CALIFORNIA STATE UNIVERSITY, LONG BEACH

Graduate Studies Advisory Committee (GSAC)

MINUTES
Meeting #1 11:00-12:30PM

Thursday, September 16, 2021

1. Meeting was called to order at 11:01 by Chair, Dina Perrone.

2. Reviewed and approved agenda.

3. Reviewed and approved minutes.

4. Welcomed members.

5. Identified two recorders: Virginia Gray and Colleen Dunagan.

6. Alternates for GSAC members. Each college rep needs to identify an alternate. Could be runner up in election, if two people ran. If there were not two people running, go back to college and develop a process to identify one. Let Dina know the name of the alternate. Currently having an alternate is not in the charge; so it does not have to be formal.

7. Announcements

   - Admissions, CSA, and OnBase: Andrew Wright. demo for new grad admission decisions workflow. Processing is improved. All grad admissions decisions in Peoplesoft moving into OnBase workflow in fall 2022. Training and guides are forthcoming in mid October (dates on Grad Advisor BeachBoard and Grad Advisor newsletter). Only official transcript of earned degree is required. Other unofficial transcripts may be collected via Quadrant IV if desired by programs. Ability to process mass decisions, indicate conditions, alternate majors, etc.
     - Cory: Advisors were asked to complete a Qualtrics form. Dina: Admissions received those data yesterday, looking for gaps. If advisors don't complete the form, they will not have access to OnBase (where decisions will now be made and will flow into PeopleSoft). Must complete confidentiality forms. Those with permission to access need to be those who are reviewing and making decisions.
     - Babette: Training message on Grad Advisor site says PeopleSoft Training.

- o Dina: Will adjust wording to ensure it indicates training is for OnBase and is needed for all grad advisors.
- BeachBoard for Grad Students: New BB site with policies, procedures, and means of posting messages via News function.
- Grad Student Entrance Survey: Just launched as a chicklet in SSO. Working with IR&A, will be uploaded into tableau for review by colleges.
- Projects and ScholarWorks: Students can publish projects in ScholarWorks if desired.

8. Reviewed GSAC Charge.

The charge of the Graduate Studies Advisory Committee (GSAC) is to foster the success of graduate students, improve the quality of graduate programs, and provide support for faculty who teach, advise, and work with graduate students on research and creative activities. GSAC examines successful practices, recommends policies and procedures to appropriate council or committee, and coordinates initiatives for the improvement of graduate student success. GSAC also serves as a body that reviews any relevant graduate appeals for the Dean of Graduate Studies.

- Dina: Last year created an ad hoc subcommittee for reviewing an appeal.
- Jody: Academic Appeals Committee is for undergraduate students. Exceptions route through Grad Advisor to Associate Dean to Jody. If exceptions are denied, this committee will review the request for appeals. Last year, there was one appeal.

9. Discussed AY 21-22 Goals.
   1. Revisit Grad Studies Strategic Plan: Would like to see grad studies as not ancillary to CSULB (Beach 2030).
   2. Update PS 14-01 Requirements for Master's Degrees
   3. Discuss CO policy on Credit for Prior Learning
   4. Discuss Transfer Credit Policy: how do we review?
   5. Discuss grad student appeals processes: do we want to create a more formal process?

      - Jody: Strategic planning in Fall of 2019→ now ready to revisit. Strategic plan will help determine growth, ways to serve community (certificates as well as degrees).
      - Dina: GSAC is child of Graduate Student Success Initiative. Last year, GSAC focused mostly on a policy. Hopes to bring back vision thinking.
10. Used Grad Studies - Mural to share ideas.
    - o What does it mean to have a graduate degree from CSULB?

- o Dina shared grad advisor-created mission, vision, and hashtags that we can use on social media.
- o As we work on policies (details), we need to think about mission and vision (big picture).
- o Attendees participated in sharing ideas about meaning of a CSULB grad agree on Mural.
- o Attendees participated in a second Mural to share differences in undergrad vs. graduate degree.

11. Discussed Graduate Policies for review and update to meet GSAC Charge.
- Purpose: Improve progress to degree, reduce request for exceptions, enhance clarity, and advance quality of graduate programs.
- Effectively revising policies
  - o Where should wordsmithing happen – CEPC? AS? GSAC?
  - o Can we vote on line items and make note of tallies rather than wordsmith?

  - Dina: Elicited suggestions for how to best revise policies.
  - Group agreed we are the ones to wordsmith since we are most knowledgeable about grad studies. How can we communicate with those committees that we've spent a lot of time making sure the wording best serves grad studies? GSAC members working on big picture for each policy area as a large group and then working on wording as small groups.

12. Reviewed [Draft Policy on Master's Degrees.](#)
- Policy written in 2014. Linked document is an amalgamation of policies and practice (e.g., graduate admissions appeals process).

- Is the goal to have all grad policies in one place?
  Jody: We need to decide that. A drawback to putting all in one place is that if one part changes (e.g., due to system-level changes), then the whole policy has to be reopened.
- What does color-coding mean?
  Dina: red= words added from policies existing.
  Jody: transfer credit is from a memo in summer 2021 (not policy).
  Dina will clarify source of parts.

Before the next meeting, each GSAC member will review the policy with the following two questions in mind:
1. What should be included in this policy?
2. What should we tackle first, and should we create sub-committees?

12:30: Adjournment

Next GSAC meeting: Thursday, October 21, 2021, 11-12:30pm

Respectfully submitted,

Virginia Gray