Minutes

Attendees: Priyanka Yalamanchili, Steven Childs, Erin Hall, Vishal Munsif, Golge Seferoglu, Manijeh Badiee, Viktor Wang, Jasmine Lee, Jesus Canelon, Ken Shultz, Andreas Beyersdorf, Robert Stokes, Tony Fields, Nasrin Mohabbati, Sepideh Alavi, Jemma Kim

Graduate Studies Representatives: Dean Dorota Huizinga, Interim Associate Dean Caroline Vickers, April Lane, Shelby Reeder.

Meeting commenced at 11:00 a.m.

- **Welcome and Introduction**
    o Introduction of Graduate Studies staff, office hours, the Graduate Resource Center, and the Graduate Studies office contact information, website, email, and chat option.

- **Graduate Student Success Center (Minute 28:10 on recording)**
    o The Graduate Student Success Center, located in SMSU South, is a two story multi-room space that includes a lounge, study rooms, computer stations, free printing, and a kitchen. It was created expressly as a space for graduate students. The hours are Monday – Thursday, 10:00 am – 8:00 pm, and Friday – Saturday, 10:00 am – 2:00 pm. Please encourage your graduate students to take advantage of the space.

- **Admissions (Minute 30:39 on recording)**
    o Graduate Coordinators serve as the admissions officers for their program. Applications are processed through WebAdmit. All graduate coordinators should have received Web Admit training from Chris Songsittichok. Contact Chris at Graduate Studies if you have not yet been trained.
    o Graduate Studies' application processing generally takes 1-2 days, but can take longer if the applicant is missing transcripts. Graduate Admissions makes sure the applicant meets the minimum requirements, the forwards the application to the program for an admission decision. The minimum GPA requirement is 2.5, but programs can request an appeal if they wish to admit someone who does not meet this requirement. GPA calculations can be cumulative, or can focus on the last 60/90 units.
    o **Tips for Increasing Applications**
        i. *Make quick decisions*. When you receive applications, it is important to make quick decisions. Studies show that graduate students often attend the first school that accepts them. (Some highly competitive programs may wait to made admission decisions so they can compare applicants.)
        ii. *Communicate with in-progress applicants*. Reaching out may make a difference in an applicant's decision to attend; the applicant may also need assistance with the application or have questions about the program.
        iii. *Monitor the dashboards*. Graduate Studies and Institutional Research both maintain dashboards where you can track your program's enrollment numbers and disaggregate data to support your program marketing. 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 Studies' dashboard is updated weekly; the IR dashboard is updated daily.

- **Student Resources (Minute 41:35 on recording)**

- o Graduate Studies provides an orientation to new students each year. This year's orientation was offered both in-person and virtually on August 13th. Approximately 400 new students attended. A recording of the event is available on the Event Center page of the Graduate Studies website.
- o To compliment the orientation, Graduate Studies provides a Graduate Student Orientation Course on Canvas. The course is divided into several modules and includes the orientation materials and recording, and modules on financial support, general policies and regulations, and resources and personal development.
- o The Coyote Graduate Student Guide is a handbook for graduate students. It covers general information such as parking, student ID cards, resources available on campus, and policies and procedures pertinent to graduate students. Please encourage your students to read the Student Guide, available on the Graduate Studies website.

- **Graduate Coordinator Guidebook (Minute 49:35 on recording)**
  - o The Graduate Coordinators Guidebook describes graduate coordinator responsibilities, the admissions process, student program plans, and other materials. The Guidebook can be downloaded from the Graduate Coordinators Toolbox page online. See the Guidebook for more information.
    - i. Duties, Responsibilities, and Resources: pages 1-4
    - ii. Graduate Admissions Processes: pages 5-8
    - iii. Steps to Completing the Degree and Program Plan: pages 9-12
    - iv. Culminating Experience and Graduation: pages 13-15
  - o Cal State Apply Application Assistance: Graduate Studies holds workshops each semester to help students navigate the application. April Lane also offers assistance.
  - o Graduate Admissions will accept unofficial transcripts. If admitted, official transcripts are due 10 days before courses begin.
  - o Radius/CRM: the system generates leads through a web inquiry form on the Graduate Studies website. The Graduate Studies recruiter acquires leads through graduate school fairs and other events. Potential applicants are contacted periodically through Radius. Contact Erma, the recruitment specialist, at erminia.cross@csusb.edu for assistance with recruiting new students.
  - o PREP is a co-curricular program that acts as a hub for workshops and activities on campus. Please direct your students to the PREP pages.
  - o Probation: Graduate students must maintain a 3.0 GPA or be placed on probation. April runs a query for low GPA each semester. An advising hold is placed on the student's record instructing them to meet with their graduate coordinator. The hold is removed after students complete advising and turn in an advising form to Graduate Studies. If students do not raise their GPAs after several semesters, they should be dismissed.

- **Annual Events (Minute 01:35:43 on recording)**
  - o Graduate Education Week is held in November. This is an opportunity to recruit new students.
  - o Graduate Student Mixers are held throughout the year by Graduate Studies, the Graduate Student Society, and the Graduate Student Success Center.
  - o Thesis Retreat: September 16th
  - o Writing Accountability Groups: October
  - o Grad Slam/3MT: Spring term
  - o PreDoc and CDIP Information Sessions: September, October, and November. See Financial Support for more information.

- **Student Resources and Support (Minute 01:45:10 on recording)**
  - o Encourage students to join the Graduate Student Society – it's an opportunity for students to have a voice on campus.
  - o Office of Student Research offers funding for conferences, research, and thesis, project, and dissertations.

- **Graduate Coordinator Toolbox (Minute 01:51:06 on recording)**
  - Located on the Coordinators Resources page, [the Toolbox](#) includes information on WebAdmit, Cal State Apply, the Graduate Council, and other resources.

- **Paws/MyCap (Minute 01:53:48 on recording)**
  - Students admitted by fall 2020 can access PAWS to view their Master's Approved Program Plan.
  - MyCAP can be used by graduate coordinators to plan student coursework and create a Program Plan.
  - Contact Graduate Studies for training.

Meeting ended at 12:45 p.m.

- Graduate Coordinator Resources
  - [2021-2022 Graduate Coordinator's Guidebook](#)
  - [Graduate Coordinator's Toolbox](#)
  - [Graduate Coordinator Meetings](#) Passcode for meeting is X2.ukAQu