

## Fall 2021 Graduate Coordinator Meeting

Thursday, September 9, 2021

12:00 p.m. to 2:00 p.m.

### Minutes

Meeting commenced at 12:05 p.m.

- Welcome and Introduction – Caroline
  - Introduction of Graduate Studies Staff and Staff Updates, overview of office hours, the new Graduate Resource Center extended hours, and the Graduate Studies office contact information, website, email, and chat option.
- Recruitment – Erma (**Minute 10:09 on recording**)
  - Spoke about upcoming recruitment & marketing of prospective students via Radius, Taco Tuesday chats, upcoming CDIP & Pre-Doc workshops, social media marketing campaigns, and partnering with programs to recruit students. She also spoke about reaching out to Cal State Apply in-progress applicants to encourage them to submit their applications.
  - If any current students would like to participate in the virtual chat sessions please let her know.
- Cal State Apply & remote WebAdMIT training – Chris (**Minute 17:44 on recording**)
  - Fall 2022 application cycles goes live on October 1, 2021, so please let him know by Friday, September 17<sup>th</sup>, if there are any changes.
  - He will continue to offer Web Admit training/refresher training
- Enrollment/Applications – Caroline (**Minute 18:28 on recording**)
  - Applications increased, but enrollment was flat in terms of admitted students, for graduate and credential programs combined. New enrollment is down by 7%, but total enrollment is up by 14% right now, but we will need to see where we are at census.
  - Some of the programs had high numbers of applications, and were unable to admit such a large number. Other programs were down in applications. This resulted in our admission rate falling to 55% due to programs with large numbers of applicants that reached capacity.
  - Enrollment by program can be found on the Enrollment Report by College in the meeting agenda packet.
- Graduate Enrollment Dashboard – Chris (**Minute 22:07 on recording**)
  - The [dashboard](#) provides a weekly enrollment report published on our website. You can select your program and compare between terms. Including in-progress applications, department review, admitted, but not enrolled, and enrolled.
- Graduate Admissions – Kim (**Minute 28:05 on recording**)
  - Kim shared that financial aid holds are placed if official transcripts are not received.
  - Official transcripts should be submitted at least a months before the semester begins. Reminders will be sent to students. Please remind your admitted students to submit their official transcripts by the due date.
  - The official transcript deadlines are:
    - i. Spring 2022 – December 29, 2021
    - ii. Summer 2022 – June 24, 2022
    - iii. Fall 2022 – July 29, 2022
    - iv. Spring 2023 – December 29, 2022
- New Student Orientation Blackboard course – Caroline (**Minute 30:53 on recording**)
  - Orientation was held via Zoom this year and close to 400 people attended.

- We developed a Blackboard course which compiles many different campus resources available to students, so please encourage your students to view the course. Caroline briefly went over the outline of the course.
- [Graduate Student Orientation 2021 video](#)
- **Funding for Student Research and Travel – Caroline (Minute 36:50 on recording)**
  - Funding for research and travel is available through the Office of Student Research and also Graduate Studies (for graduate students only). This can include conference registration (to attend or present) and traveling to conferences.
- **Probation Timeline – Fall 2021 – April/Caroline (Minute 38:33 on recording)**
  - The timeline for fall 2021 and spring 2022 was reviewed. April reviewed the process of query, review program GPA <3.0, emailing coordinators a list of students, emailing student with information about advising, program coordinators meet with students on probation, and the form is returned to April. She reminded everything of her role serving as a resource to students. She also briefly reviewed the dismissal process (working with our office).
  - Thomas Corrigan asked about queries to identify students and Caroline encouraged him to reach out to work the college dean's office to complete a CIA form.
  - April mentioned that she would be following up with students who should be returning from an approved leave of absence for fall 2021, but haven't registered. She will email the program coordinators with a list of students who have not returned for fall 2021.
- **2021-2022 Thesis/Project/Dissertation Deadlines & Workshops - Shelby (Minute 47:24 on recording)**
  - The meeting packet contains a list of the deadlines and workshops. Students are welcome to meet for consultations via Zoom or in-person. Formatting workshops will be via Zoom.
  - David Chavez inquired about spring and summer graduation and the gap between deadlines. Shelby indicated that the larger gap in spring is due to the large number of submissions. There is sometimes a bit of flexibility in the deadlines, time permitting.
  - Thomas Corrigan inquired about the difference between submissions and publication deadlines. Shelby explained that the time between those two deadlines is when students should be working on any required changes. She also invited faculty to the workshops.
- **PAWS for Grad Students – Office of the Registrar (Jennifer, Rachel, and Amy) (Minute 57:18 on recording)**
  - Jennifer Bauer reviewed the new tools that will allow graduate students and advisors to track progress towards degree completion. These include the PAWS (Program Advising Worksheet for Students) degree audit, Exceptions from the Audit (EFAs), and myCoyote Academic Planner (MyCAP). In depth trainings will be offered in three phases:
    - Training 1 – Graduate PAWS Overview (Zoom)
    - Training 2 – Exceptions from the Audit – Graduate PAWS (In-Person)
    - Training 3 – myCAP – Transition from Manual Program Plans (In-Person)
      - i. Graduate PAWS Training Schedule is attached to the meeting packet (page 13)
  - Caroline reviewed the Training Schedule spreadsheet.
  - Thomas Corrigan asked about future training sessions for non-program coordinators (advisors, committee chairs, etc.). Caroline asked to reach out to her to discuss.
- **Workshops and Events – Caroline/April/Megan/Erma/Shelby (Minute 1:12:30 on recording)**
  - Thesis Bootcamp – Caroline shared that we did our first Thesis Bootcamp (for students who are just starting the writing process) on September 3<sup>rd</sup> and 20 graduate students attended. It was an orientation on resources available to students writing a thesis, project, or dissertation. Several departments were there including the Library, Graduate Writing Center, Institutional Review Board, and the Office of Student Research. All attendees were encouraged to sign up for Writing Accountability Groups. An information session about these groups will take place on September 27<sup>th</sup> and 28<sup>th</sup> at 4 p.m.
    - i. Writing Accountability Groups (two hours per week) October 4<sup>th</sup> – December 10<sup>th</sup>

1. Caroline will send everyone a flyer to share with students. Please encourage them to come to the Information Sessions.
  2. [Information Session Survey](#)
- Caroline also shared that another Thesis Bootcamp will take place in January. This will be a writing-intensive bootcamp and hopefully in-person.
  - April provided an overview of the upcoming PREP workshops and encouraged coordinators to share this information with their students:
    - i. [CSUSB Cal State Apply Graduate Application Assistance/Workshops](#)  
September 15th, 5:00 p.m. – 6:30 p.m. & September 28th, 12:00 p.m. – 1:30 p.m.  
We offer at least two workshops each month all year
    - ii. [Funding Graduate Education](#)
    - iii. [Letters of Recommendation](#)
    - iv. Megan provided an overview of the sessions taking place during Graduate Education Week on September 20<sup>th</sup> – 24<sup>th</sup>
    - v. This year's Information Session will be a hybrid of in-person and virtual. Please complete the survey to sign your program/department up: [Grad Program Information Session Survey](#)
    - vi. Megan also provided some best practices regarding setting up the Zoom rooms and will provide a link for students to register.
    - vii. Erma offered to market this event for coordinators. Just let her know.
  - Three Minute Thesis
    - i. Caroline talked about what the Three Minute Thesis is all about. A flyer for the event is included in the meeting packet. Students who participate, and win at our event, can go on to a CSU-wide three-minute thesis competition, and then possibly onto the Western Association of Graduate Schools competition and then the National Council of Graduate Schools competition.
    - ii. Student Information Sessions will take place November 10<sup>th</sup>, 16<sup>th</sup>, January 15<sup>th</sup>, and January 19<sup>th</sup>. We will then have workshops to help them prepare their presentation. A dress rehearsal will take place and then final event will take place on April 11<sup>th</sup> with cash prizes!
    - iii. Megan will be sending out the information session sign-up when it becomes available.
    - iv. Audrey Baca confirmed that the event is open to Ed.D. students, and it is.
    - v. Kristyn Hansen asked about students who are not completing a project and will reach out to Caroline for additional discussion.
  - Graduate Student Support Group – **(Minute 1:44:33 on recording)**
    - April wanted to make sure everyone is aware that Graduate Student Support Group, facilitated by Susan Lilly, will be taking place again this semester.
  - CARE Team – Jesse Juarez **(Minute 1:46:52 on recording)**
    - Jesse reviewed what the Campus Assessment, Response and Education (CARE) Team does and shared a presentation with information about all of the services offered and affiliations with programs on and off campus. Some services include, the Student Health Center, the Den, the Rec and Wellness Center, and Cal Fresh, and emergency housing.

**Meeting ended at 1:55 p.m.**

- Graduate Coordinator Resources
  - [2021-2022 Graduate Coordinator's Guidebook](#)
  - [Graduate Coordinator's Toolbox](#)
  - [Graduate Coordinator Meetings](#)