Graduate Studies Advisory Committee (GSAC)

Minutes

Thursday, February 20, 2025
10:30am-12:00PM
https://csulb.zoom.us/j/82802314964

10:30-10:31: Call Meeting to Order – Deepali Bhandari

10:32-10:33: Review and Approve Agenda

10:34-10:35: Review and Approve November Meeting Minutes
- Approved

10:35-10:37: Announcements from Deepali Bhandari

- Grad Advisors CANVAS page – remind all advisors to turn on their notifications
- Do not forward graduate advisor newsletters to students
- Review Grad Center workshops and events to advertise to students
- Remind advisors grad center can collaborate on workshops and events

10:38-10:45: Updates and reminders from Dina Perrone (Interim Dean, Graduate Studies)

- Summary of the External Reviewer (Dr. Tracy Love) visit
  - Dr. Love had great questions and suggestions.
  - She had good conversations with many stakeholders and was very supportive of and impressed with our work.
  - One key suggestion based on her interaction with GSAC was to develop a graduate advisor role in PeopleSoft to streamline graduate advisor onboarding and providing them access to the relevant systems in a timely manner
- Updating language on our website, GEF
  - Federal pressures to update language (communication from Dina)
  - Changed from Grad equity fellowship to its former name "Grad Fellowship" on our website
    - The eligibility and review criteria remain the same as they were in the call
- Moving required graduate courses online can affect international students
  - Reach out to Dina and International admissions if thinking of moving courses online
  - 8 grad units minimum to be full time, 6 of the 8 must be hybrid or in person, the remaining can be online
- Take home message from Workshop on "Admissions Strategies for Increasing Enrollment"
  - Rolling admissions and quick decisions
- AY25-26 GEF (deadline - Mar 17)
  - Colleges do their own review and only submit their top two applications on Canvas
- Grad Slam (deadline - March 24)
  - Support grad center with the promotion to graduate students to participate
  - 3-minute competition with cash prizes!

- First: $500, Second: $300, Third: $200
            - Non-STEM & STEM categories
    - Day @the Beach (April 12) - please promote your Beach Edge programs
        - If you need any materials or fliers to be printed, please let Graduate Center know to support with printing

10:46-10:50: Update on status of Graduate Education policies in Senate – Neil Hultgren (Chair, Academic Senate)

- https://www.csulb.edu/academic-senate
- Continuing second reading of the Master's culminating activity policy, hope to get this completed by the end of the semester.
- Progress has been slow because of many other agenda items for the senate meetings.
- Culminating Activity and Master's policies will go to the President for approval together

10:51-11:00: Graduate Student Pulse (Quinn Bentley and Johnathon Davis)

- It is important that grad students also have access to resources that are available to undergraduate students
    - Advising services, mental health services, and other services that will allow grad students to be engaged in wellness and social events.
- A concern for undocumented students was raised, it is difficult for them to give voice in certain spaces.
- Need to reach out to students, especially from admin (will discuss with Dina)
- Quinn is working on two new scholarships for graduate students.
- The inaugural Pan African Student Symposium – was a success!
    - Scholarly work presented and insightful conversations.
    - Shout out to Ammisha for helping Jonathon to organize
    - Attendees enjoyed all the historical context presentations along with a panel
    - We hope this can become a regular annual event.
    - Hopefully, more people from GSAC can attend and promote the future symposia.

11:01-11:20: Discussion – Graduate Studies Generative AI Guidelines (Draft)

Guest: Cecilia Parades, Lead, CSULB Thesis and Dissertation Office

- Goal is to create a grad studies specific AI guidelines since the campus ones were a bit more general.
- Lay out best practices while keeping the document brief.
- Additional suggestions on how to improve?
    - Lindsay brought it back to her college and gave general feedback and comments, a lot of talk about this in COB – the comments made on the draft were a compilation from COB
    - Feedback from other colleges? -- Rebecca will bring it back to the COE team, when does Cecilia need feedback by?
        - No set deadline, hoping to have this ready by the end of semester
        - Would be food for each college to get feedback from their grad advisors
    - Neil: a lot of different feedback will be gathered especially differing college to college, may make it difficult to incorporate all comments and suggestions.
    - Robert: One idea was pitched to have each college make their own document guidelines individually and then collect all the feedback.

- o Johnathon: Drawing on campus experts on AI to gather more input.
- o Sara Nourazari: curious to see how other institutions are implementing AI, what research has been done, being proactive on what other institutions are doing since AI guidelines are constantly changing.
  - Cecilia did research other universities, and utilized an example doc from Georgia Tech – links and resources are all listed at the end of the document.
- o Collen has attended several training courses through the CO and will share resources to add into the conversations, important to reword "weakness" into "strategies".
- o Deepali: This document from grad studies can serve as "General guidelines" and each college can develop their own using the general guidelines as a starting point
- o Moving forward:
  - Cecilia will work to incorporate specific comments into the draft
  - Please add feedback from your colleges before Cecilia continues further.
  - Each college monthly meetings with grad advisors: include as a discussion point to see what can be added.
- o Sarah Schrank: how will the general guidelines collide with the college guidelines. There needs to be some alignment, or will it be a top-down approach?
  - Deepali: This just a guideline not a policy since it is ever changing. It is expected that the guidelines may differ for each college since the approach towards AI is very different from discipline to discipline.
- o Neil: desire across the CSU system for a policy to be implemented to comply with academic standards, but it is difficult to have this policy since AI is ever changing.

11:21-11:44: Discussion – Graduate Advisors Summit in Spring 2025

- Need to finalize a date.
  - o Suggested to have a 4-hour block of time.
  - o Suggested to keep it on a Friday.
- Ideas for the summit for Data 101:
  - o Mary Anne: It would be beneficial for advisors to know how to use the data for program improvement. How can you request for data beyond what is provided on the dashboard.
  - o Sarah Schrank: In general, the data's origin can be helpful as in where it comes from, for example, data around international students. How to use the data available? Addressing specific colleges and their needs.
  - o Deepali: The purpose of the 101 would be to provide a baseline for all and to understand the components of the data and what is currently readily available.
  - o Colleen: Get an understanding of the most effective ways to do queries. Addressing the inaccuracies in the data if any.
  - o Alysa: Grad enrollment trends in the general sense, would be curious to learn especially with the conversations or actions of the shift in landscape especially international students and modalities of the offered programs.
  - o Alejandra: Is it an open invite for the summit? Data analysts from colleges can also contribute their knowledge with their graduate advisors.
  - o Lindsay: Challenges in IR&A for COB data is that sometimes it does not include the CPACE programs. COB includes all students together for all their services and advisors and not separate. Deepali to connect with Tiffanie to check-in regarding this.

- - Rebecca: Accessing accurate data across campus is a constant challenge

11:45-11:55: (Time Certain): Changes to Exceptions - Late add a course, Retro Ed Leave, Change variable units
These requests will go directly to Enrollment Services.

Guest: Meghan Griffith-Piña, CSULB Registrar
- These three exceptions will no longer need the Dean of Graduate Studies to approve
- Late add a course, Retro Ed Leave, Change variable units can now be requested through MyCSULB; information can be found on the Enrollment Services website (ES Student Records Webpage).
  - This will help speed process for all stakeholders involved
  - This will provide consistency
  - Note: Late add GS 700 is different from late add a course. Late add GS 700 will still be an exception.
- Change variable units gets treated similarly to late add a course; the student can email ES (Enrollment Services) Registration - ES-Registration@csulb.edu.
- Late add a course, Retro Ed Leave, Change variable units - these are to be initiated by the student and not the graduate advisor; ES will be providing the appropriate steps to complete the request
  - Students can email: ES-Registration@csulb.edu with questions
  - If it is after the deadline, they would have to submit an appeal, and ES will provide the steps on how to do that.
- Retro Ed Leave
  - Q: What if a student initiates it and the graduate advisor does not know?
  - A: There is a DocuSign that gets routed to the advisor to approve or deny and then goes to ES and to get process.
- Recommend to review ES webpage and share with the students as it has detailed information about typical enrollment processes
  - Note that the exceptions are not noted on the website. Best form of communication will be through the ES Registration email: ES-Registration@csulb.edu

11:56-12:00 What's Happening at the Graduate Center: Jackie Morales and Ammisha Opoku-Boamah (Graduate Center Coordinators)

- https://www.csulb.edu/graduate-center/workshops-events
- Grad Student Mix N' Mingle | Wednesday, March 26 | 5pm – 7pm
- Graduate Writing Retreat | Wednesday, April 2 | 10am – 7pm
- Grad Travel Fellowship for Spring 2025 funding is now closed.
- Preparing for Grad School Interviews today 2/20
- **Managing Imposter Syndrome When Making Big Decisions in Graduate School**
  Presented by Dr. Avery Olson, Dr. Lindsay Sterk, and me!
  Workshops & Events | California State University Long Beach
- Make your reservation today with the Graduate Studies for your next event that supports graduate studies!

12:00: Adjournment

Next GSAC meeting: March 20, 2025

(Approved)