

**Winter 2020 Graduate Coordinator Meeting**  
**Thursday, February 4th, 2020**

**Meeting Minutes**

Meeting commenced at 12:00 p.m.

- **Welcome and Introduction**
  - Caroline announced that the meeting was being recorded
  - All staff introduced themselves and gave a brief overview of their roles in the office
  - Caroline introduced our new Admissions Team Staff member – Kimberly DeLeon
  - Rebecca Kehe introduced herself
  - Caroline reminded all of the Graduate Studies Office Virtual Office Hours and contact information.
  
- **Digital Forms**
  - April reminded everyone of the AdobeSign E-Signature Process and that all of our forms are digitized now.
  - The forms are longer on the website but links to [detailed instructions](#) are provided.
  - AdobeSign documents are processed quickly (usually within 24 hours).
  - Emailed forms will be processed but may be delayed.
  - Students or Coordinators who need assistance please reach out to our student assistants or to April.
  - **Leave of Absence** - If a student has broken enrollment the **program coordinator** will need to email April a request to initiate the request for the student.
  - To expedite processing, completed requests must be submitted with all required signatures/approvals and all attached documents.
  - April provided a link from ITS on [How to Access Adobe Sign Forms](#)
  - Cece gave an overview of the new digitized **Appeal Form**. It is still in process but will be on the website and emailed to coordinators with instructions once it has been finalized.
  
- **Recruitment – Erma & Rebecca**
  - Erma – Spoke on the recruitment process during the pandemic and future plans for recruitment:
    - Virtual Chats & Information Sessions will focus on individual colleges/departments in recruitment efforts, particularly with current students (flyers are being created)
    - Following up with in-progress applicants (specifically in certain programs where applications are needed).
  - Rebecca – Thanked everyone for collaborative effort on marketing. Spoke on International recruitment efforts.
    - Collaborative efforts for more presentations and projects to reach domestic students who have International transcripts.
    - Reiterated the college and program specific information sessions that will be planned.
    - Encouraged coordinators that, if they are available, to please attend the sessions to answer questions from potential applicants.
  
- **Thesis, Marketing & Materials - Shelby**
  - Reviewed the spring 2021 Thesis Review deadlines (PDF documents are included in the meeting agenda packet).
  - Thesis Consultation is a service we offer and is optional.
  - Formatting workshops (flyer is in the meeting agenda packet).
  - Spring Newsletter – Please feel free to send anything you want highlighted in our newsletter (outstanding students, faculty, events, etc.) submission requests form is included in the PDF file, but requests can be emailed as well.
  - Newsletters are published at the end of each term.

- **Cal State Apply & remote WebAdMIT training – Chris**
  - Spring 2022 application portal will go live on August 1<sup>st</sup>
  - Beginning in March the Chancellor’s Office will begin configuring the new application cycle for fall 2022.
  - Everyone will be contacted so they may submit any revisions that may be needed
  - Any new reviewers – Please reach out so WebAdMIT training can be scheduled and then access granted.
  
- **Enrollment/Applications – Caroline and Chris**
  - Chris presented an overview of the [Graduate Enrollment Dashboard](#) and how to review the data and also talked about the new features available.
  - Caroline discussed the benefits of the dashboard to identify in-progress applicants, application status, where students are coming from, etc., and encouraged everyone to check it out regularly.
  - Caroline reviewed enrollment numbers for spring 2021 and reviewed the Progress of New Graduate Enrollment report (included in the meeting packet).
  - Dr. Chavez inquired about the “Completed” vs “Ready for Department Review” status.
    - Ready for Department Review: Grad Admissions has reviewed the application and the student meets the minimum university requirements.
    - Completed: Have not yet been evaluated by Grad Admissions
  
- **Review Waiver of University Regulations – Units in residence in a particular program (Credential vs. Graduate) – Caroline**
  - Title 5 requires 21 semester units in residence in the program.
  - Usually isn’t a problem, but issues can arise when students are in a credential program and then move into a master’s program
  
- **Q2S Conversion – Caroline**
  - 4 Quarter units = 2.66 Semester units
  - The [Q2S GPA/Unit Calculator](#) is available for your reference on our website.
  - The Registrar’s Office will give a two-unit leeway for students to graduate.
  
- **Program Dismissal Policy – Caroline**
  - Reviewed process – When you dismiss a student from your program the Office of Graduate Studies will officially dismiss the students.
  - We will send an official dismissal notice with your dismissal notice attached.
  - The student can contact the Office of Graduate Studies if they have questions about the dismissal.
  - Please send the dismissal notice to Caroline.
  - Rafael Correa inquired about dismissals during the pandemic. He sent a memo to the Provost regarding dismissals and received no response. He will forward the memo to Caroline.
  
- **CR/NC Option – Caroline**
  - This is an option for graduate students to select this for spring 2020 and fall 2020. No information for spring 2021 has been announced.
  - No bearing on the GPA
    - Jonathan Anderson asked about why B- is allowed for “CR”.
      1. Caroline confirmed that it was a Faculty Senate decision.
    - Becky Sumbera asked about PeopleSoft permissions for Coordinators to access grading rosters
      1. Caroline will inquire with IT about the CIA forms and permissions.
  
- **Discussion about programing, what students may need, and other ideas – Caroline**
  - What do you think is a gap that needs to be filled by the Office of Graduate Studies to help support our students?

- Amy Van Schagen inquired about students of color. Do we have resources to support them? Ways to connect to other students/faculty. Resources – SMSU groups and The Graduate Student Society may be a good place to begin this discussion.
- Megan provided information on the Pan-African Success Center and Jacob Chacko: [jacob.chacko@csusb.edu](mailto:jacob.chacko@csusb.edu) Assistant Director of Diversity & Inclusion
- April provided information on the new Graduate Student Support Group (a partnership between Graduate Studies and the [CAPS Office](#)). Students need to contact CAPS to make a pre-group appointment.

- **Graduate Equity Fellowship – April**

- Apply through the CSUSB Scholarship Portal
- The CSU Scholarship **application closes on March 2<sup>nd</sup>**.
- Students need to have a MyCoyote ID number to access the Scholarship Portal to apply, but they don't have to be admitted to apply.
- They do have to be admitted at the time of the award (following fall).
- Two upcoming workshops:
  - [February 10th](#): 12 – 12:50 p.m.
  - [February 16th](#): 12 – 12:50 p.m.

- **Ed.D. recruitment of core and affiliated faculty – Enrique**

- Ed. D. program has been structured to support students and “renew and reconstitute program faculty”. The program is being expanded and the applicant pool is increasing rapidly.
- The program needs doctoral faculty to work with doctoral students (core and affiliated) (teaching, serving on committees, advising, etc.).
- This does not replace the primary faculty assignment, but course release time is offered.
- You will receive an email invitation soon. Please consider applying to be a member of the Ed.D. program faculty.

- **Admissions Team Updates – Cece**

1. **Adding a second master's program to an application:**

- Although students can only submit only one application term, Graduate Studies will manually process a student's request to apply to a second program *after the online application has been processed*.
- The application will be available on WebAdMIT only to the coordinator of the original program.
- When the application is ready to be evaluated, we will email a PDF of the student's application. All uploaded materials to the original application will be included in the PDF.
- Students must send all required and supporting documents directly to the second program's coordinator.
- Students will need to notify us of the program they wish to enroll in once both admissions decisions have been reached.
- We are planning on digitizing this process in the near future for greater ease and efficiency.

2. **Application Processing Delays:**

- Our university experienced a significant technical glitch in processing applications during the months of December and January. The problem has been remedied, but there is a backlog of applications that need to be processed and evaluated.
- Please consider extending your priority deadlines to accommodate this delay.
- We are currently training our newest staff member to evaluate and process applications, so our admission process will be slightly slower than usual.

3. **Deferred apps:**

- We will continue to defer applications to Fall 2021 when requested by program coordinators.
  - i. Applications cannot be redirected from one academic cycle to another in WebAdMIT. The deferred application will remain housed in the original academic cycle even after being deferred.

4. **New Coordinators** are encouraged to schedule WebAdMIT training with Chris as soon as possible

5. For **students admitted Conditional Classified or those who are denied**, please enter the reason(s) in the “Notes” section on WebAdMIT.
6. We are encouraging **students to send their official transcripts electronically** rather than by mail since the campus is closed.

- **Students changing from quarter to semester catalog – April**

- If a student started with quarter catalog rights and wants to change their program plan to to semester catalog rights, please reminder to submit an updated program plan and a [COPA](#) (fee waived) to [Melissa Cobb](#)

- **Probation Timeline – Spring 2021 – April (1:25 p.m.**

- Program coordinators will be notified of their students who have an overall GPA below 3.0, at least one week prior to notifying students.
- Will also be notified if the probation is new or continuing (dismissals are at the discretion of the program coordinator).
- Student will receive and email and are requested to speak with their program coordinator for advising and to return the signed Advising form to me after they have a plan to increase their GPA,
- PAWS reports for graduate student will be coming but, as of now, the process is done manually.

**Spring 2021**

**May 27, 2021** – [Spring](#) grades due.

**June 3, 2021** – Spring grades available.

**June 3 - 7, 2021** – List of Probation/Dismissal students sent to program coordinators. **Response due by end of day, June 14, 2021.**

**June 15, 2021 – June 17, 2021** - Probation/Dismissal entered into PeopleSoft, notifications emailed to students & program coordinators.

- **Events – Megan**

- Coyote Connection – Jackie Varela
  - Provided an overview of the platform and how the program zoom rooms.
- Graduate Student Mixer
  - March 16th, 2021
  - 12:00-1:00 PM
  - An opportunity to have graduate students connect and network with our students in various graduate programs.
- Graduate Student Virtual Resource Fair
  - March 18th, 2021
  - 12:00-1:00 PM
  - Will be held via Coyote Connect and provide graduate students the opportunity to meet with various departments on campus to learn about resources, funding, and how to be more involved on campus.
- Faculty & Staff Book Launch
  - April 12th, 2021
  - 12:00-1:30 PM
  - The Faculty & Staff Book Launch will be held in conjunction with Research Week and will showcase published works from university colleagues.
- Apply to Grad School Campaign
  - April 26th - April 30th, 2021
  - Various Times
  - Our annual week of events geared toward encouraging our undergraduate population to apply for graduate programs with CSUSB will once again take place this spring. Coordinators will be asked to attend the Graduate Program Information Session. This will take place via Coyote Connect, which Jackie Gardner will give a brief tutorial about momentarily. The week will also

include application workshops, tutorials on writing personal statements, information about graduate funding, etc.

- Workshops and Events - April/Shelby
  - [Upcoming Cal State Apply Graduate Application Workshops](#)
    - February 10th: 5 – 6:30 p.m.
    - February 13th: 10 - 11:30 a.m.
    - March 2nd: 12 - 1:30 p.m.
    - March 6th: 10 - 11:30 a.m.
    - March 10th: 5 - 6:30 p.m.
    - Also, Cal State Apply “mini” sessions are offered bi-weekly from Noon – 1:00 p.m. [Registration Information](#) for all of the above

In addition, we will be happy to offer a **Program Specific Cal State Apply Application Session**– Reach out to April to schedule these.

- The Graduate Equity Fellowship
  - [February 10th](#): 12 – 12:50 p.m.
  - [February 16th](#): 12 – 12:50 p.m.
- Requesting Letters of Recommendation
  - [February 10<sup>th</sup>](#): 10 – 10:45 a.m.
  - [May 12<sup>th</sup>](#): 12 – 12:45 p.m.
- [Thesis Boot Camp and Writing Accountability Sessions](#)
  - Caroline - Our previous Thesis Boot Camp on January 14<sup>th</sup> and 15<sup>th</sup> were well attended. 16 writers (both thesis and dissertation writers). They set goals and accomplished those goals. Eight-week Writing Accountability Sessions are currently in progress.
  - We plan to offer three sessions each year.
  - The **next Thesis Boot Camp** will take place on, March 24th & 25th
  - **Writing Accountability Group Dates**: April 5 – May 28th
- Financial Wellness Wednesdays
  - [Dealing with Student Debt](#) – March 3<sup>rd</sup>, 12 – 12:45 p.m.
  - [Money Management – Actions You Can Take Today](#) – April 7<sup>th</sup>, 12 – 12:45 p.m.
  - [Paying Back Your Student Loans](#) – May 5<sup>th</sup>, 12 – 12:45 p.m.
- Graduate Student Support Group
  - Beginning Spring 2021
  - Thursday's, 12 – 1 p.m.
  - Students should contact [Counseling & Psychological Services](#) for information.
- **Graduate Studies Weekly Roundup – Caroline**
  - Weekly email being sent to coordinators and students
  - Important dates and deadlines
  - Upcoming events
  - Resources on campus
- **Graduate Studies Newsletter – Shelby**
  - Please submit stories/articles ideas (submission form)

- Students doing interesting things, activities, Things happening with your program, etc? Let us know!
  
- **Graduate Coordinator Resources Available**
  - The Coordinator Resources Tab is your place to go for information, forms, resources, and meeting agenda, minutes, and recording.
  - [Graduate coordinator's Toolbox](#)
  - [Graduate Coordinator Meetings, Minutes, and Materials](#)

Meeting Ended at 1:48 p.m.