EXECUTIVE SUMMARY

Graduate Council met 11 times during the academic year, discussed 3 major issues (Continuous Enrollment Policy, 5-Year Time to Degree and Graduate Writing), reviewed 5 programs, reviewed 3 sets of paired courses, resolved 5 issues and has 4 issues that will be moved to the next academic year.

Council Meetings held: 11
Coordinators Meetings held: 2
Paired Courses Reviewed: 7 pairs or 14 courses
Programs Reviewed: 5
Issues Encountered and Resolved: 5
Issues Not Resolved: 4

COMMITTEE CHARGE

1. The Graduate Council shall serve as the primary advisory body to University-wide administrators in the area of graduate studies and graduate programs.

2. The Graduate Council shall serve the University's graduate advisors and coordinators by providing a forum for communication among all those who are involved in supervisory of co-ordinative efforts with post-baccalaureate education on departmental, divisional, College or University-wide levels.

3. Although the Academic Senate's Educational Policies Committee has the major policy recommending function for the University in the area of educational policies, the Graduate Council may initiate policy recommendations related to graduate studies and graduate programs, which it will refer to EPC. EPC may elect to use the Graduate Council as a sub-committee to which it can refer requests for new graduate programs, changes in graduate programs, or other policy issues related to graduate studies. Among specific charges that fall within the jurisdiction of EPC that may be delegated to the Graduate Council for recommendation are: the establishing of criteria for adoption or modification of degree programs (or special non-degree programs); the general scope
and relative size of priority of program; general University academic standards for post-baccalaureate work; admissions policy; student course load; faculty work load in respect to graduate-level courses; and grading standards, within the framework of pertinent Title V code provisions.

Under any circumstances, close liaison between the Graduate Council and EPC will need to be maintained.

Membership:

- Six representatives, one from each College
- Two representatives elected by the Academic Senate
- One graduate student selected by Associated Students
- Dean of Graduate Studies or designee

The Council Chair will be elected by the Council.

College reps and Senate reps shall serve staggered three-year terms. EPC rep and grad student will each serve for one year.

ROSTERS AND MEETING TIMES

Members: Marialice Kern (HSS and Chair); Teaster Baird (SCI); Daniel Bernardi (LCA); Marguerite Conrad (EDU); Jodi Duke (BUS); Ellen Hines (Academic Senate); Diane Harris (Academic Senate); Omar Romero (Student Representative); Anantha Sudhakar (ETHS); Linda Leonard (Graduate Studies and Recorder); Ann Hallum (Dean).

Graduate Council met every first and third Thursday of each month of the Fall and Spring semesters, with the exception of October 4, 2012, which coincided with the Grad Fair. Meeting times were 12:30 to 2 PM in ADM 460 or 455C. Two additional meetings were joint meetings with the Graduate Coordinators (Nov. 15 and April 18) in HUM 587. Attendance by Council members was excellent, with only few absences caused by illnesses or academy meetings.

Comments: Graduate Council is made up of a very dedicated and tireless group of representatives focused on continuous improvement in graduate education.
ACTIVITIES OF THE YEAR

CONTINUOUS ENROLLMENT POLICY

Summary: Enrollment in the CEL 499 course does not maintain faculty/student contact. Implementation of department management of continuing students in grace semester is needed until the PeopleSoft transition, which is expected in Fall 2014.

Recommendation/Resolution: A new policy should include only Stateside fees, as the CEL course fees are not distributed as required. An alternative would be to include a minimal filing fee for the Grace Semester and thereafter charge the student a half-time enrollment fee. Advisor and Department Chair signatures would be required for approval of the Grace Semester.

ADVANCEMENT TO CANDIDACY

Updated instructions on the form clarify the policy.

LEAVE OF ABSENCE

New form must be for degree- or health-related purposes. May not be used for probationary students.

THESIS FORMAT CHECKS

New checklists are available online for students to use as a guide prior to coming in for the format check.

CULMINATING EXPERIENCE

Updated form has a timeline to assist students in planning out their program requirements.

5-YEAR TIME TO DEGREE

Until there is implementation of University policy, Graduate Council recommends that departments implement their own 5-year limit.
PROGRAM REVIEWS

- MBA, Concentration in Sustainable Business
- MBA, Certificate in Business
- MS Physics, Concentration in Astronomy
- MS Recreation, MOU with SFSU, Chico State, and Sacramento State
- MA Social Work, Focus on Gerontological Social Work

Comments: Council was generally impressed with the updating and revisions of the various programs. The proposals were effectively written and only minor changes were advised by Council.

PAIRED COURSE REVIEWS

The paired courses reviewed by Graduate Council are listed below:

- FR  565  865
- GRK  465  765
- LTN  446  746
- GER532/832
- CLAR  532/832
- CLAR  555/855
- METR  500/800

Comments: Graduate Council recognizes the constraints placed on Departments in this budget climate and has been strict on making sure there are clear and sufficient graduate level assignments specified in the pairings. It is incumbent upon departments to carefully construct paired courses and not rush their development process. One paired course proposal BIOL 623/723 was returned to the department for inclusion of graduate goals, objectives, assignments, and evaluation differential from the undergraduate pair.

ISSUES ENCOUNTERED/STILL UNDER DISCUSSION

Future of Graduate Coordinators: Graduate Coordinators are feeling very stressed in their positions. Many continue to feel that the University and their own Colleges do not value or recognize their work. All released times
have been rescinded and staff help removed. The responsibilities however remain and the work, especially in this current year of admissions closures and budget shortfalls has increased. The Coordinators are a very dedicated group, yet they are experiencing burnout in trying to keep their programs viable.

Comments: The Graduate Council recommends that the Academic Senate work with the Administration to provide support (release time) for Graduate Coordinators.

OTHER ACTIVITIES

Council members were active in their own departments in the CSU Graduate Student Research Competition.

Most Council members attended the Graduate Showcase on May 2, 2013.

Graduate Council acted as a committee of the whole to select the University Hood Recipient from the College of Science and Engineering.

Council members attended/officiated at the Graduate Recognition Ceremony on May 22, 2013.

AGENDA FOR THE COMING YEAR

- Graduate Writing
- 5-Year Time to Degree
- Admission Rubrics
- Limits on Incomplete Grades

RELATIONSHIP WITH THE DIVISION OF GRADUATE STUDIES

Comments: Dean Ann Hallum has been extremely helpful in guiding Graduate Council to be recognized as the main support committee for all Graduate Coordinators and the departments they represent. Her repeated mission is “to continue to improve the quality of graduate education and graduate programs at SFSU.” It is very apparent that she is passionate about this mission and she works tirelessly in trying to promote
continuous improvement. Her knowledge is comprehensive and includes: all graduate programs at SFSU; graduate programs throughout the CSU system; and national trends in graduate education. Having Dean Hallum as an active and engaged member of the Council gives the Council members a strong sense of "ownership" of the issues and the ability to act.
COMMITTEE MEMBERS
SIGNATURE PAGE
COMMITTEE REPORT ACADEMIC YEAR 2012-2013

MARIALICE KERN, CHAIR

TEASTER BAIRD, JR.

DANIEL BERNARDI

MARGUERITE CONRAD

JODI DUKE

DIANE HARRIS: Diane Harris

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