

California State University, Stanislaus
Graduate Council
Meeting Minutes
December 1, 2011

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

Excused: C. Martin, J. Winfree, Marine Sciences Representative, Physical Education Representative

Ex-Officio: A. Hor, R. Marino, K. Stone

Guest: 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 as distributed.
- III. **Approval of Minutes.** The minutes of October 20, 2011, and November 17, 2011, were approved as distributed.
- IV. **Information and Announcements.** D. Colnic announced that since the Graduate Council will not be meeting again until February, 2012, he will communicate with the Graduate Council members via email as issues arise during the winter intersession. H. Kornuta publicly acknowledged and thanked R. Marino, Interin Dean of the College of Natural Sciences, for his support of graduate education and his attendance and contribution as an ex-officio member of the Graduate Council. R. Kamali will begin his deanship for the College of Natural Sciences January 3, 2012.
- V. **Old Business.**
 - A. **Graduate School Dean.** D. Colnic and H. Kornuta prepared a draft position description for a Dean of Graduate Studies and Research and distributed it to Graduate Council members. It was suggested that "developing faculty capacity to engage in research" be added to the list of duties. This would communicate the commitment to the classroom side of graduate education, not just the managerial side of the position. If this position is to include Research and Sponsored Programs, it was suggested that the draft position description be taken to the Research, Scholarship, and Creative Activity Policy Committee (RSCAPC) in order to expand the dialogue concerning the position. Currently, the position description includes the qualities that the Graduate Council sees as important for the graduate component. The RSCAPC would be able to add to the position description concerning the research side. This is a work in progress. Discussion will continue at the next scheduled Graduate Council meeting.
 - B. **Revisions to the Master's Thesis/Project, Doctoral Dissertation Preparation Guidelines.** A. Hor presented a draft of the Master's Thesis/Project, Doctoral Dissertation Preparation Guidelines. Proposed changes include greater clarity throughout the document, a notation that the campus follows the 6th Edition of the *Publication Manual of the American Psychological Association (APA)*, and the addition of a list of the current degree programs offered. A. Hor introduced a separate document which includes the specific guidelines for thesis

development. Following discussion, the Graduate Council members are in agreement with the proposed changes and voted unanimously to allow A. Hor to proceed with implementation of revised guidelines.

- C. Proposed Changes to the Thesis/Project/Dissertation Reader Review Process.** A. Hor reported the Library will not have the funding available to support the Thesis/Project/Dissertation Reader Review Process after this academic year. She is seeking Graduate Council advice on graduate students paying the \$90-\$100 fee to have their thesis/dissertation read by outside contracted editors. D. Colnic mentioned that the longer term strategy would be to incorporate this responsibility into our graduate student's activities, but that doesn't help with the issue at hand. We don't have the Graduate School staff to handle the task of editorship of theses/dissertations. That is why it was moved to the Library. It was suggested that vocabulary be designed to specify the roles/responsibilities for the students, for the faculty, and for the formatter/editor. Following discussion, it was moved by D. Poole, seconded by K. Stone, and voted unanimously to allow the Graduate Council members to share the summary document "Reader Review Process/Service Since Fall 2006" with their departments/colleges and return comments/suggestions at the next scheduled Graduate Council meeting in February.
- D. Holistic Review of Academic Programs.** The latest draft of the Holistic Review of Academic Programs was shared with the Graduate Council members. The Provost has removed himself as a voting member, changing his role to ex-officio on the Holistic Program Review Committee. Also, there is movement toward a co-chair leadership format with one of the chairs being an AVP or Dean and the other chair being a faculty member. D. Colnic asked if there is anything included in the draft memorandum that relates particularly to graduate education that Graduate Council should bring to the attention of the Provost before the committee begins its work. It was announced that R. Weikart and D. Lindsay will be serving on the committee, representing graduate education. S. Neufeld mentioned that the extensive data provided by Institutional Research on programs is not necessarily accurate in that it only contains data on particular prefixes associated with programs. There are some programs that utilize course prefixes from across the curriculum, especially in the case of programs from the College of Education. It was questioned why there isn't a holistic review being conducted for the entire University instead of just Academic Affairs. In response, R. Marino suggested that it is a good idea for Academic Affairs to conduct this review – it's the right thing to do – but, also each of the other units on campus needs to conduct its own review as well. D. Colnic agreed that when we do things together, we do it better. The Graduate Council members thanked R. Weikart for agreeing to serve on the Holistic Program Review Committee.

VI. New Business

- A. Program Revision: Master of Arts in Education, School Counseling.** The Graduate Council reviewed the Program Revision for the Master of Arts in Education, School Counseling. There are two changes being proposed to the admission requirements for the program. 1) Removal of the requirement for students to take the Miller Analogies Test (MAT). The MAT is costly and is no longer offered in Stanislaus County requiring students to travel to Fresno or Hayward to take the test. The program's integrity and quality will remain intact, as the GPA will continue to serve as part of the entry requirements. 2) The current program requires that students submit a score of 41 on the CBEST as evidence of their writing proficiency. This requirement is being dropped from the program since the students who opt

for the MA-only program do not get jobs in school settings; as a result, requiring them to take the CBEST seems unreasonable. Following discussion, it was moved by S. Neufeld, seconded by P. Nelligan, and voted unanimously to approve the Program Revision for the Master of Arts in Education, School Counseling effective spring 2012.

- B. Program Revision: Master of Arts in Education, School Counseling and Pupil Personnel Services Credential.** The Graduate Council reviewed the Program Revision for the Master of Arts in Education, School Counseling and Pupil Personnel Services Credential. Currently, in order to be admitted to the program, the student is required to take the Miller Analogies Test (MAT). The MAT is costly and is no longer offered in Stanislaus County requiring students to travel to Fresno or Hayward to take the test. The program's integrity and quality will remain intact, as the GPA will continue to serve as part of the entry requirements. The Department of Advanced Studies in Education wishes to remove this admission requirement. In addition, the Coursework Requirements will now include the sentence "Students may take up to 9 units of coursework prior to full program admission." In an attempt to maintain as much flexibility as possible with the intent of maintaining adequate program enrollment, this change will help maintain the viability of the program. Following discussion, it was moved by S. Neufeld, seconded by P. Nelligan, and voted unanimously to approve the Program Revision for the Master of Arts in Education, School Counseling and Pupil Personnel Services Credential effective spring 2012.

- VII. Reports.** It was 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. D. Colnic reported that the last Academic Senate meeting was a special meeting called to address events that occurred at UC Davis and the topic of freedom of speech on college campuses in California. The severity of those issues demanded a quick response. Other issues were introduced including a resolution which has some compatibility with the holistic review process, namely the campus' Mission Statement. K. Stone reported that the University Educational Policies Committee has drafted a Policy for the Suspension and Discontinuation of Academic Programs which has gone to the Academic Senate as a first reading. The UEPC will continue to work with administration to attempt to come to an agreement over policy language prior to returning the policy to the Academic Senate for a formal vote. The UEPC's Resolution on Primacy in Academic Programs has been denied by the President. The Graduate Council prepared a similar resolution and it was expressed that the resolution will most likely be denied by the President as well.

- VIII. Other (information only).** The next Graduate Council meeting is scheduled for Thursday, February 16, 2012, from 2:00-4:00 p.m., in the Lakeside Conference Room.

- IX. Adjournment.** The meeting adjourned at 3:47 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary