

California State University, Stanislaus
Graduate Council Meeting Minutes
May 2, 2013

Present: K. Baker, L. Bernardo, R. Brown, D. Colnic, M. Cover, R. Esau (recording), A. Hor, R. Kamali, V. Leyva (as proxy for R. Ringstad), C. Martin, M. Mayer, K. McKenzie, O. Myhre, T. Perrello, K. Royer, J. Tuedio, M. Winter, S. Young

Excused: G. Morris, H. Ramirez, R. Ringstad

Guest: H. Stanislaw (via Skype)

- I. **Call to Order.** C. Martin called the meeting to order at 2:04 p.m.
- II. **Approval of Agenda.** The agenda was approved as distributed.
- III. **Approval of Minutes.** The minutes of April 18, 2013, were approved as distributed.
- IV. **Information and Announcements.** None to report.
- V. **Old Business**
 - A. **Strategic Plan and Priorities for Graduate Education.** The committee (D. Colnic, T. Perrello, R. Ringstad, J. Tuedio, and S. Young) shared the most recent version of the working document "Graduate Education Strategic Planning Indicators of Program Health." It was suggested that "Internal resource needs/utilization (matching resources to programmatic mission)" be added to the Viability section of the document. The Graduate Council members agreed to have this document ready for the September 19, 2013, Graduate Council meeting. In preparation for the special October 3, 2013, meeting, the Graduate Council members would bring the document back completely filled out for each graduate program in order to get an accurate depiction of what graduate education looks like at CSU Stanislaus. It was suggested that the document be turned into a survey with the assistance of Institutional Research using Qualtrics, a web-based tool for building surveys. Each graduate program would receive a link to the survey. The results would be standardized for all graduate programs. Following discussion, it was moved by M. Cover, seconded by M. Winter, and voted unanimously to approve the document "Graduate Education Strategic Planning Indicators of Program Health" with the addition of "Internal resource needs/utilization (matching resources to programmatic mission)" to the Viability section.
 - B. **Institutional Plan for Graduate Assessment.** H. Stanislaw joined the Graduate Council via Skype. H. Stanislaw drafted a formal Policy for University-Wide Assessment of Graduate Education and a Resolution for the policy to indicate that governance responsibility for the development, implementation, and periodic review of the effectiveness of the Plan for the University-Wide Assessment of Graduate Education is vested with the Graduate Council. Several revisions to the policy were suggested, including 1) changing the reference of "the Dean of the Graduate School" to "graduate education administrative leadership and 2) changing the last sentence in item #9 to state "The document will incorporate examples of assessment procedures and tools (such as rubrics, portfolios, etc.), and track faculty governance policy decisions and actions relating to graduate assessment." Following

discussion, it was moved by S. Young, seconded by D. Colnic, and voted unanimously to approve the Policy for University-Wide Assessment of Graduate Education with the suggested revisions. It was moved by D. Colnic, seconded by S. Young, and voted unanimously to approve the Resolution for University-Wide Assessment of Graduate Education. Pending receipt of the revised policy from H. Stanislaw, the resolution and policy will be forwarded to the Senate Executive Committee for Academic Senate consideration.

C. Continuous Enrollment Policy. Deferred.

D. Electronic Submission of Thesis and Dissertation. A. Hor announced that the Library has reassessed its readiness to offer the option of electronic submission of theses and dissertations. Effective spring 2013, the Library will accept electronic submissions as an option to hard copy bindery submissions. A new submission form will be created and placed on the Graduate School website, updating instructions to include electronic submission. An announcement will go out to the campus community via POSTMASTER regarding this option. The same deadlines will apply to electronic submissions and students will still have the option of preparing a hard copy for personal use. Based on the success of the electronic submission process during spring 2013, Graduate Council can discuss in the fall semester if the submissions should all be electronic or remain as an option available for students.

VI. New Business.

A. Coordinator of Graduate Student Learning Assessment Position: Graduate Council Standing Guest Proposal. It was proposed that the Coordinator of Graduate Student Learning Assessment be recognized formally as a standing guest of the Graduate Council. Following discussion, it was moved by S. Young, seconded by K. Baker, and voted unanimously to recognize the Coordinator of Graduate Student Learning Assessment as a standing guest at all Graduate Council meetings.

B. E-Journal Proposal. Deferred.

C. Thesis Reader Qualifications. A. Hor requested guidance from the Graduate Council on how to handle the requests from individuals wanting to be placed on the list of readers. In the past, the Library funded the thesis readers, acting as the employer of the readers. The Library was able to determine the level of quality work done by each reader. The result was an informal list of qualified thesis readers that could be contacted by students to be hired as their personal readers. Because the Library no longer funds thesis readers, and several individuals are requesting to be placed on the list of qualified thesis readers, the Library is no longer in the position to judge the quality of work done by the individuals. The Library is seeking guidance on what to do with the requests. Discussion ensued, resulting in a recommendation to drop the list formally. If students ask the Library for a list of thesis readers, the Library will respond that there is no official list and the use of thesis readers is done at the student's own risk.

D. Academic Program Review Process for Graduate Programs. Deferred.

E. Graduate Council Year-End Report for 2012/13. C. Martin reviewed the Graduate Council Year-End Report for 2012/13 with the Graduate Council members. Following discussion, it was moved by D. Colnic, seconded by V. Leyva, and voted unanimously to approve the year-

end report. The report will be shared with the faculty at the General Faculty Spring 2013 meeting scheduled for Thursday, May 16, 2013, from 2-4pm, in FDC 118.

- VII. Other (information only).** C. Martin thanked the Graduate Council members for serving during 2012/13 and she gratefully turned the leadership over to Anthony Perrello for 2013/14. The Council members thanked C. Martin for her leadership.
- VIII. Adjournment.** The meeting adjourned at 4:04 p.m.

Respectfully submitted,

Randi Esau, Recording Secretary

:rle