

Fall 2022 Graduate Coordinator Meeting

Thursday, September 8, 2022

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

Minutes

Meeting commenced at 12:00 p.m.

- Welcome and Introduction – Caroline
 - Introduction of Graduate Studies Staff and Staff Updates, overview of office hours, and the Graduate Studies office contact information, website, email, and chat option.
 - The Graduate Student Resource Center (next to OGS) is available for students who need assistance with the Cal State Apply application, forms, waivers, or a quiet place to study.
 - The Graduate Student Success Center, in SMSU 102, includes a much larger space with a lounge, kitchen, and meeting rooms. Please encourage your students to make use of this space!

- Recruitment – Caroline (**Minute 12:51 on recording**)
 - Fall is our heavy recruitment season. Our recruiter, Erma Cross, is currently on the road attending graduate school fairs and visiting CSU's and private schools. Graduate Coordinators are encouraged to send any recruiting materials they would like distributed to Erma. We also continue to market via Radius, Taco Tuesday chats, and Teatime Thursdays. Meetings are currently held via Zoom.
 - Shelby is updating the marketing flyers/fact sheets for each program.

- Cal State Apply & WebAdMIT Training – Chris (**Minute 15:26 on recording**)
 - Chris is updating materials and preparing for the Fall 2023 application cycle, which goes live on October 1st. If you have any changes to your program's 4th quadrant, please send them to Chris by Sept. 15th.
 - He will continue to offer Web Admit training/refresher training.

- Enrollment/Applications – Caroline and Chris (**Minute 17:45 on recording**)
 - Total applications increased 15% and completed applications increased 10%. The number of admitted students is up 9% and both new enrollment and total enrollment increased 7%.
 - The graduate programs report shows new graduate student enrollment totals have increased over last year. Enrollment at CECE is up 2%. New enrollment in credentials is up 19%.

- Graduate Enrollment Dashboard – Chris and Caroline (**Minute 21:12 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.
 - Access the Dashboard on the Coordinator Resources page of the Graduate Studies website. Coordinators are encouraged to keep an eye on in-progress applications and communicate with applicants. Please review applications and admit applicants quickly; graduate students are likely to enroll in the first school that admits them. When applicants are admitted they will receive an email from Graduate Studies; programs should reach out to applicants as well to provide information on courses and other details.

- Graduate Admissions – Cece and Caroline (**Minute 28:50 on recording**)
 - Deferred admissions: Email Cece or Kim and they will send the applicant a coupon code and instruct them to reapply. The applicant will not need to pay the application fee again.
 - Late applicants/applying after the deadline – email Cece or Kim if you would like to allow someone to apply late. They will send an invitation code that will allow the student to apply.

- Note that once the application deadline has passed, the program will no longer show up in Cal State Apply. Programs that are low on applicants may want to consider extending their deadlines. To do so, contact Graduate Admissions.
 - If you are admitting students as conditionally classified or if you are denying a student, please indicate the reason on WebAdmit by adding a brief comment.
 - Grad Admissions is working on a new COPA form.
 - Contact International Admissions if you have any questions about an international application.
- **2022-2023 Thesis/Project/Dissertation Deadlines & Workshops - Shelby (Minute 36:55 on recording)**
 - The meeting packet contains a list of the deadlines for both fall and spring semesters. Students are welcome to meet for consultations via Zoom or in-person.
 - Workshops on formatting and the submission process will be held in October. See the handout for deadlines and feel free to share the information with your students.
 - Please make sure students are submitting the final version of their document to Scholarworks for review.
- **New Student Orientation Canvas course – Caroline (Minute 40:35 on recording)**
 - Orientation was hybrid this year, about 400 people attended (Zoom and in-person combined).
 - Graduate Studies developed a Canvas course made up of five modules. The course includes the orientation, campus resources, policies, and self-care. All graduate students are enrolled in the course. Caroline briefly went over the course outline.
- **Probation Timeline – Fall 2022 – April/Caroline (Minute 45:28 on recording)**
 - The timeline for fall 2022 and spring 2023 was reviewed. Probation notices are no longer noted on the transcript. Instead, students will have an advising notification placed on their student account and a probation notice and advising form will be emailed to them.
 - Graduate Coordinators are notified if they have students with a low GPA/on probation.
 - The new probation process was vetted by Graduate Council. The new process is more supportive of students.
- **PAWS for Grad Students – Caroline (Minute 51:38 on recording)**
 - Any student who started their program in Fall 2020 or later will have a PAWS report.
 - Let us know if you need training on PAWS and MyCap.
 - The Registrar’s Office will not accept paper program plans or advancements for students admitted Fall 2022 or later.
 - The PAWS report should be used to advise students of their program requirements. It shows the courses the student took. MyCap is a planning tool to plan the courses the student needs to take.
 - Changes in PAWS, such as course substitutions, should happen in “exception mode” in the PAWS report. PAWS exception mode is also used for advancement to candidacy.
 - The Registrar’s office will use the PAWS report for the graduation check.
 - Students following the quarter system will continue to use the paper process.
- **Workshops and Events – Caroline and April (Minute 1:01:23 on recording)**
 - Thesis Retreat – Sept. 16, 2022, 9:00 – 5:00 pm. A flyer is available in the packet. Registration may close by Monday, Sept. 12th, since the program is near capacity.
 - Writing Accountability Group – Students are asked to reserve two hours a week to write with their group and have access to a writing coach. Graduate Studies matches people in groups. Please encourage your students to sign up. Information sessions are listed in the flyer.
 - Cal State Apply Application Workshops – See flyer for list of application session dates. The workshops assist students with the Cal State Apply application and writing a personal statement. Workshops are held via Zoom.

- Requesting Letters of Recommendation Workshops - April provided an overview of the Requesting Letters of Recommendation workshop. She will hold one more live workshop this semester. A recording will be available on the Graduate Studies website.
- Funding your Graduate Education Workshop – an overview of funding opportunities will be provided. See the flyer for details. The workshop will be recorded and available on the Graduate Studies website.
- Chancellor’s Doctoral Incentive Program Information Sessions – offered by Zoom, the workshops will be held throughout the semester. CDIP is for those who are currently in or will soon attend a Ph.D. program. The applicants do not need to be CSU students. The faculty mentor does need to be a CSU faculty member.
- Pre-Doctoral Program – for students interested in exploring a Ph.D. program. Information sessions will be held throughout the semester. Applicants work with a faculty mentor. Please have interested students sign up for an information session.
- Graduate Equity Fellowship Application Deadline: March 2nd. Open to current graduate students and those entering a graduate program at CSUSB. Each program is allotted \$2000 to award. Some programs did not have any applicants last year. Please encourage your students to apply.
- Upcoming Events (**Minute 1:20:29 on recording**)
 - Graduate Education Week, Grad Slam. More information will be sent out soon.
 - Graduate Studies is resuming outreach to PDC. Office representatives will visit PDC and will be tabling at the PDC Fall Fest and Taste of Research. We also hope to develop WAGS at PDC.
- Graduate Coordinator Resources (**Minute 1:25:30 on recording**)
 - See the Graduate Coordinator Resources pages on the Graduate Studies website. The Toolbox page includes information on PAWS/MyCap, probation advising, and the Graduate Coordinators Guidebook, and much more.
- Additional Flyers in Packet: Grad Student Research and Writing PREP, Graduate Student Support Group, Graduate Student Financial Opportunities. Please share the information with your students.

Meeting ended at 1:26 p.m.

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