

California State University, Stanislaus

Graduate Council Meeting Minutes

November 14, 2019

**Present:** U. Ghuman (chair), A. Mayer (chair-elect), K. Baker, A. Dorsey, P. Hauselt, K. Kid, C. Martin, V, Hunnicutt, K. Olivant, D. Avalos, T. Gomez-Arias, J. Tuedio, J. Bell

**Guests:** G. Aulak (recording), E. Littlepage, J. Strong, E. Hernandez, H. Caudill

- I. **Call to Order.** U. Ghuman called the meeting to order at 2:05 p.m.
- II. **Approval of Agenda.** The agenda of November 14, 2019 was approved as distributed.
- III. **Approval of the Minutes.** The minutes of September 19, 2019 were approved as distributed.
- IV. **Information, Announcements, Reports.** None.
- V. **Old Business**
  - a. **Re-Certifying Graduate Writing Courses.** Ghuman reached out to Academic Senate and confirmed there was no charge for this. It will be on the Senate Executive Committee (SEC) next meeting agenda to discuss if there should be a charge. It is something the Graduate Dean might want to explore in the future. Olivant shared that Chancellor's office will be reviewing the Graduation Writing Assessment Requirement (GWAR) requirement. Kidd recommended Graduate Council to table this since Graduate Dean will on board soon and the Chancellor's Office is reviewing GWAR. There is not a charge for this. Mayer shared that it is a long process to certify courses for a requirement. Ghuman will go back to SEC and inform them that Graduate Council would like to initiate conversation. Baker added that unlike General Education, Graduate Education is controlled by each discipline. It is our students doing our work. So, we might want to recertify graduate writing courses. Olivant recommended to wait for the Chancellors Office review results.
  - b. **Specialized Accreditation Substitution.** Committee reviewed draft document and provided feedback. This substitution document is for programs that are accredited by an external body. The accredited programs would complete this document instead of doing an Academic Program Review (APR). Avalos requested if we could incorporate student testimonials and their experience. It is important to look at the people participating in the programs. Or if students want to voice something in the program, if it is appropriate

to do so. Littlepage shared the draft document would be a cover sheet. The self-study documentation will be the attachments that might incorporate student testimonials. Ghuman shared that for the Master of Public Administration (MPA) participants go to classes and ask students about their experiences. That is the extent to it and we do not have actual comments from students. Kidd stated that this will be reasonable to do for the Master of Business Administration (MBA) program. We do informal evaluations through student surveys. We incorporate those changes to the program and that is how we made major improvements. Avalos commented that this document is sufficient if programs provide an opportunity for that. Littlepage will be taking this document to Assessment of Student Learning (ASL) Subcommittee. She recommended adding a note to the Guidelines for Graduate Council Evaluations of Academic Program Reviews for Master's Degree and Doctoral Programs document. Ghuman moved, Hunnicutt seconded, and Graduate Council unanimously approved to move the document forward to ASL.

- c. **Book of Trends Update.** Ghuman provided an update on the Book of Trends. The feedback and comments provided by members were incorporated into the Book of Trends and it has been published.
- d. **3000/4000-level course crosslists.** Ghuman had sent UEPC Chair Robert Werling an email: "The Graduate Council discussed the issue of 3000/4000 level courses and their applicability towards graduate study. The council was in general agreement that the present approach of having 3000/4000 level courses approved by the relevant graduate program was sufficient current practice."

## VI. New Business

- a. **MBA, HR Management Concentration.** James Strong, Edward Hernandez, and Helene Caudill presented the proposal. Strong distributed proposal documents for review and provided justification for the Human Resources Management Concentration. Dorsey questioned on what basis was it concluded that there is more demand than what the Education Technology, Services, and Research (EAB) report shows. Strong responded that based on the faculty knowledge and expertise, they are confident there is more demand than what EAB report indicated. Currently, there is no concentration in the MBA program. Strong is confident there will an increase in student demand and it will

make the program more competitive. Kidd shared that there is a new MBA Business Analytics concentration that was approved as of fall 2019. Hernandez shared the reputation SHRM has nationally. Dean Thomas added that this is a great program and there is demand from employers. It is a great option for students. Graduate Council unanimously approved to move proposal forward to Associate Vice President of Academic Affairs.

- b. Graduate Certificate in Nonprofit Management.** Ghuman distributed proposal documents for review and provided justification. Ghuman started working on this program more than a year ago. The four required courses are approved in the MPA program and being offered periodically. Students would take the four courses to earn the graduate certificate. It will be offered online through University Extended Education Programs (UEE). The only admissions requirement is a Baccalaureate degree from a recognized institution. Ghuman consulted with College of Business since the title uses Management. College of Business has no objection to the proposal and appreciated the collegiality of the consultation. The proposal has been approved by the Department of Political Science and Public Administration and the College.

Proposal does require a cost-recovery budget and Dean Caudill is working on it.

Caudill shared that the amount received from the grant is ample funding to implement the program. It will be about \$600 a unit for students- \$7,200 for the four required courses. Ghuman added that these courses are taken as electives in the MPA program. We have had a lot of students that took Grant Writing and won great grants for non-profits. Financial Aid will provide aid to this program. We are still developing the courses; the idea is to offer them during one of the semesters. The San Joaquin valley does not have this program. Members asked why it is being offered through UEE and not state-side. Ghuman shared that he is the only person that teaches Non-profit. He would have to search for faculty that can teach it. In the MPA program, students are required to only take three electives. We wouldn't have the seats to fill them if we offered nonprofit electives. The Non-profit courses are not offered on a regular basis. Tuedio added that this is separate from the MPA program. It will cost MPA students more to take these courses. Ghuman shared that he consults with non-profit organizations. The organizations need more training for non-profit staff. They

completed a survey and majority of the members responded they would enroll in a program like this. That is where the idea emerged. We are addressing the needs of the region. Hunnicutt moved, Kurt seconded, and Graduate Council unanimously approved to move the document forward to Associate Vice President of Academic Affairs.

- c. **Draft Graduate Dean PD and Org Chart.** Provost Greer and the Academic Affairs Leadership Team has been working on a draft position description for the Graduate Dean. Greer requested feedback from Graduate Council on the position description and the organizational chart. Provost Greer will share the Graduate Council feedback with the Academic Affairs Leadership Team. Then the drafts will be shared with Committee on Committees (CoC) to request faculty members for a search committee.

Ghuman distributed the documents provided by Provost Greer and the Dean position description document that was shared by Graduate Council in 2013.

- Tuedio shared that bullet nine from 2013 draft “Work with University Advancement and external agencies to solicit funding in support of graduate education” is not part of the new draft. We are trying to not create administrative position that is unclear in relationship to fellow Deans.
- Ghuman asked if the conversation about graduate writing courses requires Graduate Dean’s input, where would that fall under? Tuedio stated it would be under the first bullet, the second, the second to last, and the fourth bullet.
- Thomas added the focus was on support to graduate programs.
- Mayer asked if Graduate Dean would have final say on programs? How do College Deans see this? Are there things College Deans want Graduate Dean to be responsible for? Tuedio stated it is important to do the things we have not been able to do. He does not see a role or need for this position to be engaged in curriculum revision approvals. If there were a question about program assessment, the Graduate Dean would be more involved in that.
- Ghuman shared graduate programs have felt that they do not receive support from marketing and career development. The Graduate Dean would help with that and maybe that was the reason why bullet nine was included in old draft. Tuedio stated Graduate Dean would investigate how graduate programs are funded on other campuses and bring them back to College Deans.

- Hauselt agreed programs should reside within their colleges. However, interdisciplinary program should fall under Graduate Dean. Hauselt requests an IS/MA Program Coordinator. Baker asked where College Deans fit in the organization chart?
- Members requested College Deans be placed next to the Graduate Dean on the organizational chart.
- Baker would like to see some negotiations for advocacy. Graduate Dean should have negotiation power.
- Dorsey requested responsibility to sit with Graduate Council for the development of a graduate education strategic enrollment plan.
- Avalos requested fostering a campus-wide graduate culture to be included as a duty and part of the job summary.
- Mayer requested an adviser under the Graduate Dean for handling academic probation and disqualification of graduate students. Thomas responded that it would be in consultation with Graduate Program Directors.
- Kidd requested support for both graduate fairs for current undergraduate students and alumni events. A coordinator that would put the events together for graduate programs.
- Baker requested adding initiate and facilitate dialogues leading to innovation, including the development of innovative graduate degree programs.
- Mayer requested highlighting equity, diversity, etc. in the job summary. Olivant clarified that the cover sheets for the job do highlight these concepts.

Ghuman and Aulak will work on revising the position description and organizational chart. Ghuman will send the revised version to members for final review before sending to Provost Greer.

## **VII. Tabled Business**

- a. **Academic Program Review.** Deferred.
  - i. **Public Administration APR.** Deferred.
  - ii. **English APR.** Deferred.
- b. **Graduate Education Action Plan.** Deferred.
- c. **Graduate Education Fairs & Information Sessions.** Deferred.

d. **Course Time Module Scheduling Policy Review.** Deferred.

VIII. **Other.** None.

IX. **Adjournment.** The meeting adjourned at 4:05 p.m.

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