

California State University, Stanislaus
Graduate Council Meeting Minutes
November 15, 2012

Present: K. Baker, R. Brown, S. Clapper (recording for R. Esau), D. Colnic, M. Cover, M. Crumpton, R. Harris, C. Martin, M. Mayer (and proxy for K. McKenzie), T. Perrello, H. Ramirez, R. Ringstad, K. Royer, J. Tuedio, S. Young

Ex-Officio: A. Hor, R. Kamali, O. Myhre

Guest: H. Stanislaw

- I. **Call to Order.** C. Martin called the meeting to order at 2:05 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed with the minor change to place item "G" with item "C" at the 3:30 p.m. time certain.

III. **Approval of Minutes.** The minutes of October 18, 2012, were approved as distributed.

IV. **Information and Announcements**

A. **CSU Graduate Deans Meeting Report.** J. Tuedio updated the Graduate Council on the recent CSU Graduate Deans meeting held October 25, 2012. J. Tuedio noted that most administrators in attendance were either AVPs or deans/directors of combined graduate schools/grants offices – no academic deans were representing their campuses except for J. Tuedio (CSU Stanislaus). The members discussed the ex-officio administrator's role as the graduate education representative within the CSU, and whether the current model is working or if they should explore other alternatives. The discussion became part of the larger item: Strategic Plan for Graduate Education (below).

V. **Old Business**

A. **Strategic Plan for Graduate Education.** J. Tuedio noted that the issue of who should represent CSU Stanislaus at the CSU Graduate Deans meetings is a part of a larger discussion that centers on the Strategic Plan for Graduate Education. Developing a strategic plan will allow for this type of item to be addressed and determined. S. Young noted that past CSU Stanislaus Graduate Councils developed a Graduate Council Action Plan that included goals, activities, purposes, and rationale. Submitted as part of the 2010 WASC Educational Effectiveness Review, the Action Plan has since gone through additional revisions and updates. It was suggested that a smaller group within Graduate Council meet and review the most recent version of the Action Plan. J. Tuedio, D. Colnic, T. Perello, S. Young, R. Ringstad, and C. Martin agreed to meet together, review the Action Plan, and report back to the Graduate Council with their observations and suggestions.

B. **Graduate Thesis/Dissertation Deadline.** A. Hor reported that she and L. Bernardo reviewed the academic calendars and recommend moving the semester due dates up for the bindery-ready manuscript submission of theses/projects/dissertations to the Library. The proposed dates, to begin in AY 2013-14, are for (a) fall semester: three weeks before the first day of finals, and (b) spring semester: four weeks before the first day of finals. Following discussion, it was agreed that beginning in AY 2013-14, the due dates for the bindery-ready

manuscript submission of theses/projects/dissertations to the Library would be two weeks before the first day of finals for both fall and spring semesters.

- C. Graduate Assessment and agenda item G., Institutional Plan for the Assessment of Graduate Programs.** H. Stanislaw, Graduate Assessment Coordinator, joined the Graduate Council to continue discussion on moving towards institution graduate learning goals. It was noted that CSU Stanislaus appears to be one of the leaders in establishing institutional graduate learning goals, and because of the CEGE grant, there is a window of opportunity and support to develop institution graduate learning goal aligned with the graduate programs' learning goals. The Graduate Council would like the graduate assessment facilitators to review all the various graduate program learning goals and determine if there are common themes that emerge. This information will better inform the Graduate Council in moving forward with the possible development of institution graduate learning goals. H. Stanislaw will pass along the request to the facilitators and follow-up with Graduate Council in January.
- D. Low-Enrolled Courses.** C. Martin opened discussion on low-enrolled courses based on the data provided to Graduate Council from the provost. It was noted that for some of the low-enrolled courses, many that are graduate courses are also intended to be smaller in class size due to the pedagogical component and the graduate-level culture expectations. Often, graduate courses can be expected to have lower-enrollment numbers compared to undergraduate courses just by definition of being a graduate course. It was suggested that this issue also be addressed in the ongoing discussion of the need for a graduate education strategic plan.
- E. Academic Program Review – Master of Science in Nursing (Substitution of the Specialized Accreditation Self Study for the Academic Program Review Self Study).** R. Ringstad, T. Perello, and S. Young reviewed the program request for substitution and the accrediting agency's team report for the Master of Science in Nursing's (MSN) Substitution of the Specialized Accreditation Self Study for the Academic Program Review. As the smaller review group was not provided the self study for reference, clarifications and questions remain. It was noted that the self-study substitution process has been revised twice within the last academic year, and both the Master of Social Work and the MSN proposals came to Graduate Council for review during those ongoing changes. The most recent APR procedures have been updated, reviewed, and approved by UEPC, so it is anticipated that future graduate self-study substitutions for the APR requests will include a thorough presentation of complete materials. The smaller review group will work with C. Martin (Nursing) before making its recommendation to the Graduate Council for the MSN's Substitution of the Specialized Accreditation Self Study for the Academic Program Review Self Study.
- F. Continuous Enrollment Policy.** Deferred until L. Bernardo is in attendance to discuss.
- G. Institutional Plan for the Assessment of Graduate Programs.** (see New Business, C., Graduate Assessment.)

VI. New Business

A. IDEA Replacement. C. Martin provided an update, reporting that after being reviewed by the University Educational Policies Committee, the proposal will be forwarded to the Faculty Affairs and University RPT Committees. The item will be removed from further discussions.

B. College Reorganization Effects on the General Faculty Constitution and Governance Committees Membership. C. Martin noted that the Senate Executive Committee has this as a pending item and will be taking feedback from the campus governance committees through the end of November. Graduate Council members are asked to submit any feedback to C. Martin (chair) so that it can be forwarded as a whole from the Graduate Council.

C. Strategic Priorities for Dean of Graduate Education. (see Old Business, A., Strategic Plan for Graduate Education.)

VII. Other (information only). The next Graduate Council meeting is scheduled for Thursday, December 20, 2012, from 2:00-4:00 p.m., in the Lakeside Conference Room.

VIII. Adjournment. The meeting adjourned at 4:04 p.m.

Respectfully submitted,

Susan Clapper, Recording Secretary