**Fall 2023 Graduate Coordinator Meeting Minutes**

**Thursday, September 7, 2023**

**12:00 pm – 1:00 pm**

**Location: PL 5005 and Zoom**

**Meeting commenced at 12:05 pm**

**Welcome and Staff Introductions – Caroline Vickers (12:05 pm)**

* + 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](mailto:gradstud@csusb.edu)

**Graduate Student Success Center – Interim Associate Director Monica Baeza (12:10 pm)**

* GSSC Hours and location: SMSU South Room 202, open Monday – Thursday, 10:00 am – 7:00 pm; Friday and Saturday, 9:00 am – 1:00 pm.
* Contact: (909) 537-3628, [gssc.csusb@gmail.com](mailto:gssc.csusb@gmail.com)
* Contact Monica at [monica.baeza@csusb.edu](mailto:monica.baeza@csusb.edu)
* The GSSC is open to collaborating on hosting events and partnering with graduate programs and student groups. Encourage students to drop by the GSSC and make use of the computer lab, study room, and kitchen. The goal of the GSSC is to create a safe space for graduate students to collaborate and connect between different disciplines.

**Recruitment – Erma Cross (12:15 pm)**

* Fall 2023 is recruitment season. Erma will be on the road throughout California attending graduate school fairs in September through November. Please contact her if you have marketing materials you would like her to distribute on your behalf.
* Please send her social media promotions to include on Graduate Studies’ channels.
* Erma will attend 16 graduate school fairs, the Diversity Forum, and HACU.
* CSUSB is hosting it’s own Graduate School Fair on September 13th from 12:00 – 3:00. We have 43 different campuses attending. Please sign up if you haven’t already done so by contacting Caroline. Many of the universities that will be represented offer Ph.D. programs – please encourage students who may be interested in pursuing a Ph.D., law school, or medical school.

**Cal State Apply and WebAdmit Training – Chris (12:20 pm)**

* Fall 2024 goes live on Oct. 1.
* The deadline for updating program material for the 4th quadrant is Sept. 18th. Please let Chris know if you think you will have changes to your program materials.
* The Chancellor’s Office has clarified some of the instructions on the Cal State Apply application pertaining to returning students and experience (employment and volunteer experience).
* Contact Chris if you need refresher training for Cal State Apply.

**Graduate Enrollment and Enrollment Dashboard – Caroline and Chris (12:30 pm)**

* Turn-around time for admission decisions has decreased from 44 days to 34 days in fall 2023.
* As of Sept. 5, there are 1,086 new post-bac students. Total enrollment is 2,774, an increase over last year.
* Credential applications and enrollment are down.
* New graduate student enrollment is 886 (excluding credential and other postbac students). We are up 17% for new enrollment in graduate programs.
* Keep an eye on the enrollment dashboard to get a snapshot of your enrollment numbers as well as historical data.
* Question from Dr. Murray – what happens when we reach our maximum capacity for enrollment? Can that be reflected in the dashboard data?
* Programs have to think about capacity as they admit students and admit the number that they can. Institutional Research has information on program capacity and are aware of capacity percentages.
* Chris reviewed how to use the dashboard to see enrollment by program and by term, as well as feeder schools and countries.
* Graduate Studies numbers are different from Institutional Research because we include students with zero units.

**International Studies – Elanor Perry (12:35)**

* Some of the challenges of attracting and enrolling international students has to do with the difficulty obtaining visas. Students report this is still an obstacle.
* International students must have sitting classes (in-person). It is one of the requirements for their visa. Violating the terms of their visa can cause them issues in the future.
* Graduate students must take 6 units per term.
* International Admissions deadline is in June due to visa requirements (new students).

**Graduate Admissions – Kim DeLeon (12:45 pm)**

* Mark Anderson has left for a position at SDSU. Contact Kim or Cece for admissions questions and assistance.

**New Student Orientation Canvas Course – Caroline (12:50 pm)**

* About 300 students attended the Graduate Student Orientation in-person, and about 200 attended online.
* The Canvas course serves as a supplement to orientation. It is divided into modules to provide resources to students.
* We would like to coordinate with graduate program orientations when scheduling our orientation to avoid scheduling conflicts. Please contact Megan when you have your orientation scheduled so she can put it on her calendar.

**Probation Timeline – April Lane (12:55 pm)**

* April will notify coordinators of any students newly on probation due to low GPA before contacting the student. Please contact April if you believe her GPA calculation is incorrect or if you have any questions. GPAs are calculated using the courses that satisfy the graduate degree.
* See the agenda for her projected timeline.
* Probation is no longer recorded on the student’s transcript; instead, students receive a notification through their MyCoyote student center. It shows as a hold on their account but does not prevent them from registering to classes. Students are asked to seek advising from their graduate coordinator.
* Please complete the advising form with your student and send it to April. There are currently quite a few outstanding advising forms.
* Students cannot graduate if their GPA falls below 3.0

**PAWS/MyCap for Graduate Students – Caroline and April (1:00 pm)**

* Let April or Caroline know if you need PAWS training or a refresher. PAWS replaces the old paper program plans. The Registrar’s Office will use PAWS to check to make sure students have completed all course work when they file their Grad Check.
* Please make sure course substitutions are recorded on PAWS by making an Exception from the Audit (EFA) for that course. Check the bottom of the PAWS report for courses that aren’t listed on the program plan.
* Students admitted in Fall 2022 or later must use the PAWS report. The Registrar will not accept paper program plans for those students.
* Students admitted in Fall 2020 up to Fall 2022 can use either paper or PAWS. Students admitted prior to Fall 2020 must use the paper program plan.
* MyCAP is a useful advising tool to help students plan their courses. Both you and the student have access to it. However, you are not required to use it, you can use a different system if you like.
* MyCAP is separate from PAWS.

**Thesis/Project/Dissertation Deadlines and Workshops for Fall 2023 – Caroline (1:15 pm)**

* Thesis consultation deadline is November 3rd.
* Thesis submission deadline is November 6th.
* Thesis publication deadline is December 8th.
* Formatting Workshops are October 17th at 12:00 pm and October 18th  at 4:00 pm. Workshops are held on Zoom. See the flyer and website for registration.
* Submission Workshops are October 24th at 12:00 pm and October 25th at 4:00 pm. Workshops are held on Zoom. See the flyer and website for registration.
* Shelby is available to meet with students one-on-one (thesis consultation).
* Thesis Retreat was held on August 20th. Twenty students attended. Students engaged in goal setting, intensive writing, and were able to meet with tutors from the Writing Center.
* Writing Accountability Groups (WAGS) are meeting from on Wednesdays from 5:30 pm – 7:30 pm in the Graduate Writing Center. Ten students are enrolled. Please let your students know about WAGS.

**Workshops and Events for Fall 2023 – Caroline and Megan (1:20 pm)**

* Graduate Education Prep Week is Sept. 11th – 15th. The Office of Graduate Studies has created the workshops and we’ve partnered with the Career Center on the Graduate School Fair. See the flyer for more information.
* Cal State Apply Virtual Sessions 2023. See flyer for dates and more information. The sessions are designed to help students navigate the graduate school application process.
* Chancellor’s Doctoral Incentive Program information sessions and the Pre-Doctoral Program information sessions are coming up.
* Last year, we had seven California Pre-doc Fellows. Next year, we hope to have 10.
* We had four CDIP awardees.
* Please send students you think may be good candidates for either award to April.
* Graduate Education Week is scheduled for the week of November 13th. We will be holding a graduate student appreciation ceremony to recognize our outstanding thesis award recipients and the CDIP and Pre-Doc awardees. We will also recognize all of the thesis readers. More information on Graduate Education Week will go out soon.
* Grad Slam is planned for April. Information sessions will be held this fall.
* We had nine Grad Slam participants last year and hope to have more this academic year. Grad Slam participants receive coaching. One of our students placed in the top ten in the systemwide competition.

**Resources – Caroline (1:30 pm)**

* See the Coordinator’s Corner on the Graduate Studies website for resources. The Graduate Coordinators Toolbox has meeting recordings and the Graduate Coordinator’s Handbook. Forms are also on the website.

**Questions from Participants (1: 33 pm)**

* Disqualifying students – talk individually with Caroline
* Resources for thesis students – Contact Shelby Reeder for assistance. Resources are also available on the Graduate Studies website.
* Please attend the upcoming Graduate School Fair in SMSU North.

**Meeting concluded: 1:35 pm.**