



Graduate Studies Advisory Committee (GSAC)

**MINUTES**

Thursday, November 20, 2025

10:30am-12:00PM

<https://csulb.zoom.us/j/88252984023>

**Attendees (20):** Sara Nourazari, Jackie Morales, Ammisha Opoku-Boamah, Rod Smith, Alaine Ocampo, Alejandra Priede, Babette Benken, Jodie R., Joon Lee, Marissa Hansen, Megan Junge, Sarah Schrank, Tia Santana, Yu Yang, Alysa Turkowitz, Steven Salcido, Lindsay Sterk, Dina Perrone, Shariq Ahmed

10:30-10:31: Call Meeting to Order – Sara Nourazari

- Additions—adding all names to the minutes
- No additions.

10:32-10:33: Welcome New Graduate Student Representative Morelia Patino (Sara Nourazari)

10:34-10:35: Review and Approve Agenda

10:36-10:38: Review and Approve [October Meeting Minutes](#)

10:39-10:50: Graduate Student Pulse (Fahim Maksud and Morelia Patino)

10:51-11:00: What's Happening at the Graduate Center: Jackie Morales and Ammisha Opoku-Boamah (Graduate Center Coordinators) <https://www.csulb.edu/graduate-center/workshops-events>

- Writing retreat
- Family Study Night: Tuesday Dec 9<sup>th</sup> 4-7PM Food will be provided

11:01-11:09: Academic Senate Updates – Neil Hultgren (Chair, Academic Senate)

- There are series of review committees and search committees that have been staffed
  - Dean of Graduate Studies search committee is underway.
- Senate floor on the agenda are:
  - Continued work on the GVAR policy revision
  - Resolution regarding CAPS that CFA has brought to the floor.
  - ASI President Sunny Chiampa is going to provide an update as well.

11:10-11:15: Beach EDGE Policies Subcommittee Updates

- Babette—Plan is to talk with constituents and units to work towards a policy draft early spring. Will bring to GSAC and finalize by May
- Alyssa—state side versus self-support
  - It is possible to do blended programs with state side and self-support
  - Dina did a great job of showing the transitions and the logistical side to make it an efficient process

- Sarah Schrank—People that are involved with the programs to give feedback on the management at GSAC to help with the policy document
- Sara – Asking advisors to share more logistical hurdles during the policy meeting.
- Alyssa—Dina structured it so that the student is ALWAYS *either* a state side or self-support to help with the implications behind the scenes. This was done through the curriculum layout.
  - Marketing has helped so much with CPACE for enrollment
  - Target the juniors to let them know about the early master's program
- Sara—how do staff get initiated with getting their program be into Beach EDGE
  - Check in with the deans office first
  - Next would be a convo with Dina and Alyssa (both are supportive but academic college has to be in favor)
- CHHS (Alaine)
  - Curriculum process in terms of whatever divisions are involved
  - No barriers through the process, it was just identifying what courses would be double counted and ensuring for a smooth process with the office of registrar

#### 11:16-11:34: Admissions Strategies, Steven Salcido (AVP, Admissions and Enrollment Management)

- Presentation of yield--- percentage of students of who is admitted and how many of them choose to enroll
- Yield starts in outreaching
- If the yield percentage is decreasing, important to examine why and to support our enrollment goals
- Program partners as a resource to get the prospective students to be interested in csulb (welcome sessions, calls, coffee shop invites) + external partners such as professional organizations
- Engage directly with prospective students (deadlines, milestones) nurture
- SLATE – intake prospective students when doing outreach activities through a QR code to upload onto this system
  - Slate will create a system that tags the student with the programs they're interested in and the semester that they plan to apply
  - The engagement and marketing depend on the program in how involved they want to be and communications can be tailored in a systematic form (drip campaigns,)
  - Program starts a communications strategy based on cadence and strategy
  - Once they become an applicant, communication will change to address the application process milestones
  - Admitted to enrolled students communications
  - It is also personalized—who it comes from

#### Questions--

- Sara—are there reports that can be shared to support specific programs in whatever part of the admission process they may be struggling with
  - Outreach best practices where are we doing well and how to do it
  - If that is not known, consult with Dina and Steven
- Predictive analytics for graduate studies?
  - There are organizations that can do it and take 10 years worth of data to support student success metrics

#### Yield best practices

- Utilizing the data to meet enrollment goals
- Budget concerns--
  - The sooner we outreach to students, the greater the yield rate
  - The longer we have them on the waitlist, the more likely they will yield
- Engagement through the admission process:
  - Giving them a timeline
- Welcoming admits (engagement cycle)
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11:35-11:55: What's New from CSULB Academic AI Subcommittee (Chair, Shariq Ahmed)

- What ATS offers
  - Provide support through workshops to faculty, staff, and students including AI
  - Staff development in terms of technology for day-to-day operations
  - There has been a focus on AI with the rise of it; especially through workshops
    - Zoom AI Companion: You Instant Lecture and Meeting Assistant | April 17 at 10am
    - Precios workshops
      - Turnitin AI
      - Values-Driven Approach to AI integration
      - Simplfy Doxdocumentation with Scribe
      - For stuednts: personalized learning, study better iwth your AI Tutor
    - The AI Subcommittee is providing the guidance and leading of the workshops and tools that are being utilized on our campus (e.g., CoPilot)
- Introduction to AI Tools for Teaching and Learning
  - Derived from CO's AI course and has customized it to fit our campus culture.
- Other AI Resources shared through QR code

• AI Steering Committee

- Academic AI Sub-committee

AI Student Guidelines



Ethical Considerations of AI



AI Guidelines



- Please keep in mind that these are not policies; they are guidelines. It is up to the faculty member's discretion per course to decide the extent to which they want to use or not to use AI.
- Canvas Course Copilot
  - This is a homegrown by DOIT; it is ChatGPT customized for each course. This allows faculty to configure it for the courses they want.
  - This is a pilot project that is ongoing
  - Data is kept local, not fed back into the Large Language Models (LLMs)
  - There is a guardrail that is recommended is single sign-on to get into OpenAI of ChatGPT
  - There is Canvas bot that faculty can be opt in; they can make it available for students to get access to
  - Offers voice commands, text-to-speech responses
- AR/VR Workshops are available
- Teaching resources using AI was shared through QR code



- Questions
  - Rebecca Bustamente: The resources that were shared via QR codes are accessible through searching as well in search engine?
    - Ans: Yes.
  - Dina: Can you give the stance of the AI task force and what the task force is working on?
    - AI Steering Committee is headed by Provost and co-chaired by Student Affairs VP Beth Lesson
    - Discussing policy making, at this time there are not any.
    - Created guidelines
    - Looking to present this to the Senate to push the guidelines.
    - Looking at tools and specific technologies.
    - Work with CO that they are pushing out at the system-level
  - Sara: Are the programs and departments encouraged to develop their own policies, since there is not yet a University-level policy on AI? Or to move forward with guidelines? There is a concern about AI misuse and lack of clarity on appropriate AI use.
    - Ans: From understanding, the policy needs to be made at the University-wide or system-wide. There currently isn't one.
    - Faculty can use it at their syllabus or course level and to indicate the expectations for the students
    - Up to the department chairs, associate deans, and deans to discuss what the best approach and guidelines
    - All yes and all no is not permitted right now.
    - Neil: Brainstorming for the retreat that took place on the 31<sup>st</sup>. From a shared governance perspective, I want to see faculty members involved in making decisions about those policies. No one is ignoring the presence of AI.
  - Sara: Are there any best practices or guidelines for the high-stakes work such as thesis and dissertation to help support faculty for handling AI with these assignments?
    - Ans: The committee is working with the Librarian. Dr. Alexis Pavenik has created certificate. Working to minimize the guidelines that are disseminated if there are already information. Willing to consolidate the information that is out there and want to work with members of GSAC to get that going for grad programs.
- Commentary
  - Dina: Thesis & Dissertation Office has received a thesis that had a whole series of references that were fake and cited in the paper. This situation prompted the creation of the Graduate Studies AI Guidelines.
  - Shariq: The AI Steering Committee is sustaining contacts with other CSUs and their approach, Zoom AI Companion. If there can be an AI policy that will be helpful and useful. And we could be the first to have a University-wide policy.
  - Jackie: There are also concerns of AI usage for documentation generation of application materials as well

- Finalized the MOU process, where ALI discussed about partnering to offering conditional admits to students who do not meet the minimum English requirement. If you are interested to include your program then CIE will be able to highlight this in their outreach to students
- We have 111 EDGE programs that is going through for Fall 2026. We have received feedback from CO about double counting 400-level courses. Emailed the subcommittee about the policy around this.
  - Babette: Cn you double count a course that is cross-listed 400, 50 level.
    - Ans: Yes, it has to be in that level. It can't that the student who took the 400 had to be the 6 or the 5.

11:59: Good of the Order?

12:00: Adjournment

**Next GSAC meeting: December 18, 2025**