

**Graduate Coordinator Meeting
Minutes**

Thursday, April 20, 2017

12:30pm to 2:00pm

Pine Room

Present:

Toni Ditty, Hang Pei, Paul Chris Okpala, Joan Fryxell, Cherstin Lyon, Susan Jindra, Michael Lewin, Monideepa Becerra, Xinying Yin, Eun-Ok Baek, Daniel Stewart, Haiyan Qiao, Lynne Diaz-Ricco, Andrea Schoepfer, Donna Schnorr, Joseph Jesunathadas, Deborah Grijalva, Hyun-Kyoung Oh, Jonathan Anderson, Craig Seal, Laura Newcomb, Caroline Vickers, Laurie Smith, Antony Field.

Agenda Items:

1. Graduate Council Updates

None to report.

2. Information Request (Coordinator Support Survey)

Additional information is needed from the individual programs to complete the Strategic Analysis. Graduate Studies will send out a survey to all the program coordinators, which will contain questions about recruitment, resources, and the culminating experience.

3. Graduate Studies Application, Admission and Enrollment

A chart with the application, admission, and enrollment data from AY 2015-2016 and AY 2016-2017 was presented and compared.

The suggestion was made to add a grand total for the fall, winter, and spring quarters to the chart.

Dr. Beer stated an analysis was done that looked at the 5 year enrollment trends by department. Meetings will be scheduled with smaller programs to find out what type of support is needed.

4. Graduate Equity Fellowship Grant

Changes to the Graduate Equity Fellowship for the 2017-2018 academic year were presented. Based on feedback from the coordinators, the selected option, awards each of the active graduate programs a \$2,000 award per academic year.

Graduate Studies will provide each program coordinator with a list of qualifying students within their program. Each program will be responsible for setting up a selection committee (minimum of three members if more than one applicant) and provide the selected award recipient's information to Graduate Studies.

5. Strategic Analysis

Graduate Studies provided a handout with the most recent updates as of April 17, 2017. The final copy of the Graduate Studies strategic analysis is due in June 2017.

Graduate Studies will share the information that has been collected with each individual program.

6. Degree Program Structure

Item was skipped due to time constrains.

7. Program Core Units (EO1071)

Item was skipped due to time constrains.

8. Graduate Coordinator Corner

The Graduate Coordinator Corner website was show on the projector, while Dr. Beer reviewed the Strategic Analysis information posted online.

9. CSU Apply

Dr. Beer reviewed the timeline for the switch from CSU Mentor to CSU Apply. It was decided, that Graduate Studies would accept paper applications for fall 2017, between the periods of May 31st – June 19th. Programs coordinators will encourage students applying for fall 2017 to apply before CSU mentor is closed.

10. Announcements

- a. Grants, Loans, and Fellowships
- b. WRGC Update
- c. Electronic Decision Form
- d. Spring Thesis Reviews
- e. Graduate Admissions Appeals
- f. Probation and Dismissals
- g. Commencement Timeline

11. Dr. Rachel Beech presentation on CSU Apply (1:15pm-2:00pm)