

**California State University, Stanislaus**  
**Graduate Council Meeting Minutes**  
**September 19, 2019**

**Present:** U. Ghuman (chair), A. Mayer (chair-elect), K. Baker, A. Dorsey, P. Hauselt, K. Kid, C. Martin, V. Hunnicutt, S. Wood, K. Olivant, D. Avalos, T. Arias, J. Tuedio, J. Bell  
**Guests:** L. Bernardo, S. Wooley, V. Hernandez, L. Bernardo, G. Aulak (recording), M. Perez, E. Littlepage, G. Kaul

- I. **Call to Order.** U. Ghuman called the meeting to order at 2:02 pm.
- II. **Approval of Agenda.** The agenda of September 19, 2019 was approved as distributed.
- III. **Approval of the Minutes.** The minutes of August 29, 2019 were approved as distributed.
- IV. **Information, Announcements, Reports.** None.
- V. **Old Business**
  - a. **Academic Program Review.**
    - i. **Public Administration Academic Program Review (APR).** Erin Littlepage mentioned that committee needs to decide if it wants to review the Specialized Accreditation Substitution document before reviewing the Public Administration APR. Committee decided to review the document first.
    - b. **Re-Certifying Graduate Writing Courses.** The committee discussed that there is no charge from the Senate to do this. Ghuman asked the committee if graduate programs should work on this anyways? Committee reviewed Executive Order 665. Committee agreed that section D, number 2 "Campuses shall require demonstration of writing proficiency prior to the award of a graduate degree. The level of proficiency shall be no less than the level required for GVAR certification at the baccalaureate level." applies to graduate programs.

Committee discussed the writing deficiency that graduate students begin with. Graduate programs balance the accessibility to the degree and standards of the program. Ghuman mentioned maybe graduate programs should work on the writing courses. Martin clarified research courses were included in the list because they have writing components in them. Hernandez shared that the writing center supports undergraduate programs but it should also support graduate programs. Hernandez is meeting with the writing center to discuss the options and different ideas of supporting graduate programs. Kidd indicated that she guides students to resources available to them to improve their writing such as workshops in the Library, LinkedIn courses, and paid tutors. The campus provides these resources except for the paid tutors. These resources should be posted on the Center of Graduate Excellence (CEGE) website. Committee discussed that the definition of good writing varies for each program. Baker suggested that the focus should be how to reach the goal of having good writing from graduate students. Ghuman will review to confirm if there is no charge from the Senate. If there is no charge, committee will decide if graduate programs should still do this.

## II. New Business

- a. **Specialized Accreditation Substitution.** Erin Littlepage shared an example of Academic Program Review Executive Summary from Indiana State University. Program chairs and faculty would summarize the self-study and external review finding in a one-page document. Tuedio indicated that this will focus on the implementation plan. Committee reviewed Baker's highlights from the APR Evaluation Guidelines. Committee agreed the document should include the highlights. Littlepage will create a DRAFT Stanislaus State APR Executive Summary document and the committee can provide feedback.
- b. **Book of Trends.** Gitanjali Kaul, VP for Strategic Planning, Enrollment Management and Innovation (SPEMI), is open to feedback on the Book of Trends. The chapter is supposed to tell the story of graduate programs. Kaul

shared that she does not want to create extra work for the programs, which is why her office creates the highlights to send to program coordinators for feedback. The Book of Trends is electronically available. An individual coming to Stanislaus State for an interview is also given a copy. Ghuman shared the introduction he added to the chapter. It should provide more context to why some of the programs might seem like they are dropping in size. Ghuman mentioned his concern that the negative numbers might be interpreted differently by someone that is not aware of the insufficient resources some graduate programs have. Baker suggested the introduction could be revised to be less defensive. It should also not indicate that graduate programs lost their Dean because of recession since this was not entirely the case. Kaul suggested that the programs should provide them provide their own highlights since they are the most familiar. The chapter should also include a section for the Graduate Council Chair. The chapter should present both the history and future plans of the programs. The context should be listed before the data. Committee will provide comments and feedback to Ghuman by October 1<sup>st</sup>. Ghuman will provide revisions to Kaul by October 3<sup>rd</sup>.

- c. **Unit Caps on Graduate-Level Enrollment.** Committee discussed Tuedio's suggesting to update the wording of "When courses in the 5000 series are included, a program normally may not exceed three courses or 12 units in fall or spring" in the catalog. Committee clarified that this phrase is not in the Graduate School of the catalog. It is for undergraduate programs. Undergraduate programs should mention 12 units in the catalog and not three or four units per course since graduate courses differ and some are three units per course while others are four.
- d. **3000/4000-level course crosslists.** Ghuman discussed Shawna's remarks in GC minutes 4.18.19. There is no policy from the Academic Senate office. Committee discussed that it has been the norm to only allow 4000 level courses, however there is no set, substantive policy. Hunnicutt mentioned that they have not used

a 3000-level course towards their graduate degree. Committee unanimously decided to leave the catalog as is: "Only graduate courses (5000 series) and approved upper-division courses are acceptable to meet the unit requirement. Non-5000 courses and unapproved upper-division courses are counted in calculating the student's study load but cannot be counted toward the unit or grade point average requirements for the master's degree".

**III. Tabled Business**

- a. Course Time Module Scheduling Policy Review.** Deferred.
- b. Graduate Education Action Plan.** Deferred.
- c. Graduate Education Fairs & Information Sessions.** Deferred.

**IV. Other.** None.

**V. Adjournment.** The meeting adjourned at 3:46 pm.

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