



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

### GRADUATE COUNCIL MINUTES

September 16, 2010

Attending: Randy Brown, David Colnic, Marina Gerson (for Ann Kohlhaas and Pam Roe), Carolyn Martin, Peter Nelligan, Susan Neufeld, Tony Perrello, Dawn Poole, Jim Riggs, Robin Ringstad, Katherine Royer, James Strong

Excused: Natasha Hanley, Andrew Wagner, Shawna Young, Pam Roe, Kurt Baker,

Ex-Officio: Juan Flores, Annie Hor, Marge Jaasma, Kelvin Jasek-Rysdahl, Roger McNeil

Guests: Mark Grobner

Dawn Poole called the meeting to order at 2:05 p.m.

- I. **Approval of the Agenda.** The agenda was approved.
- II. **Approval of September 2, 2010, Minutes.** The minutes of September 2, 2010, were approved as distributed.
- III. **Information and Announcements**
  - A. **Academic Senate Announcement (Jasek-Rysdahl).** SEC met last Tuesday and discussed with the Provost what steps can be taken to build trust between the administration and faculty. A survey link will be sent to Faculty to provide suggestions.
- IV. **Reports**
  - A. **Academic Senate Report (Poole).** The Academic Senate had a second reading on the resolution to close registration for classes the night before classes begin. At present, unfilled classes remain open for a period of one week (5 instructional days), except for classes in the College of Natural Sciences which has elected to have its classes closed on the first day of instruction. Numerous instructors have expressed similar interest in having their classes closed in order to control additions to their classes. If enacted, this policy change would change the default option from having unfilled classes remain open for 5 instructional days to having open registration close at 11:59 p.m. the day prior to the first day of instruction. The resolution passed.
  - B. **Associated Students Report (Hanley).** Deferred.
  - C. **Faculty Budget Advisory Committee Report – FBAC (Colnic).** The Committee reviewed and approved the proposal to change the name of the Department of Nursing to the School of Nursing. FBAC also engaged in a discussion regarding the type of data FBAC needs in order to make recommendations on university fiscal priorities, and how to go about getting the information.
  - D. **Research, Scholarship, and Creative Activities Policy Committee (Wagner).** Deferred.

**V. Discussion**

- A. **Thesis/Project Not Reviewed (Mazzina) –Attachment #1011-7 (attachment previously posted in BB on 9/2).** Deferred.
- B. **FTES Calculation/Funding (Strong)-Time Certain 2:15.** During the last Council meeting a question was raised whether the campus has ever received differential funding for graduate level education. Provost Strong was asked to address this question and clarify how current enrollment in graduate education compares to that benchmark. Provost Strong is unfamiliar with how our campus funding process works, but is willing to review the executive order that discusses this matter for clarification. He suggested a shift to a formula-based budget approach may provide some flexibility for addressing the actual cost of graduate education. He agrees that some discussion needs to take place to clarify the budget process, strategies, etc. It was suggested that this discussion begin with UBAC. Provost Strong agreed that this is a good suggestion but feels that the discussion should take place on a broader scale so that more people can be involved in the conversation. The Council will continue this discussion at a future meeting.
- C. **Pre-Health Professions Certificate Program Proposal (Grobner) – Attachment #1011-10 (attachment previously posted in BB on 9/2)-Time Certain 3:00.** Discussion of the Pre-Health Professions Certificate Program continued. During the last meeting, the Council requested that Mark Grobner attend the next scheduled Graduate Council meeting in order to address questions concerning control of curriculum content, faculty assignments, and the relationship of University Extended Education (UEE) to academic governance. Dean McNeil ensured the Council that the academic department and instructors would be responsible for course content, selection of instructors, and the quality of instruction. The Pre-Health Professions Certificate Program admission procedures include a recommended grade point average of at least 3.0 out of a possible 4.0 in the last 60 units of coursework, successful completion of a Pre-calculus course, letters of recommendation, a personal statement, and a personal interview by the program director. Students will be required to complete the Graduate School Admission Application as well a supplementary program application. The Pre-Health Professions Certificate Program includes 42 units of coursework that can be completed within 15 months. The total cost of the program is \$14,700. Students will have four years to complete the program. Students will be allowed to enter the program at various stages. Provisions will be made to allow those who have not been formally admitted to the program to take courses. The Council recommends that the proposal be updated to include all admission procedures, clarify the procedures for students who will be taking courses without formal admission to the program, and reiterate the language from the Memorandum of Understanding (MOU) regarding selection of faculty. A motion was made by David Colnic to approve the Pre-Health Professions Certificate Program Proposal contingent upon the recommended modifications, which will be verified by UEPIC. Robin Ringstad seconded the motion. The motion carried.
- D. **Electronic Dissertation Submission (Hor) – Attachment #1011-12- Time Certain 3:30.** The Council reviewed the Electronic Dissertation Submission draft guidelines. This document is a summary of specificities pertinent to the implementation of the electronic dissertation submission process. As noted on the draft Dissertation Requirements of the University, all completed and approved dissertations shall be published electronically. The University Library will utilize the University's Institutional Repository (IR), currently named Stanislaus ScholarWorks, for managing the electronic submission of the archival (final and approved) copy of dissertations. The IR will serve also as the server where Stanislaus dissertations are permanently stored and maintained. The University IR is administered by the University Library. The following questions were raise:

- **How will IRB approvals be reflected?**  
The Graduate Council approved specific language for students to include in the methodology section (or wherever appropriate) of their thesis, project, or dissertation.
- **Will students need to submit a hard copy of their dissertation to the Library?**  
No. However, the College of Education will require a hard copy.
- **Why is a scanned signature page necessary? Would it be possible to include language that indicates the necessary approvals have been provided?**  
There are some security issues with this approach. By requesting a scanned copy of the signature page, committee members can be easily identified. Annie Hor will look into the option of formating the title page to include member information.
- **When will this new submission process take effect?**  
Dissertations will be electronically submitted as of January 2011. The electronic submission of theses/projects will begin in Fall 2011.

The Library will continue to work on developing the guidelines and procedures for electronic submission.

- E. **University Extended Education Policy (Poole).** The University Extended Education (UEE) Office is playing an increasing role in the development of graduate programs. The Council was asked to consider how this impacts faculty governance and graduate programs. In addition, the Council was asked to think about how to maintain quality assessment and stay connected to the University Mission Statement. Some suggestions offered were to (1) consider indentifying a percentage of courses in a program or within a department that may be offered through UEE; (2) consider reviewing the program or College's composition before approving such programs; and (3) consider crafting an objective about ratio of UEE to stateside courses to include in the University's Strategic Plan.

Dawn Poole adjourned the meeting at 3:50 p.m.  
Respectfully submitted by Raichelle Grays