

## Spring 2020 Graduate Coordinator Meeting Minutes

Thursday, April 16, 2020

12:00 pm to 2:00 pm

### 1. Welcome and Introduction

Caroline Vickers introduced the Graduate Studies staff members and Dorota Huizinga  
Virtual office hours – 8 a.m. – 5 p.m. (Call, online chat, email, and office staff extensions). Everyone is available by phone/email.

Graduate students are staffing chat.

Zoom appointments are available for perspective and current students

### 2. Digital Forms

[Waivers/Leaves/Others](#) – Most forms are now fillable. Can be downloaded, completed, sent to coordinators for approval and then emailed to [alane@csusb.edu](mailto:alane@csusb.edu). Turn around on forms is about 1 – 3 days. Additional forms will be on the website as they become available. Please don't lock forms for editing.

[Committee Certification Form](#) are now completely digital and on our website. The student will initiate the process and committee chairs and graduate coordinators will sign the form. The link and instructions are on the Graduate Studies website. First reader of the thesis will be responsible for signing the form and should verify that all other readers on the committee are in approval. Committee chairs no longer need to sign the form. This is a new process so let us know if there are any issues.

### 3. Recruitment

Please send any updates (pictures, etc.). We are still recruiting (virtually). Radius is allowing us to work with leads. Also, reaching out to in-progress applicants, trying to collaborate with other departments to share leads and send out program information to prospective students.

### 4. Marketing Materials

Fact sheets are being updated (copy, quarter to semester, new photos). If you have a photo and want it updated please send it. Major content changes (program name, curriculum changes) are a priority. Please send updated content to Shelby.

Caroline mentioned the affordability of graduate school and how students are considering this. Reviewed the importance of communication, personal contact, and virtual tours (which will be available soon).

### 5. Cal State Apply & remote WebAdMIT training

Revisit your 4<sup>th</sup> quadrant. Including the settings of the 4<sup>th</sup> quadrant (instructions on how to revise the content will be emailed to program coordinators by the end of the month). The template will be emailed by the end of the month as well.

Chris confirmed that emails to applicants will go to the email address they provided when they created their Cal State Apply account.

### 6. Suspension of Standardized Testing Requirements for fall 2020

All graduate programs, except Public Administration, have suspended standardized testing requirements (GRE/GMAT/Etc.) for fall 2020 admissions. MBA is in the process of doing that as well. Jonathan Anderson wanted to clarify that the GRE has never required for admissions, so it can't be suspended.

### 7. Extension of Official transcript deadlines Spring 2020 – August 1, 2020

Official transcript are due upon enrollment. Since it may be difficult to get official transcripts for spring 2020 enrollees, we have extended the deadline to August 1, 2020. Fall 2020 admission official transcript due date is the day before census – September 21, 2020.

### 8. Extension of Thesis Deadlines -

Students wishing to complete their degrees by the end of spring quarter may complete consultations by **May 8<sup>th</sup>**, must submit for first format review by **May 15<sup>th</sup>**, and final publication by **June 5<sup>th</sup>**. Those who need more time to complete and format their thesis can opt to complete in summer ***while still posting a spring 2020 graduation date***. These students may schedule a consultation from **June 8<sup>th</sup> to June 22<sup>nd</sup>**, must submit for first format review by **June 29<sup>th</sup>**, and final publication by **August 10<sup>th</sup>**.

Students must enroll for spring 2020. If they submit their thesis by **June 22<sup>nd</sup>**, they do not need to enroll in summer.

Documents submitted on or before May 15th will be reviewed first. Documents submitted after May 15th will be reviewed after all those who met the May 15th deadline are completed.

#### **Extension of Comprehensive Exams –**

Programs can allow students, to complete spring 2020 exams in summer if they need to. Spring grade will be report delayed and then, after competing exam, the grade can be posted to June 13<sup>th</sup> or prior.

#### **9. Student Advising as stated in the Division of Academic Affairs Strategic Plan:**

**AA Division Obj B:** All academic advising services across the division of Academic Affairs will examine their utilization and service effectiveness data to inform their own programmatic improvements to promote timely graduation and career exploration for all undergraduate and graduate students. *All undergraduate and graduate students will meet with a professional advisor in their first year; meet with a faculty advisor before graduation; have at least one advising meeting per year; and have one relationship with a peer mentor /ambassador/tutor/supplemental instruction. Establish a baseline and identify targets in AY 2019/20. Use established baseline targets to set SMARTer objectives for 2020-21.*

Many programs don't utilize graduate advisors. The language about professional advisor may not be appropriate for graduate students. If the definition of professional advisor could be expanded to program coordinator that would be more clear. Caroline will follow-up and provide feedback from the meeting.

#### **10. Coordinator Letters to Admitted Students**

Low yield programs may benefit from sending a letter to admitted graduate students. It could be sent with any additional information coordinators want students to have (advising or marketing materials, program brochure, etc.). Grad Studies could send it on your behalf through Radius. We will share a template and, if you'd like to do this, please provide us with anything you would like included or any changes to the letter.

#### **11. Enrollment/Applications–Spring and Fall**

Spring 2020 enrollment is down. Probably due to conversion to semesters but total enrollment is up by 3% compared to spring 2019.

Fall 2020 completed applications are up 13% and admissions are up 61%. Too early for enrollment data. Some programs are down in enrollment but some are way up, including credential programs.

Some admitted students are asking for extra time to apply or to decide on accepting their admission.

#### **12. Q2S**

Fees for semester have not been released and Student Financial Services has not given an update as to when this will happen. Update after the meeting: [Academic Year 2020-2021 Tuition](#)

FAQs on the [Q2S website](#) have been updated, but nothing about the COVID-19 situation.

Q2S go-live section on MyCoyote. Scheduled for 4/24 and some tools will not be available during that time.

Megan provided approximate dates for fall registration and added the following link in chat:

<https://www.csusb.edu/registrar/registration/registration-dates>

#### **13. Probation Timeline**

Probation process for winter 2020 is complete. Notices were sent through Radius. Advising form was include and the form is also on the website and it is now a fillable .pdf form. Semester timeline will be provided at the fall meeting.

Spring 2020 probation timeline:

#### Spring 2020

June 16, 2020 – Spring grades due.

June 22, 2020 – Spring grades available.

June 24, 2020 – List of new & continuing probation students emailed to program coordinators.

July 1, 2020 – July 7, 2020 – Probation (for fall 2020) place and email notifications sent to students.

### 14. Workshops and Events

- a. Apply to Grad School Campaign – Virtual Sessions, May 18<sup>th</sup> to May 22<sup>nd</sup>
  - i. Virtual Program Information Session – May 19<sup>th</sup>, 12 – 2 p.m.
    1. We plan to have separate rooms for colleges or programs
    2. We welcome any ideas you may have about to make this a fun event.
    3. A calendar invite for this event will be sent to all program coordinators. Feel free to invite a graduate student to attend with you.
    4. Email with registration rsvp link will be sent to you. Program Coordinator and Student Registration links are available on our [Graduate Studies Events, 2019-2020](#) page.
  - ii. Workshops for the rest of that week:
    1. Virtual slideshow of the new Graduate Studies Office
    2. Cal State Apply Application Information Session\*
    3. Funding opportunities Session
    4. Office of Student Research Information Session
- b. Thesis/Project/Dissertation Workshops

We have had two virtual workshops that went well. If anyone missed the workshop and wants to meet one-on-one until May 8<sup>th</sup> we are available.
- c. Grad. School Mixer – April 3<sup>rd</sup> has been cancelled. Another mixer has been scheduled for fall 2020 in conjunction with Grad. Education Week. As well as the spring 2020 mixer.
- d. 3-Minute Thesis – Rescheduled from May 11<sup>th</sup> to November 13<sup>th</sup>. Participants and judges have been notified. CNS and SBS had low participant interest. Please encourage your students to participate. They can sign up now. We will offer information sessions and presentation development workshops beginning in fall 2020.
- e. Cal State Apply Sessions
  - i. **Virtual Cal State Apply Information Sessions:**
    1. \*Wednesday, May 20<sup>th</sup>, 5:00 p.m. – 7:00 p.m.
    2. Wednesday, May 27<sup>th</sup>, 5:00 p.m. – 7:00 p.m.
  - ii. **Cal State Apply/Graduate Information Workshop** – Saturday, May 30<sup>th</sup>, 10:00 a.m. – 1:00 p.m.
  - iii. PDC Virtual Office
    1. Wednesday, May 20<sup>th</sup>, morning and afternoon [appointments available](#).
- f. Graduate Education Week is still planned for fall – dates TBD
- g. Meeting with Graduate Resource Specialist
  - i. Students can schedule an appointment through the [Schedule an online \(Zoom\) meeting](#) link embedded on our website.

### 15. Graduate Studies Weekly Roundup

Weekly email sent to all of our graduate students. A consolidated email that is sent every Tuesday (deadlines, workshops, events, campus updates).

Any content you want included please let us know by the Friday before you want it sent, and we can include it.

### 16. Graduate Studies Newsletter

Our quarterly newsletter. Anything you want to share, please send to Shelby or to graduate studies email. Such as, program events, outstanding students or faculty, awards, events. Anything you want to spotlight and please send photos. **Please send by May 15<sup>th</sup>**. Short announcements or even a full page can be submitted.

### 17. Graduate Education Strategic Plan

Has been passed by Faculty Senate. Our graphic designer is currently working on the appearance and then it will be available on our website and hard copies will be distributed to all of you.

**18. Office of Student Research Virtual Research Week**

- a. Research Symposium will take place the week of May 11<sup>th</sup> – 15<sup>th</sup>
  - i. We will have undergraduate and Graduate students speakers
  - ii. Faculty research speakers during the PI Reception
  - iii. Dr. Laura Newcomb will talk about the Influence of Viruses
  - iv. More information will be sent on how to participate and to register

**19. Virtual Happy Hour on Thursday, April 23<sup>rd</sup>**

- a. Discussing how faculty and students can continue their research
  - i. Share challenges, practices, and what the Offices of Student Research, Research and Development, and Graduate Studies can do to support while navigating through this crisis.