



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

GRADUATE COUNCIL MINUTES

February 3, 2011

Attending: Kurt Baker, Randy Brown, David Colnic, Halyna Kornuta, Valerie Leyva (for Robin Ringstad), Carolyn Martin, Peter Nelligan, Anthony Perrello, Dawn Poole, Pam Roe Katherine Royer, Ken White, Jason Winfree, Andrew Wagner

Excused: Ann Kohlhaas, Susan Neufeld

Ex-Officio: Nancy Burroughs (for Jim Tuedio), Annie Hor, Daryl Moore

Guest: Lisa Bernardo, Shawna Young

Dawn Poole called the meeting to order at 2:03 p.m.

- I. **Approval of Agenda.** The agenda was approved.
- II. **Approval of December 2, 2010 Minutes.** Approval of the December 2, 2010, minutes was deferred.
- III. **Information and Announcements**
- IV. **Reports**
 - A. **Academic Senate Report (Poole).** Last semester, President Shirvani identified \$100K in additional RSCA funding. An ad-hoc committee was created to develop a process for distribution, causing concern from the Senate. The Provost has recently met with SEC and will be working with the RSCAPC to develop procedures and guidelines for handling these funds.

The Senate completed a 1st reading of the amendment to the Policy on Human Subjects Research. The Senate also completed a 1st reading of the Pre-Health Certificate Program. Several issues were identified. The most significant being the MOU distributed was not the most recent. The most recent MOU will be distributed and reviewed at the next meeting.

Last fall, the Senate passed a resolution regarding UBAC, identifying items the Senate thought needed to be addressed. Provost Strong responded and agreed to open meetings, published agendas, and minutes. The Co-chair structure consists of the Provost and Vice President of Business and Finance. The committee will begin meetings retaining the current faculty structure, but will continue discussion about faculty composition and other issues for which faculty and administration did not agree.
 - B. **Associated Students Report (TBD).** No report.
 - C. **Faculty Budget Advisory Committee Report—FBAC (Colnic).** FBAC reviewed the Pre-Health Certificate Program. Discussion took place about the discrepancies found in the MOU. Other topics of discussion included the discontinuation of the CIS degree, budget issues, and UBAC structure.
 - D. **Research, Scholarship and Creative Activities Policy Committee (Wagner).** The RSCAPC met last Friday and will be meeting again tomorrow. The Committee is currently working on language for guidelines

related to the ad-hoc committee that has been created to develop a process for distribution of the additional 100K RSCA funds.

- E. **Associate Vice President for Academic Affairs/Accreditation Liaison Officer (Kornuta).** The Council was asked to consider developing a graduate honors list. The list would identify graduate honor students on a semester by semester basis. Council members are encouraged to check with their respective departments for additional feedback. Discussion will continue at the next meeting. Dr. Kornuta will draft a communication to share with faculty.

There is an initiative to grow our connections with the veteran population. As these students graduate, there may be ways in which graduate programs can connect with that population.

Council members are encouraged to think of ways to move their graduate program applications online. Coordinators are invited to review their application process ensuring that the most up to date procedures are reflected. Dr. Kornuta will send an email suggesting tips.

V. Discussion

- A. **Spring Graduate Student Colloquium Format and Date (Young) – Attachment #1011-26.** Shawna Young requested feedback from the Council regarding the best approach to take in preparing for the Spring Graduate Student Colloquium. It was suggested that the event be combined with the Annual Student Research Competition. Shawna Young will speak with ORSP to investigate possibilities of combining the two events. If there is any funding left over, the Spring Graduate Student Colloquium should be limited to promising proposals.
- B. **GA Report with Discussion for Process Improvement (Young) – Attachment #1011-27.** The CEGE Center received forty-seven applications, in which twenty GA positions were filled. During the application process, several issues emerged. A number of these issues will be resolved by developing an electronic submission process. However the Council was asked to offer feedback in the following areas:
 - i. Should we consider allocating a number of awards to each program?
 - ii. Should the award amount remain \$5000?Based on the Council's suggestions, the allocation process will remain the same. GA awards should be changed from \$5000 to \$4000. The call/application should be modified to provide clear communication of the job description, list scoring criteria, and include the relationship of the position to the professional goals. It was further suggested that info sessions be offered to assist faculty in preparing GA application.
- C. **CEGE Center Workshop Series Update (Young) – Attachment #1011-28.** Advertisements for the Spring 2011 Graduate Education Workshop Series have been distributed. The two workshops will focus on Graduate Research Strategies and Thesis/Project/Dissertation Formatting. Three additional workshops related to recruitment and matriculation will launch this spring. A fourth workshop, currently in the development stage, will prepare students for the writing section of graduate school entrance exams.
- D. **Writing Residency Program Update and Items for Discussion (Young) – Attachment #1011-29.** The call for the Writing Residency Program went out last week. Three writing coaches (Molly Crumpton-Winter, Harold Stanislaw, and Betsey Eudey) have been hired. To date, there are four students registered per module. Faculty members are encouraged to share information about this opportunity with their students. During this initial application cycle, it has been identified that a fillable form may be more conducive for students. Future applications will be available in this format. It was suggested that the call be formatted as a Q&A to attract the attention of students.
- E. **Assessment Consortium (Young).** Activity two of the Title V PPOHA Grant project relates to university-wide assessment and the improvement of tracking mechanisms used by Institutional Research. An invitation to join the Assessment Consortium was made last fall. Eleven faculty members responded to the call. The group is charged with providing recommendations to the Graduate Council for improvement of university-wide assessment plan and to provide Institutional Research with a description of data needs. The group has met once in January and is currently establishing a meeting schedule for the spring.
- F. **Service Learning FACES Team Update (Young) – Attachment #1011-30.** The call for the Service Learning FACES teams went out last December. The application deadline is February 18th. The Service Learning

- Office is currently offering an information session tomorrow, in the Faculty Development Center from 11-1 for faculty who may be interested.
- G. Travel Mini-Grant Update (Young) – Attachment #1011-31.** The CECE Center is offering twenty (20) travel mini-grants for joint faculty-student conference presentations. Each faculty-student partnership may be awarded up to \$2,030. The Council was asked to consider the best time of year to offer the stipends. Instead of limiting the offerings to once a year, funding should be set aside for multiple cycles each year. Once a conference invitation has been accepted, the faculty/student would apply for funding. Once the money is exhausted, the application cycle would close.
 - H. What defines graduate work? (Kornuta).** Deferred.
 - I. Annual Graduate Assessment Reports/APR status updates (Kornuta).** In effort to streamline the process of collecting assessment data, Council members were asked to offer feedback about the current Annual Graduate Assessment Reports. Members felt the process had too many parts. It was suggested that coordinators provide a one page summary of the important elements. Council members were asked to consider how the annual report fits into their implementation plan. Though easy to connect the two, coordinators felt that their implantation plans are unrealistic in the current budget climate. Another suggestion was to consider modifying the form to relate more to program goals instead of the Graduate School goals.
 - J. Impressions of Online Catalog (Kornuta).** The Council was asked to offer feedback about our current online catalog. Concerns were expressed regarding the difficulties of finding policies and procedures, as well as specific appendices. Items of concern were noted. The goal is to have the catalog out in a timely manner. Drafts will be received in the departments by March.
 - K. Graduate Education Action Plan (Poole) – Attachment #1011-32.** At our next meeting, the Council will review the Graduate Education Action Plan. The purpose is to review the stated goals and the progress toward those goals. A request was made to invite the Provost to a future meeting to discuss his vision for graduate education.

Dawn Poole adjourned the meeting at 3:53 p.m.
Respectfully submitted by Raichelle Grays