. Transcript Requirements for Graduate Applications.** The item was completed at the last Graduate Council meeting. This item will be removed from the agenda.

VI. New Business

- A. Strategic Planning for Graduate Education.** S. Young reviewed campus discussions regarding Strategic Planning at Stanislaus State. Young reviewed some of the goals discussed in the Provost's November 2015 memo, and particularly focused on his February 2016 document, which outlined the responsible parties and their assigned action item. Young focused on the two action items assigned to the Director for the Center for Excellence in Graduate Education (3.1.2 Within two years, each major will develop a plan (that may include workshops, internships, and other activities) to transition interested graduates to careers or graduate school; and, 5.1.5. Within two years, increase promotions and outreach to encourage students to apply to graduate programs). R. Ringstad and P. Garone, chair-elect, met with Young to discuss and brainstorm on how to complete items related to the action items. P. Garone volunteered as the chair of the Graduate Council for 2016-2017 Academic Year to assist Young to complete a preliminary report by September. A discussion regarding items to add to the report from this academic year occurred. It was decided that Young and Garone will work on the report. The report will be shared with the Graduate Council at the first scheduled Graduate Council meeting of the 2016-2017 Academic Year.
- B. Graduate Admission Workshop Format.** R. Ringstad welcomed C. Goodeill and J. Orellana to the Graduate Council meeting and thanked them for speaking about the Graduate Admission Workshop Format. S. Young, Goodeill, and Orellana shared the documents provided to workshop participants and briefly outlined the current format of the workshops. It was noted that these workshops provide a general overview about programs, financial aid information, and admissions. S. Young noted that it is difficult to determine which types of programs will be most represented in terms of student interest because most RSVPs occur within 24 hours prior to the workshop. A discussion occurred about different ways to incorporate more specific information about each program at the workshops. It was noted that program coordinators might want to attend for the last part of the meeting to meet with students. There was another suggestion to request that students complete informational one-sheets so that program coordinators can contact them subsequently. K. Kidd will share the form the College of Business Administration uses with S. Young. A discussion occurred regarding financial questions and clarifications. Ringstad thanked Goodeill and Orellana for their attendance and their efforts on the Graduate Workshops.

C. **Graduate Admissions Requirements & USC’s International Academy MOU.** Deferred due to scheduled time certain for May 5, 2016 Graduate Council meeting.

D. **Graduate Credit for 4000 Level Courses/Instructor Verification Form.** Deferred.

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

A. **Summary of Grant Conference Presentation of CEGE Services (H. Stanislaw).**

B. **Customer Relationship Management Software (CRM) / RADIUS (K. Kidd).** This item will be removed from the Graduate Council agenda. K. Kidd will share progress on CRM as implementation continues. Kidd noted that implementation will finish in fall 2016 and that the software will be ready to use for fall 2017 recruitment.

VIII. **Adjournment.** Graduate Council thanked R. Ringstad for her excellent service as Chair this academic year. The meeting adjourned at 4:07 p.m.

IX. **Action Items**

Description:	Assigned To:	Completed:
Review and research the policy/practice on Instructor Verification Forms.	R. Ringstad	4/19/2016
Review and research past practice for Graduate Council catalog revisions.	R. Ringstad	Completed
Submit a revised document for the Culminating Experience 2016/2017 catalog revision packet.	C. Martyn	Item completed
Submit recommended APR timelines and Course Proposal Form revisions with Graduate Council comments to M. Jaasma.	R. Ringstad	3/23/2016
Revise guidelines for the Graduation Fellowship Fund. <i>Discussion will continue at May 5, 2016 Graduate Council meeting.</i>	L. Bernardo	
Invite N. Gonzales for a time certain to assist with the Graduate Council discussion regarding the Graduate Fellowship Fund Distribution.	R. Ringstad/S. Schraeder	4/12/16
Receive information from departments regarding transcript requirements from graduate education programs at Stanislaus State. Discussion regarding Transcript Requirements for Graduate Applications (#19) will continue at April 2016 meeting.	L. Bernardo	Completed
Review Culminating Experience catalog revisions and submit to S. Schraeder if they do not qualify as policy revisions for inclusion in the 2016/2017 catalog.	P. Garone and R. Ringstad	Completed

Provide information to the Graduate Council regarding a waiver to temporarily allow co-authored culminating experience projects.	Provost Strong	
Develop draft report for Strategic Planning in Graduate Education in consultation with Shawna Young, Director of the Center of Excellence in Graduate Education. <i>Due in September 2016 and will report back to Graduate Council at the first meeting of the 2016/2017 Academic Year.</i>	P. Garone	

Respectfully submitted,

Sarah Schraeder, Recording Secretary

RR:PG:ss