

**Graduate Coordinator Meeting  
Minutes**

Thursday, October 13, 2016  
12:30pm to 2:00pm  
Pine Room

**Present:**

Lynne Diaz-Ricco, Deborah Grijalva, Lorraine Hedtke, Andrea Schoepfer, Madeleine Jetter, Laurie Smith, Joan Fryxell, Joseph Hughes, Sang Nam, Paul Chris, Okpala, Lasisi Ajayi, Susan Jindra, Ahlam Muhtaseb, Jesus-David Jerez-Gomez, Cherstin Lyon, Donna Schnorr, Eun-Ok Baek, Joe Scarcella, Mark Clark, Toni Ditty.

**Agenda Items:**

**1. Graduate Council Updates (Dr. Lynne Diaz-Rico)**

- a. Q2S – Graduate representation on Steering Committee.
- b. Study looking into the role of teaching assistants.

**2. Graduate Studies Application, Admission and Enrollment**

Dr. Beer shared application, admission, and enrollment data from AY 2015-2016 and Fall 2016.

**3. Graduate Coordinator Corner**

A screenshot of the newly created Graduate Coordinator Corner was provided in the meeting handout packet. Sections of Title 5 that are relevant to master's programs will be added to the website.

**4. Graduate Student Advocacy**

Dr. Beer identified changes to the SSI yearly distribution, funding was dedicated for the Graduate Writing Center and student grants. Graduate Studies and OSR are also going to create a publication highlighting students research and create activities throughout the academic year.

## **5. Q2S Update – Dr. Kimberly Costino**

Dr. Kimberly Costino presented a PowerPoint presentation on Q2S updates, curriculum development, and approval timelines. Dr. Costino will send faculty a copy of the presentation if requested. Two Q2S handouts were given out, which have been added to the handout packet for the fall meeting.

Dr. Beer stated the importance of a dedicated graduate student advisor to assist with Q2S conversion.

## **6. Strategic Analysis**

Graduate Coordinators were provided a handout with the most recent updates from June 2016 – September 2016. Dr. Beer also showed a screenshot of the Strategic Analysis website which is located within the Graduate Studies website.

## **7. WRGC Update**

Dr. Beer presented a table showing all the programs that have returned the WRGC form indicating their requirement preferences. The WRGC form, approved by records, will serve as the 1) program plan form 2) advancement to candidacy form 3) writing requirement form. Dr. Beer stated that the Records Office would receive a copy of all the programs WRGC selections and that a WRGC template was available at the Coordinators Corner website.

## **8. Commencement/Probation and Dismissals**

Item was skipped due to time constraints. Graduate Coordinators were provided copies of updated commencement & probation/dismissals processes, forms, and timelines in the meeting packet.

## **9. Program Core Units**

Dr. Beer reviewed the Chancellor's Office Executive Order 1071 regarding subprograms requirement to have less than half the discipline-related credits in degree major programs (copy provided in handout). In regards to CSUSB "subprograms" were also defined as "concentrations".

## **10. Announcements**

- a. Graduate Student Orientation & Resource Fair
- b. End Sexual Violence Training (required once per academic year)
- c. Grants, Loans, and Fellowships
- d. Graduate Studies and Office of Student Research fact sheets

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