

California State University, Stanislaus
Graduate Council
Meeting Minutes
November 17, 2011

Present: K. Baker, R. Brown, D. Colnic, R. Esau (recording), H. Kornuta, C. Martin, P. Nelligan, S. Neufeld, T. Perrello, D. Poole, J. Rhoades, R. Ringstad, R. Weikart, K. White, J. Winfree

Excused: M. Cover, Marine Sciences Representative, Physical Education Representative

Ex-Officio: L. Bernardo, R. Marino, K. Stone, J. Tuedio

Guests: S. Young

- I. **Call to Order.** D. Colnic called the meeting to order at 2:03 p.m.
- II. **Approval of Agenda.** The agenda was approved with the addition of item VI. New Business E. Holistic Review Process.
- III. **Approval of Minutes.** The minutes of October 20, 2011, were unavailable for review. Approval will be deferred to the next Graduate Council meeting on December 1, 2011.
- IV. **Information and Announcements.** H. Kornuta attended the CSU Graduate Deans meeting in Los Angeles. One of the agenda items discussed was a proposed change to the GPA requirements for CSU graduate program admissions from 2.5 to 3.0. Based on the original mission of the CSU, the overwhelming response at the meeting was to keep the GPA admission requirement at 2.5 and if campuses desire to implement a higher GPA requirement for a particular program, there remains flexibility to do that. S. Young reported that the Title V B grant has received notice of a mandated 15% reduction in funding resulting in a mid-year budget cut. This equates to a reduction of \$82,000 for this fiscal year. S. Young will provide specific budget information at the next scheduled meeting. H. Kornuta shared the successful accreditation site visit for the School of Nursing and its Master of Science in Nursing accreditation report. Congratulations were shared with C. Martin. D. Colnic and the Graduate Council members applauded H. Kornuta for her Accreditation Liaison Officer role in the WASC Special Visit, recognizing that she was complimented specifically by the Chair of the WASC Special Visit Team during the Exit Meeting as orchestrating a good site visit.
- V. **Old Business.**
 - A. **MA/MS Interdisciplinary Studies Director Position Description.** A draft position description for the MA/MS Interdisciplinary Studies Director was available for review by the Graduate Council. J. Winfree reported that the funding for the director position was eliminated in the initial round of budget cuts but has since been restored. The original position description's responsibilities have been realigned and two additional duties have been added: 1) provide samples of past proposals for prospective students to consult as they create their own unique programs, 2) work with enrollment services and faculty to market the program and recruit students in order to meet the programs' goals for student enrollment. The revised position description has been approved by the Interdisciplinary Studies Committee, the Provost's Deans Council, and the Provost. It was questioned whether the 6 units of assigned time is sufficient for the work being required. J. Winfree responded

that there is more responsibility than there was previously, but also some responsibilities have been shifted to Student Affairs. It is his opinion that the work is manageable with 6 units. Following discussion, it was moved by K. Baker, seconded by C. Martin, and voted unanimously to approve the MA/MS Interdisciplinary Studies Director Position Description. D. Colnic will forward the position description to the appropriate body in order to recruit a permanent IS Director for Spring 2012.

- B. Changes to the Graduate School.** Discussion continued regarding the changes being proposed for the Graduate School. In the short term, there will be an organizational change in the Graduate School for the current Student Affairs staff members. The Graduate School office will remain in its current location, but the current staff members will be relocating within Enrollment Services. There will be a student assistant at the front desk available to direct visitors to the correct offices based on their questions/needs. A revised organizational chart for the Graduate School was shared with the Graduate Council members, depicting the different graduate education responsibilities for the Dean of Admissions/Registrar, the Library Dean, the College Deans and Faculty, and the Associate Vice President for Academic Affairs. The staff members will return to the Graduate School office location as soon as the budget climate improves and proper supervision and support can be provided.
- C. Graduate School Dean.** Discussion continued regarding the issues of leadership and centralization and support of graduate education. H. Kornuta reported that the Provost is in support of the development of a position description for a Dean of Graduate Studies and Research which would include duties for both graduate education and research. To expedite the development of a position description, the Graduate Council members agreed to allow D. Colnic and H. Kornuta to prepare a draft position description and distribute it to Graduate Council members in advance of the next scheduled meeting. Discussion will continue at the next scheduled Graduate Council meeting.
- D. Program Revision: Education Specialist Credential: Mild/Moderate and Moderate/Severe Disabilities (with intern option).** Following discussion, it was moved, seconded, and voted unanimously to approve the program revision for the Education Specialist Credential: Mild/Moderate and Moderate/Severe Disabilities (with intern option) effective spring 2012.
- E. Program Revision: Master of Arts in Education, Curriculum and Instruction: Special Education Concentration.** Following discussion, it was moved, seconded, and voted unanimously to approve the program revision for the Master of Arts in Education, Curriculum and Instruction: Special Education Concentration effective spring 2012.
- F. Program Revision: Master of Social Work.** Following discussion, it was moved, seconded, and voted unanimously to approve the program revision for the Master of Social Work effective spring 2012.
- G. New Option: Master of Social Work, Clinical Social Work – Integrative Behavioral Health in Diverse Settings.** Following consultation with the Department of Psychology, it was determined there were no conflicts and no duplication of efforts concerning the new option. Following discussion, it was moved, seconded, and voted unanimously to approve the new option Clinical Social Work – Integrative Behavioral Health in Diverse Settings for the Master of Social Work effective spring 2012.

- H. **Revisions to the Master’s Thesis/Project, Doctoral Dissertation Preparation Guidelines.** Deferred.
- I. **Proposed Changes to the Thesis/Project/Dissertation Reader Review Process.** Deferred.

VI. **New Business**

- A. **Confidentiality.** Recognizing that all matters that come before the Graduate Council are public and that the Graduate Council operates under complete transparency, it was requested that the disclaimer “All official communication for the committee is considered confidential and should be treated as such until each issue is resolved” noted on the Graduate Council Forum on Blackboard be removed from the 2011/12 Membership Listing item.
- B. **Resolution for the Reinstatement of a Graduate Dean.** The Resolution for the Reinstatement of a Graduate Dean was reviewed as a first reading item. The resolution was drafted by D. Colnic in response to the previous Graduate Council meeting discussion regarding the proposed changes in the Graduate School. It was felt at that time that a strong statement of support for the reinstatement of the Graduate Dean position would be necessary. Based on the report from H. Kornuta that the Provost is in support of the development of a position description for a Dean of Graduate Studies and Research, it was suggested that there is no longer a need for this resolution. Following discussion, the Graduate Council members agreed to table this item, recognizing that moving forward with a draft position description for a Dean of Graduate Studies and Research presents an opportunity to mend trust and build relationships between the Graduate Council and the Provost.
- C. **CSU Executive Order 1062 – Field Trip Policy and Procedures.** The Chancellor’s Office has issued an executive order (EO 1062) which established minimum standards for a campus field trip policy and procedures. The CSU recognizes the beneficial educational purpose of field trips and the necessity for policy and procedures designed to maximize the educational experience, mitigate risk to participants, and minimize the university’s liability exposure. In response to the executive order, H. Kornuta reported that discussions for developing a campus policy are at the beginning stages and it is important that faculty have a voice in the development of the campus policy. D. Colnic asked if any Graduate Council members would be interested in participating in the policy development stage. The invitation to join this endeavor is open to all. It was suggested that A. Schmidt be invited specifically to participate as he has expertise in policy development. C. Chiang from the Criminal Justice program and V. Leyva from the Social Work program will be participating. Once the campus policy has been drafted, it will be reviewed by the University Educational Policies Committee and the Graduate Council prior to going to the Senate Executive Committee for Academic Senate consideration.
- D. **CSU Executive Order 1064 – Student Internships.** In addition to EO 1064, the Chancellor’s Office has issued another executive order (EO 1064) which established guidelines for campus student internship policy and procedures. The CSU recognizes the beneficial educational purpose of student internships, as well as the need to maximize the educational experience while mitigating the risks to participants and minimizing the university’s liability exposure.

This executive order is being handled in the same manner and at the same time as EO 1062. See notes above for specifics regarding the policy development opportunity.

- E. Holistic Review of Academic Programs.** It was reported that the campus will be undergoing a mid-year budget cut of 2 million dollars. In response, a committee has been created which will be looking at aggregated data from a holistic review of all programs. There is concern that the numbers being reviewed may not be completely accurate as there may be more than one course prefix being used for a particular program (i.e., students in a particular program may be taking courses from several prefixes, not just one prefix). The numbers would not show an accurate headcount for the program unless all appropriate courses are included in that particular program. There is general concern that major decisions will be made using inaccurate data. Another concern is using only numbers to come up with a cost/benefit analysis, making sure we're measuring both the costs and the benefits using specific values as opposed to abstract values. Looking at only quantitative data, graduate programs are more expensive. It was mentioned that our institution does a lot of good things within the mission of the University, but after suffering base cuts, how do we continue to fund everything? We can no longer afford to do everything. Individual programs will need to advocate for themselves. Priorities will have to be made. What role does the Graduate Council have, or should have, in determining priorities? D. Colnic suggested having a more focused discussion on how the Graduate Council should respond to a holistic program review. Discussion will continue at the next scheduled Graduate Council meeting.

- VII. Reports.** D. Colnic reported that the resolution in support of graduate education passed the Academic Senate by a wide margin, reflecting a value in the mission of graduate education and the Constitution of the General Faculty. C. Martin reported that the Faculty Budget Advisory Committee has been meeting and concentrating on the policy for Endowed Professor, which is now moving through the approval process. D. Poole will be attending the next Research, Scholarship, and Creative Activity Policy Committee meeting on December 5, 2011. J. Rhoades, ASI Representative, said there is nothing to report from the ASI at this time and is looking forward to becoming more of a participant in the Graduate Council.

- VIII. Other (information only).** The next Graduate Council meeting is scheduled for Thursday, December 1, 2011, from 2:00-4:00 p.m., in the Lakeside Conference Room.

- IX. Adjournment.** The meeting adjourned at 3:35 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary