

## Fall 2020 Graduate Coordinator Meeting

Thursday, September 10, 2020

12:00pm to 2:00pm

### Meeting Minutes

- Welcome and Introduction:
  - Caroline introduced the Graduate Studies staff members, reminded everyone of our virtual office hours, and the many ways students, faculty, and staff, can contact us.
- Digital Forms (3:44 – on the recording)
  - April reviewed the new [Waivers/Leaves/Other Forms](#) process, how to access the forms, the ITS [How to Access Adobe Sign Forms](#), assured everyone that she is available to assist students, faculty, and staff as needed and also briefly discussed the approval flow process.
- Recruitment (9:14 – on the recording)
  - Pre-Doc and CDIP (2021 – 2022) –It’s recruitment time! Workshop sessions begin in September and go through December is the beginning of the application process. Please encourage student to apply! We had two awardees and one honorable mention. More information will be sent to faculty for more information.
  - Fact Sheet/Grad Opportunities/Small Brochure – new pdfs are available (thank you Shelby!). Very helpful for recruiting new students. Please let Erma know about any upcoming information sessions for your program.
  - Weekly Marketing (Radius and Linked In) – Virtual customer service is happening. Please let Erma know if you’d like posting on Social Media or would like to strategize on marketing your program.
- Marketing & Materials (13:44 - on the recording)
  - Thesis Review Deadlines – Are no in November (all information is on the Graduate Studies Website) and students are welcome to make an appointment.
    - i. Consultation Deadline: Friday, November 6<sup>th</sup>
    - ii. Submission Deadline: Monday, November 9<sup>th</sup>
    - iii. Publication Deadline: Friday, December 4<sup>th</sup>
  - Workshops – Submission and Review Processes and Formatting Workshops (New)
  - All of the above information is in the meeting packet
  - Received from the Office of the Registrar: Online Change of Grade Quick Guide and this document is now on the [Graduate Coordinator Toolbox](#). If you have questions about this please contact Melissa Cobb in the Office of the Registrar.
  - Shelby will be sending out marketing flyers to the program coordinators so please communicate with her if you have questions. For new coordinators the flyers will be sent within the week.
- Cal State Apply & remote WebAdMIT training (18:27 – on the recording)
  - Review of the new application cycle and improvements (Extended Profile, Program Search, Program Branding Preview, and Recommender Guest Access to Letters Portal
  - Reviewed the WebAdmit Assignments Feature to expedite the review process for committee members.
- Enrollment/Applications (28:24 – on the recording)
  - Caroline reviewed Progress of New Graduate/Credential Enrollment (Fall 2020)
- Graduate Enrollment Dashboard (31:04 – on the recording)
  - Chris introduced the new Graduate Enrollment Dashboard which is updated every Wednesday and he provided an overview of how to use this new tool and will provide assistance with the dashboard as needed.

- Admissions Team Updates and Reminders (35:52 on the recording)
  - Deferred Apps should be completed this week.
  - Please review your applications as soon as possible
  - Please enter the reason in the Notes section of WebAdmit for denied applicants or those admitted Conditional Classified.
  - Please notify your students directly of their admission or denial. Graduate Studies does not include specific decision information in our general admission notifications.
  - Applicants that want to switch to a dual program (masters with credential) from a credential only program should do so *before registering for classes*. In order to change the program after a student has been admitted, the Registrar's Office will need to revoke their admission and have the student drop any registered class before doing so.
  - For admission issues, please email [Cecilia](#), [Mark](#) or [Lisa](#) directly.
  
- Students changing from quarter to semester catalog (38:00 on the recording)
  - For those students who started on the quarter catalog and want to change their catalog rights to the semester catalog. Submit a revised program plan and a [COPA](#) (\$6.00 fee waived) to [Melissa Cobb](#).
  
- Suspension of Standardized Testing Requirements for spring 2021 (39:44 on the recording)
  - All programs are encouraged to suspend this requirement due to the equity issue resulting from an applicant's ability to access the online test, internet availability, and the equipment needed to take the test from home.
  - If you will be requiring a standardized test for admission please notify our office so our staff members can provide this information to applicants who ask about admissions requirements.
  
- New Student Orientation Blackboard course (40:33 on the recording)
  - Caroline gave an overview of the New Student Orientation Blackboard and the course modules.
  - All new graduate students and program coordinators should have access and if you are unable to access it please email Megan Kinnally.
  - It was decided that all currently enrolled graduate students will be added to the course.
  - Also, the [2020-2021 Graduate Student Orientation recording](#) is available to review if desired.
  
- Probation Timeline – Fall & Spring 2020-2021 (45:40 on the recording)
  - The timeline is on page 11 of the meeting packet.
  - Program coordinators will be notified of students on probation one week prior to the students being notified. If the student's program GPA is above a 3.0 please confirm this via email and I will remove the probation status.
  - Coming soon (hopefully by fall 2021) a PAWS report for graduate students.
  - The Academic Advising form is on the Graduate Studies website and April will work to set up an AdobeSign approval flow process.
  
- Workshops and Events (50:34 on the recording)
  - [Upcoming Cal State Apply Information sessions](#)  
 October 1, 5 – 7 p.m. (Part of Graduate Education Week)  
 October 3, 10 a.m. – 12 p.m.  
 We offer at least two each month  
 Tips and tricks for completing the application, writing a stellar personal statement, and other helpful information, and Erma is available for applicants who are unsure of what they want to do.
  - [Graduate Education Week](#)
    - i. Graduate Program Information Session, October 1, 12 – 2 p.m. (See attached agenda)
    - ii. Flyer and agenda will be email to coordinators after the meeting.
    - iii. Megan reviewed the workshop registration page for the week long event.
  - [Career Center/Grad Expo Events](#)

- i. Graduate Studies has partnered with the Career Center to put on grad expo events and we have identified a point-person for each college except Social and Behavioral Sciences.
    - ii. The event on August 27<sup>th</sup> had great attendance and several programs came out separately (MBA, MPA, MSW and individual programs and the Office of Graduate Studies gave an overview of graduate education. Erma had a session to talk about graduate school.
    - iii. We look forward to participating in upcoming events in the future.
  - [Three Minute Thesis](#) – Unfortunately, due to the Pandemic, the event has been rescheduled for spring 2022. Preparation will begin in fall 2021.
  - Virtual Coffee Chats
    - i. Implemented by Erma to help recruit graduate students in a virtual environment. We’ve had about 109 register so far.
  - Taco Tuesdays
    - i. Developed as a drop-in way to say hi and ask Erma questions about graduate school.
  - [Thesis/Dissertation workshops](#)
    - i. Dates are available on our website
- Graduate Studies Weekly Roundup (1:08:12 on the recording)
  - Graduate Studies Newsletter (1:09:21 on the recording)
    - Two newsletters per year (fall and spring)
    - Will be sent a few weeks before the semester ends.
    - Please submit stories/articles/photos/events to Shelby
  - Graduate Education Strategic Plan (1:11:10 on recording)
    - Has been approved at all levels
    - Will be completed before the end of the semester
  - Faculty and Students [Academic Research](#) Workshops (1:13 on the recording)
    - Workshops for faculty and may also be relevant to graduate students
    - Encourage attendance the workshops
    - Workshops are free
  - Holistic Admission (1:17 on the recording)
    - Best practice by the Council of Graduate Schools
    - Developing holistic admissions and what it would mean for our campus. Such as standardized test scores and graduate admissions in general.
    - Will be discussed throughout the upcoming year.
    - Any program interested in implementing this right away please reach out to Caroline.
    - Workshops will be valuable in identifying holistic admission processes for programs.
  - Thesis/project/dissertation committee policy and guidelines (1:25:14 on the recording)
    - Drafted last year and approved by Graduate Council on June 1, 2020.
    - Expectations, structure of a committee, etc.
  - Graduate Coordinator Resources (1:27 on the recording)
    - April provided an overview of the resources available to graduate program coordinators
    - [Graduate coordinator’s Toolbox](#)
    - [Graduate Coordinator Meetings, Minutes, and Materials](#)
  - PREP Program (1:31:20 on the recording)
    - Caroline provided an overview of the Professional Resource and Engagement Program.

- We will identify an easier way for coordinators to share this information to keep students engaged and foster that sense of community.