Winter 2022 Graduate Coordinator Meeting

Thursday, February 3, 2022

12:00pm to 2:00pm

**Meeting Minutes**

* **Welcome and Introduction**
  + Caroline started the meeting at 12:01 and introduced the Office of Graduate Studies (OGS) Staff and reviewed the OGS office hours:

Monday - Friday: 8:00 a.m. to 5:00 p.m.

First two weeks of the semester: We are open until 6 p.m. Monday - Thursday

* **Digital Forms**
  + April reminded everyone that the OGS forms are available via Adobe Sign or PDF
  + Remember that if a student breaks enrollment they will be discontinued and the program coordinator will need to email me to initiate the leave of absence request.
  + Forms are usually processed within 3 - 5 business days.
* **Recruitment**
  + Erma discussed plans for recruitment, including Taco Tuesdays and Table Talk
  + Methods of communicating to prospects that include Emails, Social Media, and Cal State Apply in-progress applicants.
  + Rebecca Kehe discussed International Admissions virtual sessions to answer questions about how to submit documents and assist applicants and prospective students.
* **Thesis, Marketing & Materials**
  + Shelby announced that she will be hosting open office hours for students to drop by for questions or help.
  + She also reviewed the Thesis/Project/Dissertation deadlines and workshops (flyer attached to agenda packet).
  + Also, if a program has a different formatting than what is provided in our templates, she is able to provide a program-specific format training.
  + A question was asked about the extension for summer submission (due to COVID) and this will need to be discussed in the Grad. Council meeting. But, as of now, summer submission is allowed as long as the student is enrolled for summer.
* **Cal State Apply & remote WebAdMIT training**
  + Chris shared that he is hoping that by the next coordinator meeting, he will have updates on new features in WebAdmit to share with everyone.
  + If anyone wants a refresher training session for WebAdmit, please reach out to him.
* **Enrollment/Applications**
  + Caroline reported that, as of February 1 (for spring), new enrollment for graduate programs is up 7% and total enrollment is up 4%. For credential programs, is up 20% and total enrollment is up 3%
  + It’s still early for fall updates, but spring is looking good.
  + Computer Science and MSIST have a lot of International applicants, but this doesn’t always produce huge yields, so our yield is lower from admission to enrollment.
  + Applications across programs, including credential, were up 53%, same with fall 2021 cycle, but yield was a little lower due to the number of International applicants.
  + Chris encouraged the coordinators to check our updated enrollment dashboard available on our website, under “[Coordinator Resources](https://www.csusb.edu/graduate-studies/coordinators-resources/graduate-enrollment-dashboard)” on our website.
  + Caroline also reminded coordinators that they can see and email in-progress applicants directly through WebAdmit and that it’s a great recruitment tool.
  + Erma also mentioned that she is available to send emails to in-progress applicants through WebAdmit.
* **Exceptions to the Audit & MyCAP**
  + PAWS Reports became available on January 21, so you all should have access.
  + Rachael and Jennifer provided an overview of the new process and
  + This went live to students as of spring 2022 term and is only available to semester catalog students. This cannot be used for students who are on the quarter catalog.
  + Students have been notified that this is now live.
  + This can help with advising, program planning, course substitutions, and advancement to candidacy.
  + Group training was offered, but if you need training, reach out to Caroline or April to schedule.
  + Caroline will send everyone the email that went to students, along with the document that was attached.
* [**Graduate Equity Fellowship**](https://www.csusb.edu/graduate-studies/financial-support/graduate-equity-fellowship)
  + April reminded everyone that the Graduate Equity Fellowship is now accepting applications (master’s students; doctoral and credential are not eligible) and the deadline is March 2nd.
  + Graduate Student apply through the CSUSB Scholarship Portal
  + Applicants for fall 2022 can apply, but to apply, they must have a myCoyote id number.
  + Awardees must be enrolled for at least fall 2022
  + Award amounts are from $500 - $4500
* **Probation Timeline – Spring 2022**
  + April reviewed the probation process dates, and mentioned the typo in the agenda. The date students will be notified and probation placed is June 7th.
  + The PAWS process is streamlining this process because the program GPA is included. Only students on the quarter catalog will need to be reviewed.
* **Events – Megan**
  + Megan shared information on all of the events taking place during the spring semester:
    - Financial Wellness February, taking place February 14th-18th from 12:00-1:00 PM each day
    - Writing Accountability Groups, info sessions taking place February 15th and 16th
      1. Caroline shared how helpful past sessions have been. One student completed their thesis.
    - 3MT marketing flyer: April 11th is the date of the competition
      1. So far we have 8 confirmed students completing.
      2. If a student is interested in signing up please have them reach out to Megan or Caroline.
      3. Zoom will be available for presenters who are uncomfortable presenting in person.
    - Apply to Grad School Campaign: April 25th through 29th. Coordinators can register to represent their programs here (<https://csusb.az1.qualtrics.com/jfe/form/SV_6R3nIeHfnon9V3g>)
* **Graduate Applicant and Student Support Sessions**
  + April shared the information about the Cal State Apply application sessions.
  + The sessions have been a big success among applicants who have attended.
  + Attendees have asked for program specific workshops, so please reach out if you are interested in that.
  + Upcoming dates and registration link are in the flyer
  + Attendees who complete the workshop satisfaction survey are entered into an opportunity drawing for one of three application fee waivers ($70). Winners will be notified via email.
  + Caroline encouraged coordinators to share the application sessions with in-progress applicants through WebAdmit.
  + April also shared the information about the Letters of Recommendation and the Funding Graduate Education workshops. Attendees who complete the workshop satisfaction survey are entered into a drawing for a Graduate Studies Swag Bag.
  + April also reminded everyone that the Graduate Student Support is taking students for the spring semester, but they will close the group soon.

* **Graduate Student Success Center**
  + Monica Baeza provided an overview of the Graduate Student Success Center.
  + The center will open after we return to campus on February 21st.
  + Three student assistants have been hired (all graduate students) and training has been completed.
  + Hours are late evening, and may include Saturday hours as well.
    - Weekdays: Open until 7 p.m. (10 p.m. when students are back on campus)
    - Possible a partial day on Saturdays.
    - Hours are still being determined
  + Meeting rooms are available for workshops
  + Partnerships and collaborations are encouraged, so please reach out to Caroline or Monica.
  + The SMSU South Re-Grand Opening is scheduled for Monday, March 24th.
* [**Thesis Boot Camp and Writing Accountability Sessions**](https://www.csusb.edu/graduate-studies/current-students/thesis-project-dissertation/workshops)
  + January’s Thesis Boot Camp dedicated to intensive writing. Also, goal-setting helped to drive them through the session.
  + Writing Accountability Groups coming up on February 21 - April 29th
* **Graduate Studies Weekly Roundup**
  + Caroline spoke on this weekly publication to graduate students and program coordinators.

* **Links to Graduate Coordinator Resources**
  + [Graduate coordinator’s Toolbox](https://www.csusb.edu/graduate-studies/coordinators-resources/graduate-coordinators-toolbox)
  + [Graduate Coordinator Meetings, Minutes, and Materials](https://www.csusb.edu/graduate-studies/coordinators-resources/graduate-coordinator-meetings)