

California State University, Stanislaus
Graduate Council
Meeting Minutes
February 16, 2012

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

Excused: R. Brown, P. Nelligan, K. White, Marine Sciences Representative, Physical Education Representative

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

Guest: B. Hesse, S. Young

- I. **Call to Order.** D. Colnic called the meeting to order at 2:03 p.m., welcoming everyone to the first meeting of the new year.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of December 1, 2011, were approved as distributed.
- IV. **Information and Announcements.** D. Colnic announced that the President denied the Resolution Reaffirming Graduate Council's Responsibility for Graduate Curriculum and Programs. D. Poole reported that the Special Registration Form available on the Graduate School website differs from the form that is available on the Enrollment Services website. This is the form that students use to register for thesis, project, internship, fieldwork, practicum P.E., and cooperative education. The signature approvals differ between colleges based on particular college processes. The form that is available from Enrollment Services has been updated on 7/19/11 to require a dean's signature for any/all special registrations, which does not align with the processes in place for each of the colleges. This Special Registration (for thesis, project, etc.) differs from the Individual Study issue currently being discussed in the University Educational Policies Committee meetings. H. Kornuta and L. Bernardo will present the different forms to the Council of Deans to remedy the discrepancy. S. Neufeld reported that the College of Education had a successful NCATE site visit, receiving reaccreditation until 2017. K. Stone reported that the Research, Scholarship, and Creative Activity Policies Committee sent a memorandum to the Provost inquiring about the status of the Dean of Graduate Studies and Research position.
- V. **Old Business.**
 - A. **Graduate School Dean.** There has not been additional progress made on defining the job description for the Dean of Graduate Studies and Research. The Provost is aware of the Graduate Council's commitment to the reinstatement of a dean position. It is unlikely there will be any movement on the position reinstatement. H. Kornuta stated that due to the discussions being held concerning budgets and the unknowns at this time, this position would be on hold. D. Poole emphasized the importance of including in the position description the items that were discussed during the December 1, 2012, Graduate Council meeting.

- B. Proposed Changes to the Thesis/Project/Dissertation Reader Review Process.** The Graduate Council members shared the summary document “Reader Review Process/Service Since Fall 2006” with their departments/colleges and reported that concerns shared were over the idea of charging students for a thesis reader and that the thesis reader would be editing for content and not just format. The Library has been covering this process for the past 5 years and is no longer able to fund the \$12,000-\$15,000 it takes to hire thesis readers. It was suggested that one solution may be to use student interns to do this type of work. There may be a small pool of English students interested in editing/publishing and looking to add a few course units. The intern(s) would be hired and trained to handle the review of theses for a semester. The Library would continue to offer assistance with formatting the theses and dissertations. This suggestion was well received by the majority of the Graduate Council members. H. Kornuta suggested that the Thesis/Dissertation Workgroup reconvene to continue working on the document “Graduate Thesis/Project/Dissertation Preparation – Responsibilities and Expectations – A Guide.” It was agreed that the Thesis/Dissertation Workgroup should reconvene, finalize the document, and submit it to the Graduate Council for discussion/approval.
- C. Holistic Review of Academic Programs.** The final charge and membership for the Provost’s Ad Hoc Committee to Holistically Review the University’s Academic Program has been issued. The first meeting of the committee is tomorrow, February 17, 2012. R. Weikart commented that he hopes that everyone on the committee will be focused on the mission of the University – to educate students. There are going to be opportunities to make quality determinations. Arguments for quality will need to be made while recognizing that tough decisions will have to be made. The campus stands to lose another 4 million dollars in funding next year. D. Colnic reiterated that as the Graduate Council, we need to continue watching the developments of this committee and to try to emphasize where cuts can be made outside of Academic Affairs.

VI. New Business

- A. Program Revision: Master of Science in Psychology, concentration in Counseling and concentration in Behavior Analysis.** The California Legislature changed the laws which govern the licensing regulations for Marriage and Family Therapists in the State of California. Subsequently, the Board of Behavioral Sciences – the state agency overseeing licensing for Marriage and Family Therapists – has made numerous changes to the educational requirements for licensure. Along with adding specific content to the required course work, these changes include the requirement that a qualifying degree include at least 60 semester units. The Program Revision for the Master of Science in Psychology includes an increase in units, realigning basic requirements (core) and concentration courses for each of the two concentrations, and adding and revising courses to meet new state licensing requirements. Following discussion, it was moved by S. Neufeld, seconded by T. Perello, and voted unanimously to move to a second reading. Hearing no additional discussion, it was moved, seconded, and voted unanimously to approve the Program Revision for the Master of Psychology, concentration in Counseling and concentration in Behavior Analysis effective fall 2012.
- B. New Concentration: Master of Arts in Psychology, concentration in Behavior Analysis.** The proposed new concentration in Behavior Analysis for the Master of Arts in Psychology will meet the needs of those students who only need an MA with behavior analysis courses

to meet their career objective of becoming a board certified behavior analyst (BCBA). The current 30 unit MA in Psychology is designed to be a general research oriented psychology degree and does not include the required behavior analysis courses or the title that would attract the BCBA oriented student. Following discussion, it was moved by R. Weikart, seconded by D. Poole, and voted unanimously to move to a second reading. Hearing no additional discussion, it was moved, seconded, and voted unanimously to approve the New Concentration: Master of Arts in Psychology, concentration in Behavior Analysis effective fall 2012.

- C. **Approval Form for Master's Thesis and Project Binding.** This form is currently being used for graduation clearances and has been revised to include the submission of comprehensive examination. Discussion will continue at the next scheduled Graduate Council meeting.
- D. **Review of Physical Movement of the Graduate School.** The Graduate Council wanted to hear a report on how things have been managed since the physical movement of the Graduate School staff. S. Young reported that the Center for Excellence in Graduate Education (CEGE) has taken the Graduate School space with the relocation of the Graduate School staff. The CEGE has established procedures as part of determining how best to direct student traffic. Student walk-ins have been tracked and it is typical to see 7 to 10 students per day. L. Bernardo reported that all of the Graduate School staff have moved successfully into their new locations. All staff have been cross-trained. The Evaluator can now evaluate instead of being the front office contact for students. The staff are part of the Enrollment Services Team. Processes are being worked out for greater automation. Students are being taken care of at 3 different office locations depending on their needs, with the average of 15 appointments per day. With this move, it has created greater exposure to the CEGE as well, which has been a positive benefit. D. Colnic would like to continue monitoring the outcome of the physical movement of the Graduate School.
- E. **Strategic Plan for Graduate Education.** D. Colnic reported that it was suggested that the current Graduate Council Action Plan be reworked into a more focused strategic plan. He is asking the Graduate Council members to think about possibly putting together an Ad Hoc Subcommittee to embark on a strategic planning process, authoring the document over the summer months, and having a draft to present to the Graduate Council in the fall. This will not be an easy task and it will require much thought and consideration. Discussion will continue at the next scheduled Graduate Council meeting.

VII. Reports

- A. **CEGE Quarterly Report: November, 2011-January, 2012.** Deferred.

VIII. **Other (information only).** The next Graduate Council meeting is scheduled for Thursday, March 1, 2012, from 2:00-4:00 p.m., in the Lakeside Conference Room.

IX. **Adjournment.** The meeting adjourned at 4:03 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary