Meeting commenced at 12:00 p.m.

Welcome and Introduction – Caroline Vickers (12:00 p.m.)

- Graduate Office Hours: Monday - Friday: 8:00 a.m. to 5:00 p.m.
  Graduate Studies Website and Chat:
  https://www.csusb.edu/graduate-studies
  Phone: (909) 537-5058
  Email: gradstud@csusb.edu

Digital Forms – Caroline Vickers (12:05 p.m.)

The multi-item form “Postbaccalaureate/Graduate Petition for Waiver of University Regulations” is no longer being used. It has been deconstructed into four separate forms. Forms for processes that are initiated by faculty can be found online in the Graduate Coordinators Toolbox. Forms initiated by students are located on the Graduate Studies Forms page.

- Now available on the Graduate Studies Forms page:
  - Incomplete Extension
  - Retroactive Withdrawal
- Now available on the Graduate Coordinator’s Toolbox page:
  - Waiver of University Requirement in Residence
  - Request to Recertify Coursework
- Leave of Absence and other forms: The pdf versions of our forms have a new look with shorter submission instructions. AdobeSign is also still available.
- Processing time can take up to 7 business days.
- The Graduate Writing Requirement will no longer be required by the Chancellor’s Office beginning Fall 2023.

Recruitment – Erma Cross (12:06 p.m.)

Erma will soon be traveling to graduate school fairs and other events to promote graduate programs. Please reach out to her for recruitment support. She is also holding Walk-in Wednesdays, Taco Tuesdays and Tea Time Thursdays as drop-in events for potential students. Please share with anyone who may be interested in learning more about graduate school.

Graduate Studies has leads from various events. Please contact Erma for a list leads to follow up on.
Blended Programs - Caroline Vickers (12:09 p.m.)

The CSU Chancellor’s Office approved the creation of blended programs, meaning up to 12 units can be shared between an undergraduate and master’s degree. Graduate Council is working on policy for creating blended programs, as well as a program submission form. They hope to get the policy and form approved this semester, then sent to Faculty Senate for their approval. The aim is to receive approval in time for programs to begin planning blended programs in Fall 2023. Note that blended programs only applies to master’s programs – it does not include doctoral or credential programs.

Thesis, Marketing Materials, Newsletter, and Outstanding Thesis Award – Shelby (12:15 p.m.)

The spring thesis, project, and dissertation submission deadline was Monday, April 17th. Graduate Studies received a record number of submissions this year; approximately 145 – 150, including expected extensions. The department usually receives about 118. Student who were unable to submit this semester can submit in the summer but are encouraged to first confirm with their thesis committee.

Any changes to the recruitment fact sheets can be sent to Shelby or Erma. Erma is also working on developing some new marketing materials for fall 2023.

Shelby is working on the Graduate Studies Spring Newsletter. Please send any information you would like included her way – student or faculty awards, program events, etc.

The information on this year’s Outstanding Thesis/Project Award is included in the meeting packet and will also be sent to campus and graduate coordinators next week. The deadline for submissions in July 31st, but programs are welcome to submit early. Please keep in mind that Graduate Studies accepts only one submission per graduate program.

Graduate Student Resources – Caroline Vickers (12:18 p.m.)

Graduate Equity Fellowship – Application deadline was March 2nd. We received a total of 21 applications and 19 applicants were awarded. Graduate Program Fellowship awards range from $500 - $2,000. Please encourage your students to apply. We would like to see all funds allocated. The top awardee in each program will be considered for a graduate Studies Fellowship of $4,500 per college.

Pre-Doctoral Program: 12 applicants were approved to submit (out of 13) and are now being reviewed by the Chancellor’s Office Pre-Doc review committee.

Chancellor’s Doctoral Incentive Program: Four applicants were approved to submit (out of 5) and are now being reviewed by the Chancellor’s Office CDIP reviewer committee. We should hear from the CO in May. Please encourage students to apply to these programs. We would like to increase the number of applicants.

Cal State Apply WebAdMIT Training – Chris (12:20 p.m.)
Chris is working on Cal State Apply for Spring 2024. Fall 2023 application cycle is currently active. Let Chris know if you would like to extend the deadline for your program. New concentrations are available in the MBA program and the MA in Educational Administration beginning Fall 2023. Business Analytics will be offered through CEGE.

Chris reviewed the enrollment and application spreadsheets. There is a 13% increase in fall applications, a 17% increase in admitted students. Programs have been turning around applications more quickly. Programs can check their individual admission and enrollment statistics on the dashboard available on the Graduate Studies website.

A new portal is being developed for applicants and admitted students that will allow them to view next steps and upcoming events. It should improve communication between new students and the university.

Manijeh Badiee asked if it were possible to be copied on the emails currently sent to applicants through CRM. Unfortunately, it is not possible to cc people, but all of the emails that are sent out can be viewed by clicking on an applicants’ file.

A few faculty noted that applicants they had denied were marked as withdrawn. Faculty would like to be able to distinguish between withdrawn and denied applications. Graduate Studies will resolve the issue.

- International Admissions Updates – Stacia McCambridge (1:00 p.m.)
  - Application deadline
  - Admission decisions

Events and Programming – Caroline and Megan (12:35 p.m.)

The Grad Slam competition was held as part of Research Week and was a big success with 8 participants and 85 attendees. The first place winner was David Lopez Sanchez from Psychology and second place was Oliva Hart from Educational Leadership. Both students will go on to the Systemwide Grad Slam (May 5th). Please watch the competition on Zoom. Graduate Studies also asks that faculty encourage their students to participate in next year’s event. Students receive coaching and support.

Mental Wellness May will take place the week before final exams and will include yoga and mental health workshops. See the Events page of the Graduate Studies website for the agenda and registration.

Graduate Student Orientation will be August 12.

International Admissions – Stacia McCambridge (12:42)

Applications for international students are due June 1 (sooner for programs with earlier deadlines). Turnaround times for international applications have improved.

Graduate Applicant and Student Support Sessions – Caroline Vickers (12:45 p.m.)
Caroline reminded attendees of the Cal State Apply Virtual Graduate Application Sessions:
- We offer two application sessions each month (one in August). The sessions include information on how to write a personal statement.
- These sessions are scheduled based on program application deadlines.
- Registration Link for all sessions (flyer with dates is enclosed)

Graduate Studies Weekly Roundup is sent out on Tuesdays to enrolled graduate students and graduate coordinators. The roundup includes important deadlines and upcoming events. Let us know if you are not receiving it.

Encourage students to use the Graduate Student Success Center – in includes a kitchen, meeting rooms and a lounge. It is a great space for graduate student clubs to hold meetings, for group projects, etc., and is open until 7:00 pm on most weekdays.

Meeting Adjourned 12:52 p.m.