MINUTES OF THE GRADUATE COMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

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Office of the Academic Senate Ext. 8-2743

November 29, 2016

Members Present: T. Skeen (Chair), J. Marshall, R. Raeisi, M. Lopez, P. Trueblood, S. Tracz, M. Wilson

Members Excused: N. Mahalik

Guests: Chuck Radke, Greg Varela

The meeting was called to order by Chair Skeen at 2:03 p.m. in TA #117.

1. Minutes. MSC to approve the minutes of November 8, 2016.

2. Agenda. MSC to approve the agenda as distributed.

3. Communications and Announcements.

1. Dean Marshall announced that the survey for graduate coordinators regarding common graduate competencies (discussed in the last coordinators’ meeting) has been deployed. Some coordinators inquired whether they could share the survey with faculty in their programs. They are encouraged to do so, but only coordinators should complete the survey, so that there is one entry per program.
2. Chuck Radke informed the committee that the Henry Madden Library has changed its policy regarding the requirement that master’s students submit a hardbound copy of their thesis to be housed in the library’s collection. The new policy requires students submit their thesis digitally to ProQuest. Programs, such as the MFA, may request a “forever embargo,” which would exempt students in those programs from having their thesis digitized. Individual students can opt out for a two-year period, at the end of which they would have to renew their request. Committee member wondered whether the length of the opt-out period could be extended to accommodate for realistic timeframes for publication. Mr. Radke will take this concern back to library staff for consideration.
3. The committee welcomes back Marilyn Wilson.

4. Graduate student scholarship deadline

Greg Varela, from the office of Financial Aid and Scholarships, met with the committee to answer questions regarding the deadline for graduate student scholarships managed through Financial Aid and Scholarships. This was in response to concerns voiced over the moving of the deadline to early March, particularly as the earlier deadline precedes the closing of the graduate application process (which for many programs is as late as June).

Mr. Varela walked committee members through the logistics of the scholarship process, explaining why the deadline was made earlier (based on the Chancellor’s initiative to develop centralized and competitive scholarship processes, and to assure earlier and accurate disbursement of scholarships, in keeping with census dates and financial aid disbursements).

Members inquired whether there was any flexibility in the timing, particularly so as to allow the use of scholarships as recruitment tools. Mr. Varela advised the committee that some limited flexibility is possible, on a case-by-case basis and before the annual closing of the scholarship site (which typically occurs in late May).

Upon members’ request, Mr. Varela identified the following timeline for scholarship processes:

* First week of September - scholarship application window opens
* First week of March - the application window closes the
* By second week of March - applications are distributed to departments/programs
* By early April - departments submit decisions
* Mid- to late-April - award letters go out
* Awardees have two weeks to accept or decline the scholarship offer
* If awardee declines the award, an offer is made to runner-ups as applicable
* By end of Spring semester – all processes must be completed
* A week before the Fall semester starts – monies disbursed to students (for year-round awards and Spring awards, disbursement is one week prior to the start of the Spring semester)

1. MSC to adjourn at 3:05 p.m.

The next scheduled meeting for the Graduate Committee is Tuesday, January 24, 2017.

Agenda:

1. Approval of Minutes
2. Approval of Agenda
3. Communications and Announcements
4. Kevin Ayotte, Chair of the Academic Senate, visits to discuss APM 311, time certain 2:15 p.m.
5. Discussion of the M.A. Special Education program review