

Spring 2021 Graduate Coordinator Meeting

Thursday, April 22nd, 2021

12:00pm to 2:00pm

Minutes

- Welcome and Introduction – Caroline Vickers
 - Graduate Studies staff members were introduced and Caroline reminded everyone of our office hours and how to contact us.
 - Virtual 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
 - Dorota Huizinga thanked everyone for attending and also thanked the Office of Graduate Studies for a fantastic Faculty Book Launch event that took place during Research Week.

- Update to Digital Forms - April Lane
 - April provided an update on the newly added fillable .pdf forms that are available on our forms page: [Waivers/Leaves/Other Forms](#)
 - April reminded everyone that forms that require submission of medical documentation should either be submitted through Adobe Sign or uploaded to the secure folder that is linked on our website. This is to stay in compliant with FERPA.

- Enrique Murillo Jr. asked about the Culminating Experience Extension requests for summer and how the program coordinators would know who was approved because they were left out of the workflow.
 - Caroline mentioned that the extension would only apply to this summer, and that the April 19th deadline to make the request had passed, so there would not be more requests.
 - She explained that the committee chairs know who was approved, but we should have shared it with the coordinators, but April can send the list of students to program coordinators. April confirmed that she would do this after the meeting.

- Recruitment – Erma & Rebecca
 - Rebecca thanks everyone involved with their recruitment projects for helping in putting them together and mentioned that two more events are coming up in May with the College of Business and the College of Arts and Letters.
 - Erma thanked everyone and discussed how much these sessions are helping to increase applications.
 - She asked if anyone is having events to please tag OGS on their newsfeed (@csusbgradstud) to help with marketing our programs.
 - Erma also requested that, if possible, to add an RSVP link on all dept., events to capture the attendees/registrants (potential leads) for follow-up.
 - Erma also mentioned her ongoing Summer Virtual chats (RSVP zoom sessions) and Taco Tuesday (Drop-In zoom sessions) and how these sessions are helpful to recruiting students.
 - Grad Recruitment is sending out over 500 emails a week to prospective students.

- Thesis, Marketing & Materials – Shelby
 - The Thesis, Project, or Dissertation submission deadline for spring 2021 was Monday, April 19th and there are about 93 submissions. This was higher than expected because there were about 75 students who have been approved to extend into summer 2021.
 - There were a few students who had incomplete submissions (missing committee forms, documents, or receipts) and this may be due to difficulties in communicating due to COVID.

- Shelby reviewed the Thesis Submission handout and also the Outstanding Thesis Award handout (included in the meeting agenda packet).
- 2020-2021 Outstanding Thesis/Project Award Submissions - Each program gets to nominate one student and an Outstanding Thesis/Project Award winner, if they meet the requirements for the Western Association of Graduate Schools requirements, may be nominated for the WAGS/Proquest Award. This information will be uploaded to the website soon.
- Cal State Apply & remote WebAdMIT training – Caroline
 - If you need WebAdmit training please reach out to Chris Songsittichok for assistance.
 - New program coordinators will need WebAdmit training so can have access.
 - Caroline reviewed the enrollment excel file (included in the meeting agenda packet).
 - Applications are up 60% and admitted students are up 55%, so our admissions team is extremely busy and it may take a little longer for applications to be processed and evaluated. They are working as quickly as possible.
 1. Grad programs are up by 57%, compared to last year (908 last year/1424 this year).
 2. Credential programs are up by 115% compared to last year (166 last year/357 this year).
- Enrollment/Applications – Caroline
 - The Graduate Enrollment Dashboard is a great source of real time information.
 - You can sign on and view how many applications are in-progress, how many are in department review, number admitted, and total number of applications.
 - You can also see where the applicants pool is coming from and they can help with recruitment efforts.
- Enrique Murillo Jr. said that the dashboard is so intuitive and is the absolute best website he has seen here at CSUSB.
- Thomas Corrigan inquired about how often the dashboard is updated. Caroline confirmed that it is updated weekly. Usually on Wednesday, but she will confirm that with Chris.
- [Graduate Equity Fellowship](#) (GEF) – April
 - Application have been reviewed and awardees selected.
 - Coordinators have been notified and awardees will be notified in mid to late May.
 - The Office of Financial Aid reviews the awardees and make the final decision (based on FAFSA and financial need).
 - Graduate Equity Fellowship workshop later in the year as we get close to the scholarship portal opening.
- Admissions Team Updates – Kim
 - Kim reviewed the new admissions appeal form and described the workflow process.
 - Applicant complete the form and send it to gradadmissions@csusb.edu.
 - Kim starts the workflow to the program coordinator who approves/denies the appeal.
 - The form is then routed to Caroline for signature.
 - The instructions and the form are available on our [Forms](#) page.
- PAWS for Graduate Programs – Caroline
 - PAWS reports for graduate student training will begin in the summer (for a few programs).
 - This will allow coordinators to keep better track of their students and offer electronic program plans and allow Graduate Studies to check for major program plan issues.
 - Training for everyone else will continue into the fall semester.
 - April will be scheduling the training in the next couple of weeks.
 - A demonstration will take place during our fall meeting and training will follow.
- Probation Timeline – Spring 2021 – April

- April shared to probation timeline for spring 2021 and reviewed the process.
 - Query to identify >3.0 GPA, program coordinators notified and have about a week to respond if there is an error.
 - Two categories: New probation and Continuing probation (subject to academic dismissal at program discretion).

Spring 2021

May 27, 2021 – Spring grades due.

June 3, 2021 – Spring grades available.

June 4 - 7, 2021 – List of Probation/Potential Dismissal students sent to program coordinators.

June 14, 2021 – June 17, 2021 - Probation/Dismissal entered into PeopleSoft, notifications emailed to students & program coordinators.

- Graduate Student Graduation Recognition Ceremony (TGSS) – Caroline
 - Clarified that it's not a graduation ceremony but a recognition ceremony.
 - A date has not yet been set, but last year The Graduate Student Society hosted the event in June and a flyer will be sent once more information is available.
- Open Forum for Graduate Teaching Associates – Caroline
 - A flyer is available and will be sent to the coordinators
 - The open forum will take place on Friday, April 30th from 9 – 10 a.m.
 - To form community and discuss any concerns and challenges experience.
- Events – Megan
 - We have great RSVPs to this event.
 - [Apply to Grad School Campaign](#)
 - April 26th - April 30th, 2021
 1. Monday, April 26th, 12:00 – 1:00 pm: Grad School Info Session: Which Program is Right for You?
 2. Tuesday, April 27th, 12:00 – 1:00 pm: Graduate Program Info Session
 - a. Taking place through Coyote Connection and the only thing you will need to do is create a Zoom link for your program session.
 - b. Please complete the questionnaire (in the chat) and include your zoom link.
 3. Wednesday, April 28th, 12:00 – 1:00 pm: Funding Your Graduate Education
 4. Thursday, April 29th:
 - a. 12:00 – 1:00 pm: How to Write a Personal Statement/Securing a Letter of Recommendation.
 - b. 5:00 – 7:00 pm: Graduate School Application Info Session
 5. Friday, April 30th, 2:00 – 3:00 pm: Office Hour with OGS
- Mark Clark mentioned that they have about 50 applications in WebAdmit, but only about 25 completed applications to date. Erma Cross indicated that she is following up with the in-progress applicants but it would be helpful if both the program and recruitment followed up with the applicants.
 - Caroline reiterated that prospective students hearing from the programs is really helpful and meaningful.
- Update [PREP \(Professional Resource and Engagement Program\)](#) and Certificates - Megan
 - PREP pages are updated weekly and gaining traction as students are beginning to refer to the pages to see what events/workshops/networking events are taking place.
 - This semester, we have launched a PREP Certificate program. Students who attend at least five of the sessions (in one category) will receive a certificate of accomplishment.

- Thesis/Project/Dissertation Bootcamps for next year - Caroline
 - This year we had about 30 attendees at the bootcamps and the attendees seemed to find it helpful.
 - Speakers included the Library (resources) and Zotero, the writing process (Thomas Girshin), Nathan Jones from the Graduate Writing Center talked about what is offered, and April talked about stress relief and mindful breathing to manage stress.
 - Mostly, there was dedicated writing time with writing coaches available (from the Graduate Writing Center).
 - Then, after the two-day bootcamp students attended writing accountability groups.
 - The purpose is to provide more support and timely graduation.
 - The next bootcamp will take place in August. Please encourage your students, who are at the writing stage, to attend.

- 3MT – Be on the lookout for early Fall advertisement and encourage your students to participate - Caroline
 - Since our originally planned 3MT event was cancelled, due to COVID, we are planning one in spring 2022.
 - When you receive the dates for information session please share it with your students.
 - We will offer workshops to help them prepare before the actual event and the Graduate Writing Center will be available to assist presenters. This is a great opportunity for students to practice their public speaking skills.
 - Winners then be eligible to move on the Western Association of Graduate Schools Three Minute Thesis competition and the possibility of presenting at their yearly conference and winning cash prizes.

- Graduate Student Orientation - Megan
 - Saturday, August 14th, 2021 (Time – Tentative, 9:00 a.m. – 12:00 p.m.)
 - Planning for a virtual event.
 - It would be helpful if program orientations are held on a different day.
 - If your program offers an orientation we would love to know when that is so we can share that information with students who ask. We will also refer inquiring students to you as well.

- Graduate Resource Specialist Workshops - April
 - [Upcoming Cal State Apply Workshops & Assistance Sessions](#)
 - **Cal State Apply Workshops - Designed to assist students with completing the CSUSB Cal State Apply Graduate Application, Writing a Personal Statement, and Funding Opportunities)**
 - 4/29/2021: 5 – 6:30 pm
 - 5/12/2021: 5 – 6:30 pm
 - 5/15/2021: 9 – 10:30 am
 - 5/18/2021: 12 – 1:30 pm
 - 6/8/2021: 12 – 1:30 pm
 - 6/16/2021: 5 – 6:30 pm
 - 7/8/2021: 5 – 6:30 pm
 - **Cal State Apply Application Assistance Hour – Shorter sessions that focus on complete the CSUSB Cal State Apply Graduate Application (Every other Friday beginning at Noon)**
 - 4/30/2021
 - 5/28/2021
 - Summer sessions days/time TBD

- Mark Clark asked about applicants having difficulties submitting Letters of Recommendation requests.
 - Some applicants are unsure about how to do this and want to send the letters directly to the programs. In the workshops, we address this question and recommend that they reach out to the program coordinator for advisement.

- Thomas Corrigan also mentioned that he receives letters of recommendation because the recommenders are unable to go through the Cal State Apply automated process.
 - **Recommenders should look for the following email notification for the Letters of Recommendation:**
 - **From** – calstateapply@liaisoncas.com with the following **subject** – Applicant Recommendation Request
 - If applicants have any issues please have them stop by my (April's) virtual office hours. Hours/zoom link can be found [here](#).
- Enrique Murillo asked about letters that are mailed in and the application still showing as incomplete.
 - April that, if letters of recommendation are required in the application, the applicants needs to complete that part of the application. If this continues to be an issue please let us know.
 - Requesting Letters of Recommendation
 - [May 12th](#): 12 – 12:45 p.m.
 1. This workshop is an overview of some best practices when request letters of recommendation.
 - Financial Wellness Wednesdays
 - [Paying Back Your Student Loans](#) – May 5th, 12 – 12:45 p.m.
 1. This workshop is being facilitated by Veronica Medina, Financial Wellness Coordinator in the Office of the Registrar.
- Graduate Studies Weekly Roundup – Caroline
 - Is sent to students every Tuesday morning and includes on-campus events and important deadlines.
 - Please encourage your students to read it.
- Graduate Studies Newsletter – Shelby
 - The Spring 2021 newsletter is almost ready to publish.
 - There is an empty page so if you want to include information, outstanding student, etc. please submit to me (Shelby) or to gradstud@csusb.edu, by the end of the month.
 - stories/articles ideas (submission form)
- Graduate Coordinator Resources – April
 - [Graduate coordinator's Toolbox](#)
 - [Graduate Coordinator Meetings, Minutes, and Materials](#)
- T.C. asked about the process for the summer culminating experience extension and the summer grad check.
 - Students who are approved for the extension:
 - Do not need to register for continuous enrollment for summer.
 - Will file a grad check for summer or, if already filed for spring 2021, the Office of the Registrar will move the grad check to summer and their transcript will reflect summer graduation.
 - The can register for spring commencement.
- Dorota Huizinga discussed the WASC representative and focusing on online education and online programs. They are looking for data regarding learning outcomes and experience compared to in-person education and program. Graduation rates, retention rates, and how we asses these and how we, as a campus, developed this and what was the impetus for developing online programs. Something to think about when administering and designing your programs.

The meeting ended at 1:30 p.m.