Winter 2023 Graduate Coordinator Meeting
Thursday, April 20, 2023
12:00pm to 2:00pm
https://csusb.zoom.us/j/82479907210

Agenda

● Welcome and Introduction - Caroline (12:00 p.m.)
  o Introduction of Graduate Studies Staff and Staff Updates
  o Graduate Office Hours: Monday - Friday: 8:00 a.m. to 5:00 p.m.
  Graduate Studies Website and Chat: https://www.csusb.edu/graduate-studies
  Phone: (909) 537-5058
  Email: gradstud@csusb.edu

● Digital Forms - April (12:05 p.m.)
  o Graduate Studies Forms
    ➢ The multi-item form “Postbaccalaureate/Graduate Petition for Waiver of University Regulations” is no longer being used. It has been deconstructed into separate forms.
    ➢ No available on the Graduate Studies Forms page:
      1. Incomplete Extension
      2. Retroactive Withdrawal
    ➢ On the Graduate Coordinator’s Toolbox page:
      1. Waiver of University Requirement in Residence
      2. Request to Recertify Coursework
    ➢ Leave of Absence and other forms: The pdf versions of our forms have a new look with shorter submission instructions. AdobeSign is also still available.
    ➢ Processing time can take up to 7 business days.

● Recruitment – Erma (12:15 p.m.)

● Blended Programs - Caroline (12:20 p.m.)

● Thesis, Marketing & Materials – Shelby (12:30 p.m.)
  o OTA-Submission
  o Thesis Deadlines 2023

● Graduate Student Resources - April (12:40 p.m.)
  o Graduate Equity Fellowship – Application deadline was March 2nd.
    ➢ Total of 21 applicants
    ➢ 19 applicants were awarded. Graduate Program Fellowship awards ranging from $500 - $2,000.
    ➢ The top awardee in each program will be considered for a graduate Studies Fellowship of $4,500 per college.
    ➢ Planning for 2024-2025 Graduate Equity Fellow scholarship.
  o Updates for Pre-Doc and CDIP
    ➢ Pre-Doctoral Program: 12 applicants were approved to submit (out of 13) and are now being reviewed by the Chancellor’s Office Pre-Doc review committee.
    ➢ Chancellor’s Doctoral Incentive Program: Four applicants were approved to submit (out of 5) and are now being reviewed by the Chancellor’s Office CDIP reviewer committee. We should hear from the CO in May.
  o Probation Timeline – Spring 2023 – See attached document.
● Cal State Apply & remote WebAdMIT training – Chris (12:50 p.m.)

● International Admissions Updates – Stacia McCambridge (1:00 p.m.)
  o Application deadline
  o Admission decisions

● Enrollment/Applications – Caroline and Chris (1:10 p.m.)
  o Updates for Fall 2023
  o Radius leads
  o Emailing in-progress applicants in WebAdMIT
  o Graduate Enrollment Dashboard – Chris
  o PAWS

● Events and Programming – Megan (1:20 p.m.)
  o Grad Slam
  o Systemwide Grad Slam (May 5th)
  o Mental Wellness May (see flyer)

● Graduate Applicant and Student Support Sessions - April (1:30 p.m.)
  o Cal State Apply Virtual Graduate Application Sessions
    ➢ We offer two application sessions each month (one in August).
    ➢ These sessions are scheduled based on program application deadlines.
    ➢ Registration Link for all sessions (flyer with dates is enclosed)

● Graduate Studies Weekly Roundup – Caroline (1:40 p.m.)

● Links to Graduate Coordinator Resources:
  o Graduate coordinator’s Toolbox
  o Graduate Coordinator Meetings, Minutes, and Materials
Tea Time Thursday

Engage with staff, find answers to your questions, & learn more about upcoming events!

May 25th
June 22nd
July 27th
Aug 10th

4:00 - 5:00 pm

Drop - in:
bit.ly/3HNY36b
DROP-IN TO

TACO TUESDAYS!

Come engage with staff, find answers to your questions, and learn more about upcoming events.

May 30th, June 27th, July 18th, & August 1st
1:30 pm - 2:30 pm PST via Zoom

For more information contact:
gradrecruitment@csusb.edu

-WANNA TACO BOUT IT?-

Drop-in Here
bit.ly/3VfXPrN
Walk-In Wednesday!

Get swag, information on funding opportunities, grad degree information, and so much more!

**Walk-In**

SMSU South Room 102
4:00 pm - 5:00 pm

February 22nd
March 1st & 29th
April 5th & 26th
May 3rd

**Drop-In**

[bit.ly/3YqScZD](bit.ly/3YqScZD)

For more information, contact Erma Cross at: gradrecruitment@csusb.edu

CSUSB | Graduate Studies
2022-2023 Outstanding Thesis/Project Award Submissions and Call for Faculty Judges

It’s time once again to select two master’s students to receive the Outstanding Thesis/Project Award! CSUSB’s Outstanding Thesis/Project Award formally recognizes those students who have shown exceptional scholarship and dedication in developing and writing their master’s thesis or project. The two awardees will each receive a check for $500 and a glass trophy to commemorate their achievement.

Categories:

(1) Humanities, Education, Business, & Social Sciences
(2) Math, Computer Science, Biological Sciences, Physical Sciences, and Life Sciences

One student will be awarded in each category. Awardees who also meet the criteria for the WAGS/Proquest Award may request to be nominated for their annual event.

Nomination materials should be assembled in the following order and be submitted electronically as one PDF file.

The nomination must include:

a) A non-technical summary prepared by the student (1,000-1,500 words) describing the research and its significance for a general academic audience of non-specialists. Students should include their name and degree on the first page of the summary.

b) Two nomination letters: One letter from either the department head or committee chair, and the other from a faculty member. The letter should include the following information: (1) The significance of the thesis/project, (2) The contribution of the thesis/project to the program, and (3) The impact of the thesis/project on the knowledge base of the discipline.

c) A CV or resume from the student nominee.

d) Email nominations to gradstud@csusb.edu by Monday, July 31.

Call for Faculty Judges

We are also looking for faculty from various disciplines to evaluate the submissions. Theses and projects are judged based on four criteria:

1. Originality
2. Significance of the study
3. Overall quality
4. Outcomes and accomplishments

A rubric is provided. In recognition of your service, Graduate Studies will provide a stipend of $250 in professional development funds. Submissions will be judged in August and the process is completed online. Please contact Shelby Reeder at sreeder@csusb.edu if you would like to participate.
We look forward to receiving your Outstanding Thesis Award submissions!

Best regards,

Office of Graduate Studies
Spring & Summer 2023 Thesis/Project/Dissertation Deadlines

Spring 2023 Deadlines
- Consultation Deadline: Friday, April 14th
- Submission Deadline: Monday, April 17th
- Publication Deadline: Friday, May 12th

Summer 2023 Deadlines
- Consultation Deadline: Thursday, July 13th
- Submission Deadline: Monday, July 17th
- Publication Deadline: Friday, August 11th

Summer Thesis/Project/Dissertation Workshops: Dates TBA

Formatting Workshops
Learn to use the Graduate Studies formatting template and take the worry out of formatting. Learn how to format headings, text, and the table of contents automatically! Note: the formatting template is a Microsoft Word document. All workshops are delivered on Zoom.

Slated for June 2023

Submission Process Workshops
Publication on CSUSB Scholarworks is a requirement for most students completing a thesis, project, or dissertation as their culminating experience. Familiarize yourself now with the thesis, project, and dissertation submission and review process: important deadlines, forms, and university requirements.

Slated for June 2023

Please see the Graduate Studies Thesis/Project/Dissertation web pages for more information: https://www.csusb.edu/graduate-studies
Spring 2023 Probation Process Timeline

May 25, 2023 – Spring Grades Due
June 1, 2023 – Spring Grades Available
June 1–2, 2023 – List of students who have a program GPA <3.0 sent to program coordinators.
June 12–13, 2023 – Probation advising notification added to student's Student Center, and probation notification email sent to students.
July 31, 2023 – Graduate Studies will send an email to students who are on probation.
August 14, 2023 – Graduate Studies will send an email to students who are on probation.
August 28, 2023 – Graduate Studies will send an email to students who are on probation.
September 4, 2023 – Coordinators will be sent an email reminder.
September 25, 2023 – Probation Advising Forms are due.
### Progress of New Graduate Enrollment (Fall 2023)

*Data as of Apr-19-23*

<table>
<thead>
<tr>
<th></th>
<th>Total Applications</th>
<th>Completed Applications</th>
<th>Admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+13%</td>
<td>+19%</td>
<td>+17%</td>
</tr>
<tr>
<td>Fall 2022 (Apr-19-22)</td>
<td>1,925</td>
<td>1,615</td>
<td>681</td>
</tr>
<tr>
<td>Fall 2022 (at CENSUS)</td>
<td>2,823</td>
<td>2,657</td>
<td>1,541</td>
</tr>
<tr>
<td>Fall 2023 (Apr-19-23)</td>
<td>2,172</td>
<td>1,929</td>
<td>795</td>
</tr>
</tbody>
</table>

### New Enrollment

<table>
<thead>
<tr>
<th></th>
<th>New Enrollment</th>
<th>Total Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+10%</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fall 2022 (Apr-19-22)</td>
<td>0</td>
<td>1,074</td>
</tr>
<tr>
<td>Fall 2022 (at CENSUS)</td>
<td>1,074</td>
<td>0</td>
</tr>
<tr>
<td>Fall 2023 (Apr-19-23)</td>
<td>0</td>
<td>2,840</td>
</tr>
</tbody>
</table>

**Remark:** The number of applications includes both returning and new students.
### Graduate Programs

#### Data as of Apr-19-23

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Applications</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
<th>Time-to-Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>2,657</td>
<td>1,920</td>
<td>1,196</td>
<td>3%</td>
<td>476</td>
<td>45%</td>
</tr>
</tbody>
</table>

#### College of Arts & Letters

<table>
<thead>
<tr>
<th>Department</th>
<th>Total Applications</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
<th>Time-to-Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>51</td>
<td>34</td>
<td>22</td>
<td>28%</td>
<td>51</td>
<td>51%</td>
</tr>
</tbody>
</table>

#### Business & Administration

<table>
<thead>
<tr>
<th>Business Administration</th>
<th>Total Applications</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
<th>Time-to-Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>156</td>
<td>104</td>
<td>61</td>
<td>40%</td>
<td>156</td>
<td>55%</td>
</tr>
</tbody>
</table>

#### Education

<table>
<thead>
<tr>
<th>Education</th>
<th>Total Applications</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
<th>Time-to-Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>656</td>
<td>570</td>
<td>380</td>
<td>3%</td>
<td>570</td>
<td>55%</td>
</tr>
</tbody>
</table>

#### College of Natural Sciences

<table>
<thead>
<tr>
<th>Natural Sciences</th>
<th>Total Applications</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
<th>Time-to-Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>20</td>
<td>16</td>
<td>8</td>
<td>28%</td>
<td>16</td>
<td>54%</td>
</tr>
</tbody>
</table>

#### College of Social Sciences

<table>
<thead>
<tr>
<th>Social Sciences</th>
<th>Total Applications</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
<th>Time-to-Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>173</td>
<td>147</td>
<td>97</td>
<td>4%</td>
<td>147</td>
<td>85%</td>
</tr>
</tbody>
</table>

#### University Studies

<table>
<thead>
<tr>
<th>Interdisciplinary Studies</th>
<th>Total Applications</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
<th>Time-to-Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Credential Programs

**Data as of Apr-19-23**

<table>
<thead>
<tr>
<th>Program (a)</th>
<th>Total Applications (b)</th>
<th>Completed Applications (c)</th>
<th>Department Review (d)</th>
<th>Admitted (e)</th>
<th>New Enrollment (f)</th>
<th>Total Enrollment (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Subject</td>
<td>256</td>
<td>256</td>
<td>198</td>
<td>198</td>
<td>-13%</td>
<td>210</td>
</tr>
<tr>
<td>Multiple Subject</td>
<td>162</td>
<td>47</td>
<td>102</td>
<td>46</td>
<td>-55%</td>
<td>98</td>
</tr>
<tr>
<td>Education Specialist: Early Childhood Special Education</td>
<td>12</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0%</td>
<td>2</td>
</tr>
<tr>
<td>Education Specialist: Mild to Moderate Support Needs</td>
<td>5</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>-33%</td>
<td>1</td>
</tr>
<tr>
<td>Education Specialist: Extensive Support Needs</td>
<td>5</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Adapted Physical Education Added Authorization</td>
<td>7</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Pre-Admission Services: School Psychology</td>
<td>12</td>
<td>5</td>
<td>2</td>
<td>5</td>
<td>150%</td>
<td>2</td>
</tr>
<tr>
<td>Grand Total</td>
<td>478</td>
<td>261</td>
<td>345</td>
<td>259</td>
<td>-25%</td>
<td>321</td>
</tr>
</tbody>
</table>

**Grand Total**

<table>
<thead>
<tr>
<th>Program (a)</th>
<th>Total Applications (b)</th>
<th>Completed Applications (c)</th>
<th>Department Review (d)</th>
<th>Admitted (e)</th>
<th>New Enrollment (f)</th>
<th>Total Enrollment (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Bac Programs/Certificates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Nursing</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>1</td>
</tr>
<tr>
<td>RN to BSN (PostBac)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Certificate in Advanced Community/Public Health Nursing</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Certificate in Nurse Educator</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Speech-Language Pathology Master's Preparatory Certificate</td>
<td>32</td>
<td>16</td>
<td>0</td>
<td>16</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Grand Total</td>
<td>38</td>
<td>17</td>
<td>1</td>
<td>17</td>
<td>0%</td>
<td>1</td>
</tr>
</tbody>
</table>

### Legend

- **(a)** Number of applications in WebAdMIT (Cal State Apply) application platform
- **(b)** Total applications that have been submitted and downloaded to PeopleSoft database for admissions review
- **(c)** Applications that have all required transcripts and are in the review process
- **(d)** Completed applications that are at the department level for review
- **(e)** Completed applications that are admitted to the program
- **(f)** Newly admitted applicants who enroll for classes in Fall 2023
- **(g)** Total enrollment includes new and continuing students
- **(h)** Calculated from the admissions of all domestic applicants only
Mental Wellness May

May 8th – 12th

Register Here

bit.ly/3A6WWJY

A raffle giveaway will be done after each session to win great prizes