



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

GRADUATE COUNCIL MINUTES

September 2, 2010

- Attending: Kurt Baker, David Colnic, Randi Esau (recording), Natasha Hanley, Ann Kohlhaas, Carolyn Martin, Peter Nelligan, Susan Neufeld, Tony Perrello, Dawn Poole, Jim Riggs, Robin Ringstad, Katherine Royer, Shawna Young
- Excused: Randy Brown, Pam Roe, James Strong, Andrew Wagner
- Ex-Officio: Juan Flores, Annie Hor, Marge Jaasma, Kelvin Jasek-Rysdahl
- Guest: Lisa Bernardo, Sari Miller-Antonio

Dawn Poole called the meeting to order at 2:05 p.m., welcoming returning Graduate Council members and allowing introductions of all attendees.

- I. **Approval of the Agenda.** The agenda was approved as distributed with a slight correction to item V. D. Pre-Health Professions Certificate Program Proposal to reflect A. Kohlhaas instead of C. Martin as speaking on the agenda item.
- II. **Approval of May 20, 2010, Minutes.** The minutes of May 20, 2010, were approved as distributed with a correction to Carolyn Martin's name spelling in item II.
- III. **Information and Announcements**
 - A. **Title V Grant Proposal for Graduate Programs (Young).** Shawna Young reported that the original grant proposal activity and initial Graduate Council approved idea in response to the call for proposals from the Council of Graduate Schools has been expanded into a \$2.75 million 5-year institutional grant proposal being submitted for the Title V, Part B PPOHA grant (Promoting Post Baccalaureate Opportunities for Hispanic Americans – the PPOHA program is a component of the Higher Education Opportunity Act of 1965, authorized in 2008, and because CSU Stanislaus is a Hispanic-Service Institution, we qualify for this grant). Because of the timing of this grant, where the writing of the narrative was done late last spring and over the summer, it limited the capacity to consult with the Graduate Council prior to the proposal submission. The grant writers are hopeful that faculty will be interested in the activities delineated in the grant proposal and will respond to the call for participation if the proposal is accepted and funded. The overarching purpose of the grant is to increase enrollment and improve retention and graduation rates of Hispanic, low-income, and other underrepresented students in graduate education. The grant proposal seeks to accomplish this through three activities:

1. Improving infrastructure that will directly affect graduate culture. To meet this activity, CSU Stanislaus is looking to increase the number of funded graduate assistant opportunities and develop a graduate center (CEGE Center – Center for Excellence in Graduate Education) dedicated to supporting the writing and completion of theses and dissertations. If funded, there will be calls for faculty to develop opportunities for funded graduate assistants, calls for faculty to develop research projects in collaboration with students that will have funding connected to it, and calls for faculty to give workshops on writing theses and dissertations, quantitative analyses, qualitative approaches, etc. The Provost has committed space in the MSR building, beyond the already existing Graduate School, to be transformed in the CEGE Center.
2. Assessment and tracking of our graduate students. Literature suggests that after the hurdle of admission/matriculation of underrepresented groups, the biggest challenge is thesis and dissertation completion. With this activity, there will be much added sophistication specific to graduate education in Institutional Research to support the assessment of student learning in graduate education. If funded, there will be added support for assessment of graduate programs – with an added assessment coordinator parallel to Lynn Johnson, and money to support assessment coordinators in graduate programs.
3. Community-based service and research opportunities. Service learning projects at the graduate level currently do not exist at CSU Stanislaus. If funded, there will be calls for faculty and community members to join learning communities that will develop collaborative service and research projects that will provide opportunity for students and faculty to engage in community-based activities that should lead to publications, presentations, and other scholarly products – all contributing to and emerging from our graduate culture that CSU Stanislaus is seeking to enrich through this grant.

Shawna Young concluded her report by suggesting the Graduate Council consider formally adding as an ex-officio member the director of this grant, should the grant become funded.

IV. Reports

- A. **Academic Senate Report (Poole).** Kelvin Jasek-Rysdahl reported the Academic Senate had a first 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. Kelvin Jasek-Rysdahl encouraged faculty to speak with their department senators prior to the next scheduled Academic Senate meeting when this item will be up for a second reading.
- B. **Associated Students Report (Hanley).** Natasha Hanley reported that the Associated Students, Incorporated are currently looking for an undergraduate senator and a Stockton senator. Natasha, who is just beginning her graduate program, is planning on organizing a graduate student social just so she can meet the graduate students and represent them well to the Graduate Council. In the absence of the Career Center, the ASI is putting together a scholarship list that

will aid departments/programs in getting information to graduate students regarding sources of funds that have been made available to them. Also, there are plans to compile a list of internships and what the various coordinators are doing.

- C. **Faculty Budget Advisory Committee Report – FBAC (Colnic).** No report available at this time.
- D. **Research, Scholarship, and Creative Activities Policy Committee (TBD).** No report available at this time.

V. Action

- A. **Research, Scholarship, and Creative Activities Policy Committee Representative (Poole).** Dawn Poole reported that Andrew Wagner is willing to continue to represent the Graduate Council on the Research, Scholarship, and Creative Activities Policy Committee for 2010/11. The Graduate Council members agreed to have Andrew Wagner be the Graduate Council representative on the RSCAPC during 2010/11.
- B. **Master of Arts in Digital Media and Visual Anthropology Course Proposals (Miller-Antonio).** Sari Miller-Antonio joined the Graduate Council to address the revisions made to the course proposals in response to the Graduate Council recommendations for the Master of Arts in Digital Media and Visual Anthropology made at the last spring 2010 meeting. Revisions included adding grading criteria to each course syllabi and modifying ANTH 4030 to include undergraduate/graduate differentiation. Following discussion, motions were made to approve each of the courses included as part of the overall program. It was moved by David Colnic, seconded by Ann Kohlhaas, and unanimously voted to approve ANTH 4030 as revised. It was moved by Carolyn Martin, seconded by Natasha Hanley, and voted unanimously to approve ANTH 5300 as revised. It was moved by Ann Kohlhaas, seconded by Tony Perrello, and voted unanimously to approve ANTH 5350 as revised. It was moved by David Colnic, seconded by Susan Neufeld, and voted unanimously to approve ANTH 5355 as revised. It was moved by Tony Perrello, seconded by Susan Neufeld, and voted unanimously to approve ANTH 5400 as revised.
- C. **Master of Arts in Digital Media and Visual Anthropology (Miller-Antonio).** Following the approval of each of the courses included as part of the program, it was moved by Ann Kohlhaas, seconded by David Colnic, and voted unanimously to approve the new degree program proposal for the Master of Arts in Digital Media and Visual Anthropology. Dawn Poole will prepare a resolution and forward it to the Senate Executive Committee for Academic Senate consideration.
- D. **Pre-Health Professions Certificate Program Proposal (Kohlhaas).** The purpose of the Pre-Health Professions Certificate Program is to provide participants with the necessary science coursework that serves as a prerequisite for application to professional schools. The program is for students who have already earned a baccalaureate degree and lack the courses required for admission to medical and other health professional schools. All of the courses are at the undergraduate level. The proposal is being reviewed by the Graduate Council, the University Educational Policies Committee, and the Faculty Budget Advisory Committee. The Council is requesting 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. It's expected that

there would be a formal Memorandum of Understanding (MOU) prepared between UEE and the College of Natural Sciences addressing such issues and the Council would appreciate reviewing the MOU. Discussion will continue at the next scheduled Graduate Council meeting.

- E. Proposal to change from Department of Nursing to School of Nursing.** As indicated in the Report of the *ad hoc* Committee for the School of Nursing Proposal, the Department of Nursing at CSU Stanislaus plays a pivotal role in meeting the health care needs of the Central Valley by preparing qualified professional nurses both at the baccalaureate and master's degree levels. The nursing department is a complex teaching unit with four accrediting and credentialing bodies, two types of BSN programs, a collaborative Family Nurse Practitioner program, and a new graduate program. Additionally, the Department of Nursing has contracts with 53 outside agencies which enable students to have comprehensive learning experiences in a variety of clinical settings. In any given week, 200+ students are in these facilities. A School of Nursing is defined as a type of educational institution, or part thereof, providing education and training to become a fully-qualified nurse. Precedent for schools and/or colleges of nursing exists both within the CSU System and across the nation at comparable universities that have similar student enrollment and curricular complexity to that of CSU Stanislaus. The faculty of the Department of Nursing would like to apply for a change from the Department of Nursing to designation as a School of Nursing. The new designation as a School of Nursing will provide increased access to federal research grants as well as increased opportunities for research and collaborations with other institutions. It is anticipated that this change will improve the campus' visibility and appeal more to funding agencies. It is also anticipated that school status will help attract qualified, high caliber faculty in a market that is very competitive with many openings and very few candidates. Having provided a strong rationale for the proposed change in designation from the Department of Nursing to the School of Nursing, a motion was made by Natasha Hanley, seconded by Robin Ringstad, and voted unanimously to approve the change from the Department of Nursing to the School of Nursing at CSU Stanislaus.

VI. Discussion

- A. Withdrawal Policy-Graduate Level (Bernardo).** During 2008/09, an undergraduate withdrawal policy was passed regarding the number of courses a student can withdraw from. Early fall 2009, the Council was asked to consider developing a graduate withdrawal policy if warranted. Discussion was deferred for the remainder of 2009/10. Lisa Bernardo reported that no other CSU campus addresses withdrawals at the graduate level. Following discussion, the Council agreed there are no specific concerns with not having detailed withdrawal information for the graduate level at CSU Stanislaus and, consequently, there is no need at this time to develop a graduate withdrawal policy.
- B. FTES Calculation/Funding (Bernardo).** Full-time Equivalent Student (FTES) calculations for graduate students are calculated at 24 units per year as opposed to 30 units per year for undergraduate students. In looking at data sets from Institutional Research, it appears that all information is given at the 30 units per year calculation. Lisa Bernardo will be working with Angel Sanchez, Director of Institutional Research, to determine how best to assure that correct reporting is done for graduate level course enrollments. Peter Nelligan raised the question whether the campus has ever received differential funding for graduate level education. He recalled there was a benchmark set by the Chancellor's Office and if we met that benchmark, we would receive the 20% increase level of funding. If we are exceeding the benchmark and we're

not receiving the increased level of funding, that is an issue that needs to be addressed. It was suggested that this discussion be deferred until James Strong is in attendance and able to address the topic of differential funding.

- C. **Doctoral Education Policy Workgroup-Dissertation Procedures (Riggs).** Jim Riggs reported progress has been made on a proposed policy for dissertation requirements. Some of the discussions of the workgroup include concerns over restricting members of the dissertation committees being tenured/tenured-track. This would be problematic for the Ed.D. program as it could exclude core faculty members who may not hold such positions. The use of “dissertation or equivalent” throughout the document is necessary in order to encompass future doctorate programs under this proposed policy. It was suggested that language be added that would allow students to request an outside visitor be allowed to sit in on the oral presentations. Jim Riggs will take this suggestion back to the workgroup. The document is a work in progress and the workgroup should be ready to forward the proposed policy to the Graduate Council for consideration next month.

- D. **Validation of Expired Coursework (Bernardo).** With the removal of the Winter Term, it is necessary to update the sample dates of expired coursework made available in the catalog. Lisa Bernardo is requesting that the sample dates be changed from winter term to spring term; i.e., if the course expired in winter, it now expires in spring. Following discussion, it was moved by Peter Nelligan, seconded by Susan Neufeld, and voted unanimously to approve the elimination of winter term language from the validation of expired coursework, giving the student the benefit of moving the expired coursework to the subsequent spring term.

- E. **Implementation of the use of Thesis/Project Rubrics (Poole).** During the campus reaccreditation process, criteria and scoring rubrics for theses and projects were developed and used as part of the WASC exhibit. Dawn Poole would like to encourage the use of these tools in order to collect standardized information for assessing theses and projects. These tools are available for programs which don't currently have a method for collecting information for assessing theses and projects. It was suggested that this discussion be deferred until a new Associate Vice President for Academic Affairs/Accreditation Liaison Officer is hired and attending Graduate Council meetings.

- F. **Thesis/Project Not Reviewed (Mazzina).** Deferred.

Dawn Poole adjourned the meeting at 3:50 p.m.

Respectfully submitted by Randi Esau (in the absence of Raichelle Grays)