

Graduate Coordinator Fall 2025 Meeting

Thursday, September 18, 2025

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

Meeting Minutes

- Welcome and Introduction - Caroline (12:00 p.m.)
 - Introduction of Graduate Studies Staff and Staff Updates
 - 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 Student Success Center](#), SMSU 202
 - Phone: (909) 537-3628
 - Email: GSSC@csusb.edu
 - Fall GSSC Hours: 11 a.m. – 7:00 p.m.

The meeting began with an overview of the Graduate Studies office operations and resources. Caroline introduced Graduate Studies office staff and gave an overview of contact information, hours, and available services, including a human-powered chat feature and student assistant for design and marketing. She highlighted the Graduate Student Success Center's facilities and events, encouraging faculty to promote these resources to students.

- Recruitment & Outreach – Caroline and Erma (12:05 p.m.)
 - [Outreach and Recruitment Guide](#) (attached)
 - [Graduate Program Outreach Presentation](#)
 - [Ten Facts about Master's Degrees](#) (attached)

Caroline discussed recruitment strategies, emphasizing the importance of reviewing program dashboards, updating websites with relevant information, and responding promptly to prospective students. She recommended admitting students on a rolling basis to increase enrollment. She clarified financial aid options for graduate students, noting changes in federal loans but ensuring that graduate students remain eligible for some forms of aid. She encouraged program coordinators to engage in recruitment activities, such as attending grad fairs, updating websites, and leveraging resources like Cal State Apply workshops and personal statement advice. Caroline also shared facts about the value of master's degrees to advocate for graduate education. She discussed upcoming recruitment events with Erma Cross, including fairs at various universities and the California Forum for Diversity in Graduate Education being held at U.C. Merced that April and Shelby will attend. Kim shared her work on implementing a new CRM system to improve communication with graduate students. Caroline also encouraged program coordinators to send us, via the [Info Session Advertising request form](#), their program information sessions and to be sure to include their information sessions on the [campus events calendar](#).

- Cal State Apply & remote WebAdMIT training – Chris (12:10 p.m.)
- Enrollment/Applications – Caroline (12:15 p.m.)

Caroline reviewed enrollment numbers, noting a significant decline in international student enrollment but an increase in domestic and credential students.

- [Graduate Enrollment Dashboard](#) – Chris (12:20 p.m.)

Chris introduced a new dashboard for tracking graduate applications and enrollment, which will be available soon. Caroline discussed admission practices, emphasizing holistic review and the importance of building enrollment for low enrollment programs.

- Graduate Admissions – Kim & Cece (12:25 p.m.)
- Updating a Student's Classification Status – April (12:30 p.m.)
 - Once pre-requisites are met students must be updated to classified status right away
 - i. Not updating student's classification impacts financial aid
 - The process
 - i. At the beginning of each semester OGS will run a query and notify coordinators
 - ii. Coordinators can let us (April Lane) know who to change to classified
 - iii. programs can maintain their current process, if desired

April addressed the process of updating student classification status, emphasizing its importance for financial aid, and she outlined a new procedure for identifying and classifying students at the beginning of each semester while also emphasizing that programs can maintain the current process if that is their preference.

- New Student Orientation Canvas course – Caroline (12:35 p.m.)
 - [Graduate Student Orientation: 2025](#)
 - How did your program orientations go?
- [Beyond Graduate School](#) – Caroline (12:40 p.m.)
- CAPE: Blended Programs – Caroline (12:45 p.m.)
 - [Curriculum process](#)

Caroline discussed several initiatives for graduate students, including an asynchronous Canvas course providing resources, and a new platform called Beyond Graduate School (coming soon) for career development, particularly for master's students. She encouraged faculty to consider CAPE blended programs as an accelerated pathway to master's degrees, noting various possibilities for program combinations.

- Academic Notice Planned Timeline – April (12:50 p.m.)
 - Fall 2025**
 - December 18 – Grades due
 - January 9 – List of New/Continuing students on academic notice sent to program coordinators. Including the number of semesters on academic notice for previous terms.
 - January 16 – Academic notification email sent to students.
 - February 14 (spring census) – Academic Notice Advising Forms due but can be submitted after.
 - The OGS will send email reminders to students to submit the advising form**
 - February 1 (Students)
 - February 14 (Students & Coordinators)

April outlined the academic notice plan timeline, detailing key dates for grades, GPA checks, and student notifications, emphasizing the importance of academic advising and the availability of an advising form.

- New Leave of Absence process – Smartsheets – April (12:55 p.m.)
 - Students will complete a Smartsheet LOA request form
 - The OGS will process the form and send via AdobeSign for student and coordinator's signature.
 - If the program coordinator approves of the LOA, they sign the form and click the "Approved" checkbox.
 - April will then route the form on for the Dean's signature and the OTR to process. The student and the coordinator will be Cc'd.
 -

April discussed the implementation of a new Smartsheet form for leave of absence requests, which will streamline the process and ensure all requests are properly routed. She emphasized that program coordinators are not obligated to approve these requests as it is only a new way of routing the LOA request, and they are welcome to reach out to her if they have any questions or concerns.

- PAWS/EFA/myCAP for Grad Students – April (1:00 p.m.)
 - If you haven't already, please schedule PAWS/EFA training with me.
 - Adjustments to a student's program and Advancement to Candidacy are now done through PAWS using Exception from the Audit (EFA) process.
 - All students admitted fall 2022, and beyond - Use the PAWS/EFA process.
 - Coordinators with students still on a quarter program will continue to use their paper/emailed documents as the PAWS system does not accommodate quarter programs.
 - A myCAP is a useful tool to advise students and help them plan their courses, but you are not required to use it.

April addressed the importance of using the PAWS EFA process for graduate students' Advancement to Candidacy and mentioned ongoing work with the Office of the Registrar to simplify EFA access processes. She also encouraged coordinators, who have not scheduled EFA training with her, to reach out to schedule asap.

- 2025 - 2026 Thesis/Project/Dissertation Deadlines & Workshops - Shelby (1:10 p.m.)
 - Thesis Deadlines (attached)
 - Thesis Formatting Workshops (attached)

Caroline encouraged coordinators to review thesis deadlines and formatting workshops for students completing theses, projects, or dissertations this term.

- The Graduate Student Society - Megan/Minseo Kang (1:15 p.m.)
 - President - Manasi Vidyanand

Caroline welcomed Minseo Kang, the vice president of the Graduate Student Society, who explained their role in fostering graduate student community and advocacy. Caroline highlighted society's importance in advocating for graduate student needs, such as requesting an extension to campus dining hours, and encouraged students to engage with them.

- [Study Abroad](#) – Arianna Huhn (1:20 p.m.)

Arianna Huhn presented an outreach initiative to increase graduate student participation in study abroad programs, highlighting new resources on their website and various program types available. Angela shared her experience working with Arianna to develop a Costa Rica study abroad program, noting challenges with timing due to graduate students completing required coursework later in their programs.

- CIPAHP Mentoring Program for Allied Health Students – Caroline (1:30 p.m.)

Caroline spoke about the PPOHA grant funding cut, noting that she would file for a one-year extension but could not continue the mentoring program as planned.

- Agua Caliente's IRB Process – Caroline (1:40 p.m.)
 - Students outside of the Native American community who want to work with tribal nations should reach out to:

Marisa V. Yeager

Associate Vice President

Office of Government, Tribal & Community Relations

California State University, San Bernardino

Direct Line - (909) 537-5630

Or,

Kate Anderson | Director of Public Relations

AGUA CALIENTE BAND OF CAHUILLA INDIANS

5401 Dinah Shore Drive, Palm Springs, CA 92264

Direct 760.699.6925

- Fall 2025 Workshops and Events – Caroline/Megan/April (1:45 p.m.) - Flyers/documents attached
 - Graduate Student Recognition Week
 - Graduate Writing Workshop Series
 - Grad Slam Information Sessions
 - CSUSB Grad Fair – Part of [Grad Prep Week](#)
 - Graduate Student Support Group – Weekly – Via Zoom
 - [Cal State Apply Virtual Sessions for Fall 2025](#) (All sessions begin at Noon)
 - i. October 7
 - ii. October 21 (part of Grad School Prep Week)
 - iii. November 4
 - iv. December 4
 - [Graduate Equity Fellowship/CSUSB Scholarship Information Sessions](#)
 - i. October 23 (part of Grad School Prep Week)
 - ii. Dates coming soon
 - [Chancellor's Doctoral Incentive Program Information Sessions](#)
 - i. October 23 (part of Grad School Prep Week)
 - ii. Dates pending
 - [Pre-Doctoral Program Information Sessions](#)
 - i. October 23 (part of Grad School Prep Week)
 - ii. Dates coming soon

Megan discussed a variety of upcoming events, including the Graduate Studies Recognition week, the Grad Slam competition, highlighting its benefits and encouraging participation, while also mentioning the Writing Accountability Group and related workshops. The Fall Writing Workshop series was outlined, including sessions on goal setting, time management, and AI usage in writing. Upcoming events such as the CSUSD Grad Fair, Graduate Student Support Group meetings, and Cal State Apply Virtual Workshops were announced. Caroline highlighted the importance of the San Casanova scholars program and encouraged students to go through the internal review process for stronger applications.

- Graduate Coordinator Resources
 - [Graduate Coordinator's Toolbox](#)
 - [The Graduate Coordinator's Guidebook 2025-2026](#)
 - [Graduate Coordinator Meetings](#)