

Spring 2022 Graduate Coordinator Meeting

Thursday, April 21, 2022

12:00pm to 2:00pm

Meeting Minutes

- Welcome and Introduction
 - Caroline and the OGS staff introduced themselves and office information was shared with the group.
- Recruitment
 - Automated Communication plan - Caroline provided an overview of the “Request for Information” form on our website, and the program email follow-ups that will be sent to those who complete the form. This is currently in test, but will be implemented soon. Program coordinators can review their program emails, and Mark provided a [link](#) to the test environment.
 - Caroline also reviewed the two sessions hosted by Erma Cross (handout included in the packet).
 - Wanna Taco ‘Bout It?
 - OGS Table Talks
- Thesis/Project/Dissertation – Shelby reviewed the summer submission deadlines and workshops
 - Submission deadlines (handout included in the packet)
 - Workshops (handout included in the packet)
 - Outstanding Thesis Award deadlines
 - Each program can nominate a thesis or a project (see attached handout)
 - The process will be the same as in past years, but since we are on the semester system, the dates are being changed - Nominations are now being accepted April 25 - August 1, 2022.

Audrey. Baca asked about including doctoral students, but doctoral students are not eligible. However, the Outstanding Doctoral Student can be recognized on our website. Just let us know who they are.

- Cal State Apply & remote WebAdMIT training – Chris
 - Spring and Fall 2023 program deadlines - Chris shared that he will soon be meeting regarding 2023-2024 Cal State Apply application configuration. An email was sent to all coordinators to please review their 4th quadrant (Program Materials).
 - Please review your spring 2023 and fall 2023 deadlines (document included in the packet).
 - If possible please submit any changes to Chris by May 13th.
 - [Graduate Enrollment Dashboard](#) - is a great tool and on our website under Coordinator Resources.
 - The dashboard is updated regularly and coordinators can review their programs and identify possible delays in time to admission. This could include missing required documents or a delay in department review.
- Enrollment/Applications –Caroline reviewed the enrollment report.
 - Admissions Report (handout included in the packet)
 - Graduate applications are up 19% (completed applications) and admissions are up 3%.
 - Time to decision is also included in the report, and programs that are trying to grow their enrollment should review applications right away. Graduate applicants tend to go to the first program that they are admitted to.
 - Credential applications are up 56%, and admissions are up 101%
 - When an application deadline is approaching (for a program with low applications) our office is sending a reminder email to applicants and directing them to one of April’s Cal State Apply application sessions, and letting them know the program coordinator is available by email if they

have questions about admissions requirements. This appears to be helpful as some applicants are signing up for the sessions and submitting their applications. An additional email will be sent to applicants one day before the application deadline.

Professor Corrigan inquired about the possibility of identifying in-program applications to better understand the applicant's plans (applying, no longer interested). Since the Chancellor's Office restricts the application information this isn't possible, but reaching out to the applicant via email is proving to be helpful in increasing application submission.

- Progress of New Graduate Enrollment (fall 2022)
 - All programs (including all organizations)
 - Completed Applications are up 25% and admissions are up 18%
 - From 2018, our graduate population is up 10% and the underrepresented minority population is up 18%.
- Graduate Equity Fellowship (GEF) – April provided an overview of the Graduate Equity Fellowship and where we are in the review process.
 - The application deadline was extended to March 31 and we received 30 applications.
 - Just a reminder that students do not need to be admitted to apply for the fellowship (they only need a Coyote ID number), but they need to be admitted for the term of the award
 - All program coordinators were notified (if they had one or more students apply).
 - Programs with more than one applicant have been sent for review. Please send your review committee results by Friday, April 29th
 - Top awardees from each program will be reviewed for the Graduate Studies Fellowship (one per college)
 - All awardees will be notified by mid-May.
 - Final eligibility will be determined by the Office of Financial Aid.
 - We are attempting to come up with a process to allow more applicants to apply by extending the deadline.
- 2023-2024 Program Catalog Updates - Caroline reminded everyone that the GEAR is going away as of fall 2023 and recommended that everyone may want to check the language in the current catalog to be sure there is no contradictory information regarding Advancement to Candidacy vs. Program Completion requirement.
- Probation Timeline – Spring 2022 – April provided an overview and an update regarding the timeline and reviewed the new probation process of adding a service indicator to the student's account (with a notation to contact their program coordinator), but we are no longer placing a probation notation on their transcript.
 - May 26, 2022** – Spring Grades Due
 - June 2, 2022**– Spring Grades Available
 - June 2, 2022** – List of Probation (New/Continuing) students sent to program coordinators
 - June 21, 2022** – Probation notice emailed to students*
 - September 23, 2022** - Probation Advising Forms due

Advising form due notification: Graduate Studies will send an email to students, who are on probation, every two weeks beginning August 1, 2022. Coordinators will be sent an email reminder on September 1, 2022

**Per Grad Council – Probation status will no longer be added to the student's transcript. A PeopleSoft Service Indicator will be visible on the student's account with information about contacting their program coordinator for advising and reaching out to the Graduate Student Resource Specialist for resources.*

- Three Minute Thesis (3MT)
- The 3MT competition was held on April 11th. (Zoom and in-person) and seven students completed. It was an awesome event with the following judges: Diana Rodriguez, Chancellor of the San Bernardino Community College District; Ryan Keating, Director Office of Student Research; and Michelle Skiljan Senior Director of

Philanthropy, Foundation and Corporate Relations. This is an annual event, so please encourage your students to complete! It's a great opportunity for them to gain experience presenting and the feedback from the Speaking Center, who provided feedback, was invaluable in helping them prepare.

- Awardees were:
 - Alexia Martinez - First place - Communication Studies
 - Cameron Fraser Second place - Biology
 - Madeleine Simmons - Third Place - English and Writing Studies
 - Joanna Clevenger - People's Choice - English and Writing Studies

The top two awardees, Alexia and Cameron, will go on to compete in the system-wide virtual competition at CSU Bakersfield (the CSU Grad Slam).

- CSU Grad Slam
 - 5/6/2022 – CSU Bakersfield - Links to watch the competition will be sent to you as soon as they are available.
- Events – Megan
 - [Apply to Grad School Campaign](#) - A five-day workshop series to help prepare students to apply for graduate school. It's a great resource for anyone who is considering graduate school. Events will include Information Session on Graduate Programs, Funding Grad Education, Writing a Personal Statement and Requesting Letters of Recommendation, Completing the Graduate Application, and Campus Resources. With the exception of the Graduate Program Information Session, all sessions will be recorded and uploaded to the [Apply to Grad School Campaign](#) page.
 - April 25th – 29th
 - Mental Wellness May - We have partnered with a few entities on campus, including Counseling and Psychological Services, SMSU Queer and Transgender Resource Center, and the Women's Resource Center. Sessions will include topics on: Body Empowerment, Academic Burnout, and other great sessions. All sessions will be recorded and uploaded to the [Mental Wellness Series](#) page.
 - May 2nd – 6th
- Graduate Student Support – April
 - Cal State Apply Virtual Workshops
 - April 28th, 12:00 p.m. – 1:00 p.m.
 - May 11th, 5:00 p.m. – 6:30 p.m.
 - Participants who complete the workshop satisfaction survey are entered into an opportunity drawing for a Cal State Apply fee waiver (\$70 value).
 - Additional sessions for summer/fall will be provided on the [Prospective Students](#) page and will be sent to program coordinators as well.
 - If you would like to schedule a program specific Cal State Apply workshop please let me know and I'll be happy to schedule that.
 - Letters of Recommendation and Funding Graduate Education workshops for summer/fall will be scheduled soon and sent to program coordinators when available.
- Graduate Studies Weekly Roundup – This is still going out weekly and it contains a lot of important information/deadlines, so please encourage your students to read it.
- Graduate Studies Newsletter - Shelby wanted to remind everyone to please submit stories/articles/events ideas using the submission form or emailing her directly.
 - Next year, the newsletter will go out earlier in the semester.

- The Graduate Student Success Center (GSSC) is now open and is run by the SMSU. Graduate Students are working in the center, and a website will be available soon. It's a great place to relax, lounge, or study. There is a computer lab and also a kitchen. Please encourage your students to use it. Hours will be extended in the fall when the SMSU officially opens.
 - Located in the SMSU South 102A
 - GSSC Current Hours:
 - Monday – 10:00 a.m. - 4:30 p.m.
 - Wednesday - 10:00 a.m. - 5:00 p.m.
 - Thursday - 10:00 a.m. - 6:30 p.m.
 - Friday – 9:00 a.m. - 1:00 p.m.
 - Saturday - 10:00 a.m. - 2:00 p.m.

- Graduate Student Society – Caroline
 - Meeting on 4/26/2022 at 11:00 a.m. in the GSSC.
 - The purpose of the meeting is to think about leadership for the upcoming year.

- Graduate Coordinator Resources - Your dedicated page as coordinators, and it contains helpful information, so check it out.
 - [Graduate coordinator's Toolbox](#)
 - [Graduate Coordinator Meetings, Minutes, and Materials](#)