



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Academic Senate • 1000 E. Victoria • Carson, CA 90747 • WH-A420 • (310) 243-3312

**Graduate Council End of Year Report: 2020-2021**

**Graduate Council Charge**

The Graduate Council of CSU Dominguez Hills serves as a standing committee to the Academic Senate and in an advisory capacity to the Dean of Graduate Studies and Research. Policy considerations and recommendations will be forwarded to both. Graduate student success relies on consultation, inclusion, and the integration of graduate programs into the larger campus. Ensuring graduate student success includes bringing together the faculty, staff, students, and administration involved in the consultative process that encompasses graduate programs which include graduate program design, modification, assessment and evaluation. In addition to providing a network within the campus community for faculty, staff, students and administrators with responsibility for graduate programs, the Council will play an advocacy role for CSU Dominguez Hills graduate programs both on and off campus. The graduate programs at CSUDH play a vital role in supporting the university’s mission to enhance and develop academic graduate programs that culminate in globally relevant degrees that are responsive to student interest and regional workforce trends and needs.

**Membership 2020-2021**

Adriean Mancillas (Counseling), Chair Terri Ares, Nursing (Nursing) Mohsen Beheshti (Cyber Security) Antonia Boadi (Systems Engineering) Cheyenne Cummings (Environmental Science) Edward Curammeng (Curriculum and Instruction) Kate Esposito (Special Education) Jack Han (Computer Science) Nyora Higgs (MSW) Brian Jarrett (NCRP) Julie Jhun (School Leadership)	Michael Laurent (MFT) Jane Lee (English/Rhetoric & Composition) Elexia McGovern Reyes (Dual Language TED) Mark Muller (Orthotics and Prosthetics) Terry Peralta/ Heather Kitching (OT) Katy Pinto (Sociology) Silvia Santos / Keisha Paxton (Psychology) Elein Tilson (Health Sciences) Betty Vu (MPA/MBA) Fang Wang (Biology), Ed Zoerner (English: TESL)
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**Executive Board:**

Adriean Mancillas (Chair)	Katy Pinto (Vice Chair),
Jane Lee (CAH)	Cheyenne Cummings (CNBS)
Betty Vu (CBAPP)	Lynda Wilson (CEIE)
Kate Esposito (COE)	Terry Peralta (CHHSN)

### **Ex-Officio Members:**

John Price, Interim Dean Graduate Studies & Research,  
Vanessa Cervantes, Graduate Studies Coordinator  
Jeffrey Foor, Graduate Admissions Coordinator  
Brigette Brown, Thesis Coordinator

### **Graduate Council Meetings**

<u>Fall 2020</u>	<u>Spring 2021</u>
9/21/20	2/22/2021
10/19/20	3/15/21
11/16/20	4/19/21

### **Executive Board Meetings**

<u>Fall 2020</u>	<u>Spring 2021</u>
9/10/20	2/8/2021
10/5/20	3/1/21
11/2/20	4/12/21

### **Organization of Graduate Council**

This was the initial year of the election and meeting of an Executive Board for Graduate Council. The Executive Board is formed of a chair, vice-chair, and a representative from each college. The Executive Board met two weeks prior to each Graduate Council (GC) meeting to discuss new topics or issues from each college that had arisen since the last GC meeting and to develop the agenda for the upcoming GC meeting. Executive Board members serve two year terms.

### **Topics of Discussion and Actions Taken**

Graduate Council discussed a variety of topics during the 2020-2021 academic year. Of primary focus this year has been serving in an advisory capacity to and collaborating with Admissions on new admissions deadlines for graduate programs to begin in Fall 2022, as well as with the Registrar regarding improving existing processes for graduate students and programs.

The council has also consulted with a variety of constituencies on campus, including Admissions and Records, Registrar's Office, Thesis Coordinator, UCC, PRP, and UWC. Guests to Graduate Council meetings, including guest speakers and presenters during the 2020-2021 year have included: Deborah Brandon, John Hill, Ken O'Donnell, Christina Rios, and Maritza Solano.

The items of focus for this past academic year were as follows:

### **Graduate Level Policies/Processes/Procedures**

- Examination of Graduate Coordinator Roles and Responsibilities with initial data collected from program coordinators.

- Consultation with GSR Dean and Thesis Coordinator regarding Thesis submission procedures. The Thesis Submission form has consequently been revised
- Discussed proposing permanent modifications to late drop and admission deferments for graduate students (currently in place due to COVID-19)

### **Program Curriculum & Modifications**

- Reviewed graduate curriculum with consideration to impact to existing programs, and provided the following Impact Statements to UCC:  
MA Teaching Spanish, MS Accounting, MA School Leadership, MA Education Curriculum & Instruction, and MS Quality Assurance.
- Discussed and advised on curriculum numbering of doctoral courses for proposed CSUDH doctoral programs.

### **Admissions and Records Policies/Process/Procedures**

- Revisions of Admissions Process and Deadlines
  - GC submitted a formal request to Interim GSR Dean Price to provide permanent option to allow admissions deferral to new graduate student admits (currently pending review by Provost).
  - GC voted in support of Admissions' proposal to change graduate program application deadlines to 4-5 established application and decision deadlines across all graduate programs.
- Revisions to Registration Processes
  - GC submitted formal requests to Registrar's office to improve processes for planned educational leave, petition tracking, add/drops, RD/RP grading, and graduation unit capacity.
- CALSTATE Apply
  - Provision of training by GSR to graduate programs to use 4<sup>th</sup> quadrant for program application.
  - Discussion of need to establish additional graduate objectives in CSU Apply application (e.g., credential, multiple objectives)

### **Graduate Student Opportunities at CSUDH**

The following GSR opportunities were supported:

- Graduate Research Advancement Development (GRAD)
- Sally Casanova Doctoral Incentive
- Graduate Equity Fellowship
- Thesis of Year and Project of the Year Awards
- Student Research Day (GSR office)

### **Orientations/Trainings /Events**

- Supported Graduate Student Week (virtual, Nov. 2020)
- Reviewed 2020 New Graduate Student Orientation (virtual, Aug. 2020)

- Planning for 2021 New Graduate Student Orientation (virtual, Aug. 2021).

### **Goals for 2021-2022**

- Further examine Graduate Coordinator Roles and Responsibilities for clarification and equity with the potential of a policy proposal.
- Continue to evaluate where systemic processes and practices could be improved to best support graduate students and programs.
- Collaborate with new permanent GSR Dean to acquaint them with GC's work and goals.
- Continue to develop Graduate Council as a cohesive and collaborative faculty-driven body that is a strong and vocal advocate of graduate programs, students, and faculty.