

Winter 2023 Graduate Coordinator Meeting
Thursday, February 2, 2023
12:00 p.m. to 2:00 p.m.

Minutes

Meeting commenced at 12:00 p.m.

- Welcome and Introduction – Caroline

Ann Lara, Career Center Associate Director, and Graduate Student Liaison (12:03)

- The Career Center is located in SMSU South, Room 112. Website: <https://www.csusb.edu/career-center>
- There are 10 different workshops available this semester, 4 of them virtual and 6 in-person (4 in San Bernardino, 2 in Palm Desert).
- The virtual workshops will be recorded, and the past workshops are available on the website.
- There are 4 career fairs in total, 3 in San Bernardino and 1 in Palm Desert, with different industries including STEM and Health Science, All Majors, Nonprofit and Education.
- Career fairs are on Thursdays from 10 am to 1 pm and students are encouraged to RSVP for email updates and reminders.
- Companies registered for the fairs include 20 for STEM, 15 for Palm Desert, 40 for All Majors and 40 for Nonprofit and Education.
- Drop-in advising is available from Monday to Thursday, 11:00 a.m. – 1:00 p.m.

Ken Shultz asked Ann about the Career Center internship award on the website and if they will be available to students working in nonprofits on paid internships. Anna replied that they finally got the budget approval for the award on Tuesday and the website will be updated soon to reflect that. The application process will go live in the next week or so and everything will be on the website in the same spot.

Digital Forms – April (12:10)

- April provided an update on the use of digital forms for graduate students.
- The Adobe Sign process is available for all forms, and pdf documents are also available.
- Students who are in discontinued status and need to submit a leave of absence will not have access to the Adobe Sign process. Graduate Coordinators can ask April to initiate the process on behalf of these students.
- April noted that some forms have been coming in with incorrect terms, which are causing delays in processing. Please make sure the information is complete and accurate.
- Processing of forms can take up to 7 business days.
- Graduate Studies processes forms for graduate and credential students only. Undergraduates should reach out to Academic Advising.
- For questions about using the PAWS report, advancement to candidacy processes, and so on, feel free to reach out to Caroline Vickers or see the manuals and training videos in the [Graduate Coordinator's Toolbox](#).

Recruitment – Erma and Caroline (12:15)

- Erma is available to assist with information sessions, recruiting events, and brainstorming. Her email is Erminia.Cross@csusb.edu

- Erma holds virtual information sessions weekly for interested students: Taco Tuesday, 1:30 – 2:30 and Teatime Thursday, 4:00 – 5:00. See the Graduate Studies home page calendar for dates and Zoom links. <https://www.csusb.edu/graduate-studies>
- During the fall recruitment season, Erma visited 19 graduate school fairs.
- CSUSB is one of only three Cal State universities showing a significant increase in graduate student enrollment.
- Erma has collected graduate student leads, which are also received daily through the web query form. The leads receive regular information about CSUSB through Radius/CRM. Contact Erma for access to these leads if you would like to follow up with them.

Blended Programs – Caroline (12:17)

- The Chancellor's Office recently released policy on blended bachelor's and master's degree programs. See <https://calstate.policystat.com/policy/12518003/latest/>
- Students are allowed to double-dip up to 12 units between undergraduate and graduate programs. The classes that can be double-dipped would be graduate classes, and there are requirements for the amount of courses that have to be done in-residence.
- To become a blended program, a program would need to go through the campus curriculum process. The Chancellor's office policy does not require preapproval but only a notification once the curricular process is completed.
- This would allow students to potentially finish their Master's in a year after finishing their undergraduate degree.
- Undergraduates can apply to the blended program after completing 60 units. They must have a certain GPA and meet any other requirements determined by the program, such as coursework. If accepted, they would be designated as Program Scholars. At CSUSB, students would first graduate with the bachelor's, then continue to the master's program.
- The question was raised about whether this blended program is applicable to non-CSU students, to which the Caroline said it has not been determined yet.
- Blended programs would not replace the current master's programs.
- The question was raised about what courses the undergraduate students would take in order to transition into the master's program. Caroline recommended looking at San Francisco State and San Jose State for examples. Blended programs may work better for those offering a comprehensive exam rather than a thesis.
- Undergraduate and graduate programs will need to work together to determine the curriculum, then go through the curriculum approval process.

Thesis, Marketing & Materials – Shelby (12:30)

- Dates for Upcoming Thesis Workshops: The formatting workshops are scheduled on the 20th and 21st of March, where Shelby will be showing the students how to use the Microsoft Word template for their thesis. The submission process workshops are scheduled on the 28th and 29th of March.
- Website Reorganization: The website has been recently reorganized, and some of the links to the thesis pages that were sent out in fall and winter terms may no longer be active. However, all the information is now in one category, making it easier to find.
- Marketing Materials: Graduate Coordinators should have received a copy of their program fact sheet. The fact sheets give a brief overview of the program and are used for marketing at the Graduate Studies office and at graduate school fairs. If you have not already done so, please review them for accuracy and send any changes to Shelby: sreeder@csusb.edu

Graduate Student Resources – April (12:35)

Graduate Equity fellowship and CDIP information sessions:

- The Cal State Scholarship application portal is open and closes on March 2nd. The Graduate Equity Fellowship application is embedded within the portal.
- Students and prospective students with a coyote ID number can access the portal and apply for scholarships. They are encouraged to apply for as many scholarships as they are eligible for.
- The Graduate Equity Fellowship requires 2 letters of recommendation and offers 2 funding opportunities. The first is the Graduate Fellowship, which ranges from \$500 to \$2,000. The top awardees in each program will then be reviewed for the College Fellowship, which is awarded to one top awardee in each college for \$4,500.
- The Predoctoral Program received 13 applications this year. The application drafts are currently under review by the Pre-Doc review committee. Reviewer comments will be sent back to the applicants next week. The approved applicants will be provided with a link to submit their applications online by February 17th.
- The Chancellor's Doctoral Incentive Program (CDIP) application drafts are due on Thursday, February 9th by 5 PM. Faculty are encouraged to encourage their doctoral students to apply for the CDIP program.
- Some funding opportunities found on the Financial Aid Scholarship Portal are open to international students. April encourages all students to apply. She can provide Graduate Coordinators with a list of available scholarships.

Probation Timeline:

- After spring grades are available, April will send a list of students to each program coordinator who scored below a 3.0 GPA.
- Students on probation are expected to meet with their program coordinators to complete an advising form.
- Probation is not added to their transcripts but is noted as an academic notification on their student account.
- The advising forms are due by February 23, 2023, and April is available to help students identify campus resources.

Cal State Apply & Remote WebAdMIT Training – Chris (12:44)

- Chris mentioned that he will send an email to everyone regarding the program 4th Quadrant in Cal State Apply. Please let him know if any changes need to be made.
- Chris offered to connect with coordinators for a quick meeting in case they need a refresh or further training on using WebAdmit.

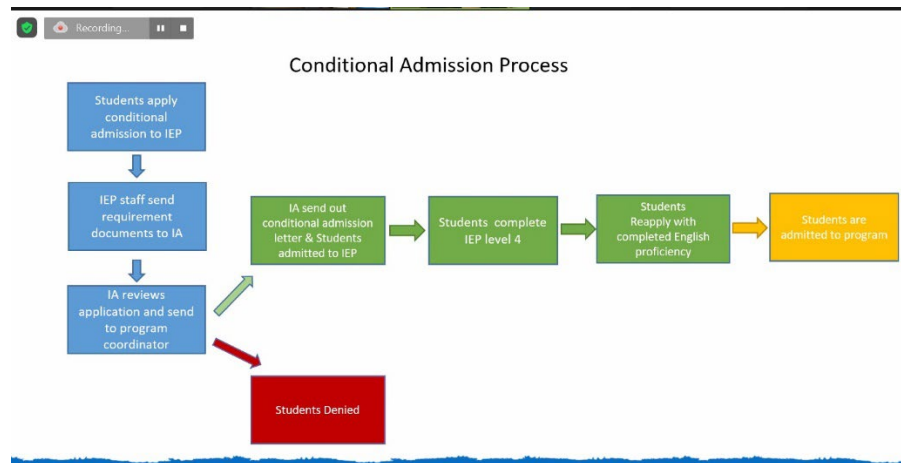
College of Extended and Global Education – Conditional Admissions Procedures for International Students and English Language Programs (ELP) – Dr. Esther Lee, Ms. Sha Li, and Ms. Jacinda Higgins

- The mission of the English Language Program is to provide non-native English speakers with various ESL courses to help them overcome linguistic barriers and achieve their academic and personal goals.
- The program focuses on developing core competencies, such as oral communication, grammar, academic reading and writing, critical thinking, and advanced total preparation.
- The program is 15 weeks long and lasts 4 to 5 hours a day, 5 days a week, with a total of 23 contact hours per week.
- The program offers two pathways, the accelerated English language program and the score equivalency chart.
- The accelerated program is for students who are placed in Level 3 and are eligible to transfer to the undergraduate program after successfully completing the advanced level.
- Students who successfully complete Level 4 are eligible to transfer to a graduate degree program.

- The score equivalency chart is used to test the student's language proficiency and they will be given a final exam at the end of the semester to assess their progress.

Conditional Admissions

- International Program Specialist Sha Li presented on Conditional Admissions and explained the process of offering conditional admission to international applicants who are academically qualified for the graduate program but are missing the English proficiency requirements.
- International students must first apply for conditional admission and submit all required application documents, including transcripts and degree certificates, to the IEP department.
- Once the application is received, the International Admission team will evaluate the application and send it to the program coordinators.
- “Conditional” means they are not yet admitted to the program. After completing the ELP program, they can matriculate into the program. Some students also need to take the GRE or GMAT before matriculating. See below.



International Admissions Updates – Stacia McCambridge (12:53)

- Recruitment Efforts: International Admissions is actively recruiting to support all recruitment efforts for programs. Rebecca K. is the international recruiter and has reached out to several individuals to inform them about the focus on their programs. International Admissions is looking to partner with programs to provide prospects and invite them to information sessions or Q&A sessions to help sell the programs better.
- Deadlines: The deadlines for international applications have been moved up earlier due to the Covid-19 backlogs in obtaining visas. The new deadline for all international graduate program applications is June 1, unless the program has an earlier deadline. International Admissions will have the applications on program coordinators desks by June 15. Please make admission decisions by June 30.
- Visa Backlogs: With the ongoing Covid-19 situation, there are still backlogs in countries for obtaining visas, which varies from 50 to 300 days. Students who were unable to obtain visas for this term may be bumped up for a faster visa processing time in the future.
- Re-applying after rejection: The challenge of students who have to re-apply after visa rejection was also discussed. The issue of having to upload all their documents again was raised. In Cal State Apply, files cannot be moved from one academic year to the next. There is a little more flexibility within an academic year (fall to spring).

- Starting fall 2023, International Admissions will hold two workshops every term on visa interviews. The workshops will aim to prepare students for visa interviews and help them present themselves in the best light. The first workshop will be held as soon as possible.
- One Program Coordinator mentioned several instances of students who were admitted but later had their visas rejected, mainly due to lack of scholarship or funding. The program is considering ways to address this issue ahead of time.

Enrollment/Applications – Caroline and Chris (1:07)

- CSUSB was one of the three CSU campuses to have an increase in graduate enrollment: 21% increase in the new enrollment and a 2% increase in total enrollment.
- The total number of applications increased by 6% as of February 1st, and the number of admissions increased by 24%.
- Caroline reminded coordinators to reach out for the lead list in Graduate Studies CRM and to communicate with in-progress applicants in WebAdmit.
- WebAdmit training/refresher is available with Chris.
- The Admissions Dashboard is updated weekly and shows enrollment for fall and spring.

Events and Programming – Megan (1:15)

- Megan discussed the Graduate Student Success Center and its facilities, which include a study space, conference room, computer lab, and kitchen. The center is located in the SMSU South, Room 102A and is open Monday through Thursday from 10 AM to 7 PM and Friday from 9 AM to 1 PM. The center can be used for group work, studying, and socializing and can also be used for hosting events for graduate students.
- A welcome back mixer will be held on February 7 from 4 PM to 6 PM and will have giveaways, food, and drinks. Megan encourages graduate students to utilize the center for forming communities, studying together, and for finding a place to hang out.
- Megan also discussed the Mentor Collective Program, which is a third-party program in conjunction with the Undergraduate Admissions Team. The program pairs graduate students as mentors with mentees to provide peer support throughout their education at the university.
- Financial Wellness Week begins February 13th. Workshops are being offered on topics such as credit scores, investment, paying back student loans, and banking information. A guest speaker from the accounting department and Jack Brown will talk about investment opportunities.
- Graduate Studies will also offer a Career Readiness series of workshops in spring. The sessions include building resumes, using LinkedIn, creating LinkedIn profiles and a career origin stories panel. More information to follow.
- The Grad Slam (previously called Three-Minute Thesis Competition) is April 10th. The last Information session was January 31st. There are currently 12 students signed up to compete. Graduate Studies is happy to meet with any others who may be interested. Beginning next week, Graduate Studies will host 4 workshops for participants: 1) Structuring the Speech; 2) Creating the PowerPoint Slide; 3) Public Speaking Skills, and 4) Rehearsal. The Speaking Center will provide support and feedback on public speaking skills.

Graduate Applicant and Student Support Sessions – April (1:27)

- The workshops have received almost 100% positive feedback from applicants who found them extremely helpful.

- Megan gives a presentation on writing a personal statement and April helps applicants to go through a live Cal State Apply application for graduate or credential students.
- The workshops take place through June 7th and can be registered through a QR code or link on the Graduate Studies website: <https://www.csusb.edu/graduate-studies/prospective-students/how-apply/graduate-application-assistance>
- We are no longer to offer application fee waivers by workshop attendees (by opportunity drawing). Applicants who have a financial need can contact gradadmissions@csusb.edu to request a fee waiver request form.

Thesis Retreat and Writing Accountability Sessions – Caroline (1:30)

Thesis Retreat:

- On January 14th, 20 graduate students participated in the Thesis Retreat (previously called Thesis Boot Camp).
- Participants received a light breakfast and worked on goal setting with writing coaches from the writing center.
- The day was spent in intensive writing sessions, with breaks for lunch and reflection.
- The next Thesis Retreat is planned for August 2023.

Writing Accountability Groups:

- Starting February 25th, Writing Accountability Groups for graduate students will be held in person at the Graduate Student Success Center from 12:00 p.m. – 2:00 p.m. and 6:00 p.m. – 8:00 p.m. on Wednesdays. Snacks and coffee will be provided.
- On Saturdays, the groups will be held by zoom from 10-12 for those who can't attend in person.
- The idea is to encourage students to keep their appointments with themselves to write.

Graduate Studies Weekly Roundup:

- A reminder was given about the Graduate Studies Weekly Roundup, which is sent every Tuesday morning and gives updates on upcoming deadlines and events of interest to graduate students.

Graduate Coordinator Resources – April (1:35)

- Coordinators were reminded to use the tools and resources available online on the Graduate Studies website: <https://www.csusb.edu/graduate-studies/coordinators-resources>
- Updates were being made to the Graduate Coordinator Handbook. The updates include the transition period from paper program plans to advancement to candidacy using the PAWS report. The updated handbook will be posted on the website and sent out to coordinators as soon as it's ready, hopefully by the end of next week.

Questions and Comments from Coordinators (1:37)

One faculty member asked if the university had any policies in place for placing a student on probation due to behavioral issues. Caroline mentioned that there is a mechanism for probation or disqualification due to behavioral issues, but that Graduate Studies did not have a code of conduct. She mentioned that the Social Work program and Special Education programs have codes of conduct that can be used as a guide. The Social Work program and Special Education programs have policies that can be used as a guide.

Meeting adjourned: 1:40