

California State University, Stanislaus
Graduate Council
Meeting Minutes
September 15, 2011

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

Excused: ASI Graduate Senator, Marine Sciences Representative, Physical Education Representative

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

Guests: S. Young

- I. **Call to Order – Introductions and Celebrations.** D. Colnic called the meeting to order at 2:01 p.m. Introductions were made and congratulations were shared with news of the successful 7-year accreditation of the Master in Public Administration program. C. Martin has been preparing the Master of Science in Nursing accreditation report in anticipation of the site visit scheduled for November with the Commission on Collegiate Nursing Education (CCNE). H. Kornuta announced the WASC Special Visit scheduled for November 7-8, 2011. There will be opportunities to provide feedback on the Special Visit Research Team report. Congratulations were shared with the Master of Business Administration faculty for a successful WASC Substantive Change proposal to offer the MBA program fully online beginning fall 2012.
- II. **Approval of Agenda.** The agenda was approved with the removal of item VI. B. *Election of RSCAPC Representative from Graduate Council to serve during 2011-12* as this item was taken care of during the March 2011 Graduate Council meeting. D. Poole will continue to serve as the Graduate Council's Research, Scholarship, and Creative Activities Policy Committee (RSCAPC) Representative during 2011-12.
- III. **Approval of Minutes.** The minutes of May 5, 2011, were unavailable. They will be reviewed at the next scheduled Graduate Council meeting.
- IV. **Information and Announcements.**
 - A. **Online Spotlight, Friday, October 14, 2011, Noon – 2 p.m., location TBD.** H. Kornuta announced the upcoming Online Spotlight scheduled for October 14, 2011, from Noon – 2 p.m. The event allows faculty to present their experiences with online teaching in 10-minute segments. Interested faculty may volunteer to present and H. Kornuta encouraged the council members to attend and speak with their colleagues about this opportunity.
 - B. **Thesis/Dissertation Ad-hoc Workgroup.** A. Hor reported the Thesis/Dissertation Ad-hoc Workgroup met on September 1, 2011. The discussion focused on making changes regarding the thesis/reader process. Plans are underway to bring an agenda item to the next scheduled council meeting along with the updated thesis preparation guidelines.
 - C. **Graduate Education Assessment Consortium.** S. Young reported that a quarterly report from the Center for Excellence in Graduate Education (CEGE) was submitted and will be

posted to the Graduate Council Forum on Blackboard. O. Myhre conducted meetings last spring regarding the assessment portion of the CEGE project. Five focus groups were formed to conduct a self-study of primary areas of concern: student learning outcomes, curriculum maps, rubrics, reporting format, use of technology. Reports were reviewed from these focus groups and a new group was formed called Graduate Facilitators, with one member from each college that has graduate programs. This group will be meeting next week and will draft reports and share them with the Graduate Council.

V. **Old Business.** None to report.

VI. **New Business**

- A. **Resolution on Recognition of Dr. Pamela Roe.** S. Young prepared a draft resolution in recognition of Dr. Pamela Roe, recently retired, and her contributions to graduate education during her tenure at CSU Stanislaus. Following discussion, D. Colnic will edit the resolution to add clarification of her role in the Master of Science in Ecology and Sustainability program and mention her precise editing skills on all Graduate Council documents. It will be a friendly resolution that will be forwarded to the Senate Executive Committee for Academic Senate consideration.
- B. **Graduate Council Charge.** D. Colnic reviewed the current Graduate Council Charge as stated in the Constitution of the General Faculty.
- C. **Resolution on Graduate Council's Primacy Regarding Curriculum and Programs.** During the 2010/11 academic year, the University Budget Advisory Committee (UBAC) suggested on several occasions that UBAC should take up questions of academic programs and curriculum in an effort to manage costs. A resolution has been drafted for the sole purpose of affirming the Graduate Council's role and responsibility regarding graduate curriculum and programs. A motion was made by R. Weikart, seconded by D. Poole, and voted unanimously to move to a second reading. Additional discussion occurred with possible edits to the third resolve and clarification of the language regarding WASC. Hearing no further discussion, D. Colnic will revise the resolution based on suggested wording and communicate with B. Foreman, Chair of the University Educational Policies Committee, as the UEPC has prepared the same type of resolution for undergraduate education. With the approval of the Graduate Council members, D. Colnic will forward the revised resolution to the Senate Executive Committee for Academic Senate Consideration.
- D. **MA/MS Interdisciplinary Studies Director Position Description.** It was reported that the MA/MS Interdisciplinary Studies Director position was not funded for 2011/12. The Provost's Advisory Council made a collective decision of not funding many of the programs that utilize faculty assigned time. H. Kornuta met with J. Winfree, the previous Interim Director of the MA/MS Interdisciplinary Studies program, and the Interdisciplinary Studies Committee members. Part of the challenge for this particular program is there is no college home. Due to staff reductions in the Graduate School, staff is unable to keep up with the same level of support that has been offered in the past for this program. H. Kornuta has reviewed the director's position description and has met with L. Bernardo to understand the enrollment duties that were included in the position description. The IS Committee provided a good overview of what their specific needs are in regards to the needed support of the IS program and its director. A funding request will be made to the Provost to fund the director

- position for 2011/12. D. Colnic will keep the Graduate Council members apprised of the situation as funding is being considered.
- E. **Class Cancellation.** With possible cancellation of classes due to low enrollment, the Graduate Council is concerned that graduate programs are at risk. There doesn't seem to be a set measure across all colleges that is consistent for what the adequate enrollment number should be for graduate-level courses. There needs to be a set standard of optimal size. It was reported there are some graduate classes that have up to 30 students enrolled, which is unmanageable at the graduate level. It seems that many of the actions being taken to manage enrollment seems to be done at the expense of graduate programs. It was questioned why the Student/Faculty Ratio (SFR) isn't studied when making enrollment decisions. The SFR shows the efficiency of the course. Another issue is student recruitment. If program directors/coordinators have lost assigned time, who will handle the recruitment of students for these programs? It's a no-win cycle. When the infrastructure is lost, we lose the ability to recruit and strengthen graduate programs. This can have a long term negative impact on graduate education at CSU Stanislaus. Discussion will continue at the next scheduled Graduate Council meeting.
- F. **Changes to the Graduate School.** A draft document from the Provost and the Vice President for Enrollment and Student Affairs regarding the transition of the Graduate School to Enrollment Services was distributed via email among the Graduate Council members prior to it being made public to the campus community. D. Colnic reported that from comments via the email discussion between Graduate Council members, this decision to change the staffing of the Graduate School is embedded in long term changes that have occurred over many years. The removal of the Graduate School Dean after a decade of attempting to secure a Graduate School Dean, the leaving and non-replacement of the Director of the Graduate School, and now the change in physical space of the Graduate School is an issue of concern for the Graduate Council members. H. Kornuta invited L. Bernardo to share information about the staffing concerns in the Graduate School. L. Bernardo shared that all units under Enrollment Management gave up staff positions to meet budgetary reductions. One of the staff positions was in the Graduate School. The Graduate School is down to 3 staff members and they are finding it very difficult to manage an office. For the last year, the staff members haven't had direction and support. The transition to Enrollment Services is a way to support these staff members. It's important to note that the staff are not giving up the Graduate School areas. They will all still handle their various responsibilities for graduate education. It was incumbent upon L. Bernardo to offer the best support as possible for her staff. L. Bernardo is not a graduate school dean; she handles admissions and operations. The staff are of the utmost concern to L. Bernardo. None of the staff have moved offices yet. The question was raised "What is a graduate school to this committee?" It was mentioned that the college deans should play a larger role in the support of their graduate programs. Due to the high turn-over of campus deans, most hesitate to send students to the dean's office for graduate education information. The consensus of the Graduate Council was the lack of consultation prior to a decision being made to transition the Graduate School staff to different Enrollment Services offices. H. Kornuta shared that this is a transition for the staff, sensitive in nature, and still a discussion point between the Provost and the Vice President for Enrollment and Student Affairs. The staffing issues of the Graduate School fall under the management of Enrollment Services, not Academic Affairs. D. Colnic will convey the Graduate Council's

outrage for the lack of consultation prior to a decision being made. Discussion will continue at the next scheduled Graduate Council meeting.

- G. Possible Changes to Graduate Council Meeting Schedule for 2011-12.** D. Colnic suggested that the October 6, 2011, Graduate Council meeting be cancelled. Also, due to a scheduling conflict, he asked that the March 15, 2011, meeting be moved to Thursday, March 1, 2011. The Graduate Council members approved the changes to the 2011/12 meeting schedule.

VII. Reports. None to report.

VIII. Other (information only). K. Baker noticed the organizational chart on the Graduate Council Forum in Blackboard is outdated. R. Esau will secure an updated chart.

- A. Quick Comparison of the GRE.** Deferred.

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

Respectfully submitted,

Randi Esau, Recording Secretary

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