

California State University, Stanislaus  
Graduate Council Meeting Minutes  
May 5, 2016

**Present:** D. Colnic (acting chair), K. Baker, M. Cover, K. Kidd, C. Martin, K. McKenzie,  
J. Tuedio (*Quorum – 8 voting members: no quorum*)  
**Ex-Officio:** D. Lindsay, S. Young, J. Strong, M. Thompson  
**Guests:** L. Bernardo, H. Stanislaw, S. Schraeder (Recording)  
**Excused:** R. Badhuri, P. Garone, M. Grobner, A. Matravers, O. Myhre, S. Neufeld, J. Palmer,  
T. Perrello, R. Ringstad, R. Rodriguez

- I. **Call to Order.** D. Colnic, acting chair, called the meeting to order at 2:06 p.m., as requested by chair-elect P. Garone, who represented R. Ringstad (chair).
- II. **Approval of Agenda.** The agenda was reviewed but will be approved in Fall 2016 as a quorum of voting Graduate Council members does not exist at the time of the start of the meeting.
- III. **Approval of Minutes.** The minutes of April 21, 2016 were reviewed as distributed with a minor revision related to “Action Items.” The minutes will be reviewed for approval in Fall 2016 as no quorum exists.
- IV. **Information, Announcements, Reports.** It was announced that the University Vice Presidents were in the process of providing feedback to the University Budget Advisory Committee (UBAC). Pertinent to the Graduate Council, it was noted that Provost James T. Strong included among Academic Affairs priorities funding in support of graduate education. UBAC had not provided any recommendations to President Sheley by the May 5, 2016 Graduate Council meeting.

It was shared that R. Ringstad reviewed the revisions to the Graduate Education section in the Academic Catalog for 2016-2017. All revisions were included in the publication of the catalog as they were not related to policy revisions. The only item not included was discussions of revisions to the co-authorship of theses, projects, dissertations. Discussion of this item will continue throughout the meeting and continue in Fall 2016.

V. **Old Business**

- A. **Co-authorship of Theses, Projects, Dissertation.** Graduate Council members continued discussion of an exemption to allow co-authored projects until a policy is formulated and reviewed by the council. It was suggested that a subcommittee is formed to create a draft policy relating to co-authorship of culminating experiences. The subcommittee should look at the overall potential of all graduate programs. It was suggested that a student waiver to participate in co-authored culminating experience, specifically for doctoral program students, should be provided for the 2016-17 Academic Year. Provost James T. Strong was asked to provide information to the Graduate Council regarding the potential to offer a waiver for students interested with the approval of their faculty in co-authored theses, projects, and dissertations. Some members noted that other programs, such as the Nursing and Social Work graduate programs, are also interested in participation of co-authored culminating experiences. S. Young noted that when a student wishes to seek approval for a waiver of a University policy, a student submits a Petition for Exception to University-Wide Requirements. A discussion occurred regarding the WASC implications for a student waiver

- program relating to co-authored culminating experiences at Stanislaus State. H. Stanislaw highlighted that no WASC implications exist as long as the University can speak to justify the waiver and maintain the quality of the culminating experiences. A discussion occurred regarding the mechanism of approval for a student fee waiver and the consultation process. L. Bernardo noted that such a waiver would be referred back to the Provost for decision. The discussion will continue at the first scheduled Graduate Council meeting for Fall 2016.
- B. Students Teaching in Graduate Programs – TAs and GAs.** Discussion continued about providing TAs opportunities for teaching assignments rather than advertising for adjunct lecturer positions. These opportunities would provide graduate students with experience and financial support to support their graduate education experience at the Stanislaus State campus. There was a request for clarification how to begin the process for establishing TAs for teaching assignments rather than requesting adjunct lecturer positions. The members discussed the entitlements and hierarchy of teaching assignments regarding TAs and adjunct lecturers. D. Colnic noted that entitlements are only within those in the same rank, and that the hierarchy of rights is spelled out in the TA contracts. M. Cover noted that preparation, training, and oversight should exist for graduate students when receiving teaching assignments. Graduate Council discussion will continue in Fall 2016.
- C. Graduate Fellowship Fund Distribution.** The past process for the disbursement of Graduate Fellowship Funds was reviewed and discussed by members of the Graduate Council. It was noted that a past practice was to use fellowships with the requirement for work to be completed, but labor and taxation issues require the University only to disperse funds as moneys received by the students without the requirement of work. Discussion occurred regarding how to divide the funds. Suggestions included to divide the funds equally to all graduate programs, to only disperse to programs not already receiving funds, or taking the whole sum of funds available for all graduate student applications and Graduate Council review and selection would occur. Discussion will continue in Fall 2016.
- D. Strategic Planning for Graduate Education.**
- S. Young reviewed the plan for the submission draft report for Strategic Planning in Graduate Education. During summer 2016, Young will share the draft report with stakeholders for comments and revisions as necessary. J. Tuedio noted that in the two-year plan the items that are addressed in relation to the exposure of graduate education at the undergraduate level is not the responsibility of CECE. The engagement of graduate education on campus should be further discussed next academic year. Discussion occurred regarding the historical development of strategic planning related to graduate education on campus. It was noted that further support to build a graduate education infrastructure is required. Provost Strong noted that budget recommendations for positions related to graduate education have been submitted as Academic Affairs priorities. J. Tuedio discussed the importance of prioritizing the type of support required for graduate education and noted that another important item to consider is the role of the graduate programs in their departments, colleges, and across campus. Solidification of priorities by the Graduate Council collectively will help the individual programs with college deans about resources and support. It was noted to instruct next year's Graduate Council to consider the strategic planning for the university and graduate education on a parallel track. Best practices and needs for strategic planning and the upcoming WASC visit were discussed by members. Discussion will continue in Fall 2016 and S. Young will share the finalized draft report with the Graduate Council.

**VI. New Business**

- A. Graduate Admissions Requirements & USC’s International Academy MOU.** J. Helzer was invited to attend the Graduate Council meeting to discuss an agreement drafted for USC’s International Academy. Helzer shared that the English language academy wants to give their students the opportunity to send students prepared by their program to matriculate in graduate programs at Stanislaus State. A similar agreement already exist with CSU San Bernardino. The review of the MOU between USC and Stanislaus State is for review by the Graduate Council because the required minimum TOEFL scores or better is sought to be waived for students coming from USC’s program per the MOU. The council discussed the equivalency of the USC program and TOEFL scores. Discussion will continue in Fall 2016.
- B. Graduate Credit for 4000 Level Courses/Instructor Verification Form.** The council reviewed the discussion of the agenda item. T. Perrello brought this item forward and highlighted that two types of forms for Graduate Credit for 4000 Level Courses/Instructor Verification were available for graduate students use. The two forms did not include the same signatures. Graduate Council will continue discussion of this item in Fall 2016.

Additionally, the Graduate Council members discussed the requirement of 70% of graduate coursework for graduate education. There was a request to add a policy to the website regarding this requirement. Discussion occurred regarding co-listed courses, courses listed as an undergraduate 4000 level course and graduate 5000 level course. It was clarified that undergraduate students cannot take 5000 level courses towards their courses.

- VII. Other.** The next Graduate Council meeting is scheduled for September 15, 2016 in the Lakeside Conference from 2:00 – 4:00 p.m.

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

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

**IX. Action Items**

<b>Description:</b>	<b>Assigned To:</b>	<b>Completed:</b>
Revise guidelines for the Graduation Fellowship Fund. <i>Discussion will continue in Fall 2016 Graduate Council meetings.</i>	L. Bernardo	
Provide information to the Graduate Council regarding a waiver to temporarily allow co-authored culminating experience projects.	Provost Strong and S. Young	
Develop and review draft report for Strategic Planning 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>	S. Young and P. Garone	

Respectfully submitted,

Sarah Schraeder, Recording Secretary