

Spring 2024 Graduate Coordinator Meeting Minutes

Thursday, March 7, 2024

12:00 pm – 2:00 pm

Location: PL 4005 and Zoom

Welcome and Staff Introductions – Caroline Vickers (12:00 pm)

- 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

[Graduate Coordinators Toolbox](#)

Digital Forms – April Lane (12:10)

April briefly explained the Exceptions from the Audit (EFA) process. Exceptions are used for course substitutions, course waivers, or adding courses to the student's PAWS report. Reach out to April if you need training. Information is also available from the Registrar. The EFA is used for students who were admitted to Fall 2022 semester or later.

Recruitment – Caroline Vickers and Erma Cross (12:13 pm)

Erma is offering Welcome Wednesday, a walk-in day for prospective students to meet with Erma and learn more about our programs. No appointment is needed. Welcome Wednesday primarily targets on-campus students. Teatime Tuesday will also be offered. This is a virtual event for prospective students off-campus who want more information on programs.

Send recruitment materials to Erma by August 1. She will begin attending graduate school fairs and other events in August and throughout fall semester.

Graduate Studies can email flyers on upcoming information sessions to prospective students. Complete the form in the Graduate Coordinator's Toolbox to request flyer distribution. See "Information Session and Event Marketing" in the Toolbox.

Graduate Studies also created an Outreach and Recruitment Guide to support graduate coordinators with recruiting. See the packet for details.

Other items to consider when recruiting:

- Check your program dashboard for trends and keep an eye on application and admission numbers
- Identify program strengths – 3 points of pride
- Review your program website for broken links or outdated information
- Be responsive to applicant questions
- Consider rolling admissions and holistic admissions
- Continue outreach post-admissions

Graduate Studies continues to offer Cal State Apply workshops one a month to help students complete the application.

Blended Programs (CAPE) – Caroline Vickers (12:30 pm)

The CAPE policy is now signed. We are officially authorized to offer blended programs.

Undergraduate and graduate programs can share up to 12 units, but you must go through the curriculum approval process and identify which graduate courses will be shared. The graduate courses can be taken during the junior and senior year, as well as summer. Contact Caroline for more information and forms.

Both stateside and self-support programs can be blended.

Look at San Francisco State and San Jose State blended program curriculum for examples.

Thesis Deadlines and Marketing Materials – Shelby Reeder (12:40 pm)

Thesis deadlines for spring and summer are available in the packet and on the Graduate Studies website. Please share the flyers on upcoming workshops with your students. Graduate Studies also offers thesis formatting consultations. Students can schedule a meeting on the Graduate Studies thesis web pages.

Please review your Graduate Program Fact Sheets (marketing flyers) and let Shelby know if they need to be updated. Any items you would like to see included in the spring newsletter can also be sent to her.

Graduate Student Resources – April Lane

The deadline for on-campus scholarships and the Graduate Equity Fellowship have been extended to April 2nd.

The Chancellor's Doctoral Incentive Program Deadline is March 15. Students may now apply directly to the Chancellor's Office. However, we encourage them to go through the review committee for application feedback.

The Academic Notice hold placed on student accounts does not prevent them from registering for classes. The hold may be eliminated due to students' confusion about registration. Students placed on Academic Notice need to seek advising and turn their advising form in to April.

Cal State Apply – Chris Songsittichok (12:58 pm)

Please review the 4th quadrant in your applications and let Chris know of any changes. Contact Chris to extend your application deadline.

The enrollment report shows that we are up in applications and down in admissions. Please admit any promising students and consider adopting rolling admissions.

Chris will be updating the dashboard to breakdown the time-to-admission into three categories.

International Admissions – Stacia McCambridge (1:00 pm)

The application deadline for international applicants is June 1. Please make your admission decisions by June 30. International students need time for obtaining a visa and preparing for international studies.

Contact Stacia if you would like to collaborate on recruiting international students, or if you have any questions. A comprehensive International Recruitment Plan is in the works.

International students are required to attend at least 1 in-person class per semester. Please keep this in mind when planning courses.

International students are looking for internship classes related to their major.

Enrollment and Applications – Caroline Vickers (1:05)

Graduate Studies has lots of program leads in Radius. Contact Graduate Studies and let us know what you want to advertise. You can also fill out the Information Session Advertising form in the Graduate Coordinators Toolbox.

Feel free to communicate with applicants in Web Admit. It is impactful for applicants to hear directly from the graduate program coordinator.

Remember to use the PAWS reports for students admitted in Fall 2022 or later.

Events and Programming – Caroline Vickers (1:10)

Career Readiness Series is March 18 – 21. Please see the flyer in your packet and encourage students to attend.

Grad Slam is April 9 at 5:00. We have 10 participants and outstanding judges. The event will be hosted by a local radio personality and alum.

Applicant and Student Support – April Lane (1:12)

Cal State Apply workshops are held once a month. They include tips on writing a personal statement. Students can also access a previously recorded session. See [Graduate Application Assistance](#) online.

April is available for PAWS training, including the Advancement to Candidacy process.

Encourage international students to apply for scholarships.

The Graduate Student Society advocates on behalf of graduate students. Please encourage students to join.

Please contact Graduate Studies if you have any suggestions for resources or events.

Meeting adjourned at 1:25