

California State University, Stanislaus
Graduate Council
Meeting Minutes
March 1, 2012

Present: K. Baker, D. Colnic, M. Cover, R. Esau (recording), P. Garone, H. Kornuta, G. Morris, S. Neufeld, T. Perrello, D. Poole, R. Ringstad, K. White, J. Winfree

Excused: R. Brown, C. Martin, J. Rhoades, Marine Sciences Representative, Physical Education Representative

Ex-Officio: A. Hor, R. Kamali, K. Norman, R. Marino, K. Stone, J. Tuedio

Guest: S. Young

- I. **Call to Order.** D. Colnic called the meeting to order at 2:01 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed with the addition of item V. Old Business, F. CSU Executive Orders 1062 and 1064 – Field Trip Policy and Procedures and Student Internships.
- III. **Approval of Minutes.** The minutes of February 16, 2011, were approved as distributed.
- IV. **Information and Announcements.** None to report
- V. **Old Business.**
 - A. **Graduate School Dean.** It was reported that the Research, Scholarship, and Creative Activity Policies Committee has sent a memorandum to the Provost regarding its concerns over the draft position description for a Dean of Graduate Studies and Research. Due to the current budget situation, this item will be removed from the agenda until further action is needed.
 - 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. D. Colnic summarized the discussion stating that the Graduate Council members agreed with the idea of having a list of paid consultants (editors) available to students, having student interns available to handle the writing and editing, and having the Library staff to handle the format checking. 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. D. Colnic and T. Perrello will be invited to join the workgroup.
- C. Holistic Review of Academic Programs.** J. Tuedio reported there is a strategic issue that the Holistic Review of Academic Programs committee is concerned with that needs to be addressed and needs to be framed as a strategic concern and initiative; specifically, how graduate programs are represented, why the role of the dean has become the way to address the concern, and what happens to our graduate programs when falling into these review processes when looking at shaving off resources including independent study units. There is an opportunity for the Graduate Council to look at this and make a statement to the committee that reflects the strategic concerns for graduate education. There needs to be a general endorsement of the notion that graduate programs are viable, worthy, and valued. This needs to be communicated strongly and advocated strongly to the committee. D. Colnic responded by encouraging graduate program directors to communicate with their deans to express the importance of graduate education. The Graduate Council needs to communicate effectively as to why graduate education is important to the University. Efficiency doesn't necessarily mean the least expensive. How to position the integrity of graduate programs is crucial at this time. J. Tuedio clarified that the integrity of a program is the ability to sustain itself over time. D. Colnic will initiate an email discussion thread to continue to formulate a strong statement of support for graduate education.
- D. Approval Form for Master's Thesis and Project Binding.** Following discussion, it was moved by D. Poole, seconded by S. Neufeld, and voted unanimously to approve the form revision with a suggestion to re-title the form as a graduate clearance form. It was suggested to add an agenda item for the fall 2012 Graduate Council to discuss the timeline for moving thesis to electronic submission.
- E. Strategic Plan for Graduate Education.** During the previous Graduate Council meeting, it was mentioned briefly that the idea for a strategic plan for graduate education was born from the culmination of several things including discussions over the Graduate School Dean, the Graduate Action Plan, and discussions with the Provost. H. Kornuta suggested trying for a focused strategic plan, asking for a few volunteers to serve on a workgroup to begin working on information-gathering during the spring, drafting a strategic plan during the summer, and have it ready for submission to the Graduate Council in the fall. C. Martin agreed to serve as a member of the workgroup. The Graduate Council members felt the work to create a strategic plan may be valuable but is concerned there wouldn't be anyone to spearhead the strategic plan once it's been created. Discussion will continue at the next scheduled Graduate Council meeting.
- F. CSU Executive Orders 1062 and 1064 – Field Trip Policy and Procedure and Student Internships.** D. Colnic reported that there was a workgroup meeting earlier in the day to discuss further the policies being developed to bring the campus into compliance with CSU Executive Orders 1062 and 1064 for field trips and student internships. Further development may require the assistance of the Graduate Council to inform and approve policy that is being developed. D. Colnic will keep the Graduate Council apprised of the policy developments.

VI. New Business

- A. Academic Program Review: Master of Social Work.** As part of the Academic Program Review (APR) process, the Graduate Council reviews graduate APRs. The Master of Social Work program received an 8 year reaccreditation in June 2010. The following year, 2010/11, the APR was due. The Master of Social Work program requested substitution of the accreditation self-study for their Academic Program Review in February 2011. Since that time, the accrediting body has changed all accreditation standards. The department had to instantly begin the process for changing the program to align with the new standards. The self study that is presented to the Graduate Council for the APR process is outdated. R. Ringstad is requesting guidance on whether an addendum statement will be needed in order for the Graduate Council to review the self-study document. D. Colnic suggested that the original document be reviewed in light of the Guidelines for the Graduate Council's Evaluation of Academic Program Reviews. Discussion will continue at the next scheduled Graduate Council meeting.
- B. Nomination of Graduate Council Chair-Elect.** Nominations for Graduate Council Chair-Elect for 2012/13 are open. A name is to be submitted to the Committee on Committees by mid-March. The Chair-Elect will sit on the Faculty Budget Advisory Committee for 2012/13 and then chair the Graduate Council and sit on the Senate Executive Committee for 2013/14. There is course release time made available for the position.
- C. CEGE Award Panel Recruitment.** S. Young reported that travel mini grants and assistantships will be awarded in a competitive process. There is a need to recruit members to serve on the award panel. Following discussion, M. Cover and R. Ringstad volunteered to serve on the CEGE Award Panel.

VII. Reports. None to report.

VIII. Other (information only). The next Graduate Council meeting is scheduled for Thursday, April 19, 2012, from 2:00-4:00 p.m., in the Lakeside Conference Room.

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

Respectfully submitted,

Randi Esau, Recording Secretary