



Graduate Studies Advisory Committee (GSAC)

Minutes

Thursday, February 15, 2024

10:30am-12:00PM

10:30-10:31: Call Meeting to Order – Sarah Schrank

10:32-10:33: Review and Approve Agenda – approved as modified removal of Damian – approved

10:34-10:35: Review and Approve October Minutes – approved – with one abstention

10:36-10:37: Review and Approve November Minutes – did not do

10:38-10:48: *Graduate Student Pulse*: Alejandra Romo & Aishwarya Chauhan

- Equal Opportunity For All: Policy Initiative to hire undocumented students. UCLA lawyers checked and found it was possible at UC, but no progress has been made and UC administrators have tabled it. UC Many believe that it was tabled because the President received negative feedback on campaign.
 - Some, primarily the Student Success Center, including graduate and undergraduate students were organizing to bring to the CSU. Despite postponement at UC system, still some effort to bring to CSU

10:49-11:05: *Discussion Topic 1*: Repeat and Forgive Grading Language, Mary Anne Rose

Master's students may repeat one (1) course taken at California State University, Long Beach for grade forgiveness when they are in a 59 or fewer unit master's degree program and earn a grade below the minimum grade required for the course (e.g., D, F, or WU). Master's students may repeat two (2) courses taken at California State University, Long Beach for grade forgiveness when they are in a 60 or greater unit master's program and earn a grade below the minimum grade required for the course (e.g., D, F, or WU).

Courses in which the master's student earned a C can only be repeated for grade forgiveness when the required minimum grade for the course is a B. Courses in which the original grade was the result of a finding of academic dishonesty cannot be repeated for grade forgiveness. Culminating activity courses can never be repeated for grade forgiveness.

For a course's grade to be forgiven, the Graduate Advisor will notify Enrollment Services of which course and grade to be forgiven. A course grade can only be forgiven once, regardless of the number of attempts. All grades will remain on the student's academic record, however, the grade and grade points of the forgiven course will not count toward the grade point averages and units earned.

- Statement created by subcommittee of GSAC following introduction of policy concept in Fall 2023 based on other CSUs having a grade forgiveness policy in place.
- Overview of policy as drafted provided by Mary Ann Rose
- Ideally would be that every student has the opportunity, and the advisor would have input as to what class would be used for grade forgiveness.
- Babette – reminder that Praveen sent idea for consideration based on students not being able to retake a specific course because it is not offered during the remaining time to degree. Should we add

statement that allows the “student to receive grade forgiveness for an elective by taking a different elective when the original course is not available” (ex. Course XYZ 567 forgiven by grad in XYZ 589).

- Meghan – It is possible to exclude a course from the student’s degree requirements so that the course will not count toward program GPA but will continue to count toward cumulative GPA (because grade forgiveness requires replacing the grade for the exact course).
 - Difference between repeat-delete and removing the course grade from the program GPA.
 - Can request for a student to graduate based on program GPA, not cumulative.
 - Can request additional time on Academic Warning
- **Questions:**
 - Vesna – Issue Praveen raised is not directly related to question under discussion now, and we are moving toward graduation being solely dependent on program GPA. Thus, Praveen’s concern should not impact this policy.
 - What triggers academic warning? Program GPA or Cum GPA?
 - Dina – Per Title 5 grad students need to maintain a program GPA of 3.0 to graduate. Separate section on academic probation says that grad students must maintain a 3.0 cum GPA to remain off of warning. So, they can graduate with 3.0 in program with a cum GPA below 3.0, while on warning but requires an approved exception.
 - Substitution process won’t alleviate the trigger of the warning.
 - Colleen – Asking about logic of the 59 vs. 60 divide – reason is because of the number of programs that exceed 60.
 - Also, punctuation would you like to modify so have ; however, in last sentence
 - This policy will be proposed to be added in new Master’s policy once it gets to Senate and then this will only relate to Master’s students and thus the existing forgiveness policy would still apply to other programs (non-Masters).
 - Pei-Fang – working to get Master’s degree policy to Senate floor this spring. Confirming that it will be possible to add policy as an amendment.
 - When put on Senate floor – reminder that it might be revised, so recommending that we talk to our Senators to advocate for the policy.
 - Dina will put together data points about programs and unit loads so we can consider the cut off for 1 course vs. 2 being forgiven.
 - Sarah – Course substitution remain in drop down Advisor request, but what would the forgiveness process be?
 - Would be added to the Advisor Request menu – confirmed by Meghan.

11:06-11:21: *Discussion Topic 2: Non-Resident Tuition Fee Waivers*, Dina Perrone

- Has been asked to present on them. Providing Powerpoint.
- Allocated per college. Two years ago asked by President to change process because we were in violation of Executive Order.
 - We cannot award more than 25% of graduate population with NRTs. Thus, we were asked to reduce the number.
 - Tiffany analyzed data to show where NRTs were awarded across university with goal of creating more equity.
 - Associate Deans met and decided 10 per college would be allocated and then if some were not used, they would return to pool to be used by other colleges. Created a DocuSign form to assist in submitting requests and tracking awards of NRTs. Enrollment Services receives the approved requests.
 - So far only two colleges have submitted requests for next AY.

- Before Jody and Michelle Ramirez or Amy Paulsen typically processed. Dina is stepping into monitoring and so has developed a communication plan for letting colleges know what NRTs are available or donated. Only way to track if being used is to see who has enrolled.
- April announcement to ADs with number requested/not requested.
- May at last ADs meeting remind them to submit requests to Docusign.
- June will ask ADs if they have NRTs to donate.
- September check census to see if any unused NRTs to notify ADs of what is available for Spring admits.
- The 25% is calculated based on previous year because we do not have enrollment data for upcoming year.
- **Questions**
 - CLA very reliant on the 10 received and recruiting donations. They've broken their dispersal to three sets of deadlines based on admissions deadlines across colleges and do it competitively: Grad advisor completes Docusign, alerts AD and Director of Grad Studies, advisor compiles materials to submit to awards committee.
 - What do Associate Deans end up getting? The Docusign plus supporting material?
 - Babettee – her college the advisors reach out to her so that the decision happens at grad director level and then she submits the Docusign. System also allows her to track with advisors
 - CHHS Tiffanye Vargas – discuss with grad advisors how much need there is and then advisors send requests to her, and she approves and then she has them submit the Docusign.
- Dina hoping that the enrollment deposit might help with tracking use of NRTs (Report 1323 in output column for student's current status).
- Jody receives copy of Docusign, which allows grad studies to track what has been awarded and verify students enroll.

11:22-11:30: Intro to Next Month's Discussion Topic: Draft Graduate Advisor Duties, Dina Perrone

- Dina is on Advising Task Force that arose out of the NACDA report.
 - Task force is assessing advising but is not related to grad advising. But interest in looking at what grad advising looks like and idea of creating a formal faculty position and constructed a PD about faculty graduate advisor.
 - PD outlines time base, purpose of position, major responsibilities, tasks and duties, etc.
 - Wants to know if something is missing and/or if it includes something that grad advisors typically don't do.
 - Laura Portnoi – what is ultimate purpose of this document and how would it be used?
 - 1. Currently most people seem to have no idea what grad advisors do and so one purpose is to document the role.
 - 2. To understand what would be an appropriate compensation package for faculty who are advisors. Colleges have been trying to enumerate all the things advisor do so want to share the PD to see if they've captured the role.
 - Some colleges have asked if some of duties could be staff position vs. some duties being faculty driven.
 - Faculty sometimes struggle with managing mentoring with basic administrative tasks.
 - Laura – because there are staff in some colleges that do a lot of the functions, what a grad advisor does across colleges varies and so difficult to encompass accurately in one document.
 - Dina – some programs where labor divided between a faculty member and a staff member. Goal is not to make a PD that defines grad advisor doing everything listed.

- Jody – supports the process of this PD. Some of the things looking at for at undergrad level is how do we ensure that all students have a consistent experience, so what should be consistent across advising, but also what is difference between staff and faculty advising. While variations in undergrad advising (centralized vs. dispersed), the grad advising varies to an extreme beyond that and the expectations are not clear. Not meant to be a PD that will be given to every grad advisor but rather to help us think about what are the duties of the grad advisor and how operating across programs and colleges.
- Are there things that faculty are doing that are purely administrative that a staff member can do that will free up faculty to do more mentoring?
- This might eventually become a survey to find out how grad advising is being handled across programs and colleges.
- Babette – hearing the spirit and seeing that much of content matches what is happening, but is nervous about it being on a PD form because of possibility of these things being mandated to everyone. Also, grad advising frequently begins before applications submitted.
 - Sarah concurs with Babette’s language suggestion. Similarly, sees that this might not describe accurately how things are organized now, so wondering who will participate in constructing this PD.
 - Dina response – she compiled PD based on various conversations and in response to task force asking to see duties of grad advisors in PD form. If it is uncomfortable in a PD form, we could create just a list of advising duties.
- Mary Anne – having it in the format of a staff PD is uncomfortable, so if that is not the goal, then it would be better to put in a different format or document. Would like the opportunity to review further and having a more in-depth discussion of different elements.
 - Dina – this is just an introduction; further discussion at next meeting. Some programs are thinking of using faculty advisor for credit for prior learning determinations.
- Pei-Fang – using this form can make people uncomfortable.
- Babette – colleges think of WTUs for advising as replacement of teaching duties and in CNSM they have faculty place advising under teaching. Would prefer a document that is a description of duties with a disclaimer at top. Recommends not breaking down areas by percentage since that varies across programs and colleges.
- Dina – hearing that everyone likes the idea of having a list but not this form. Will add the disclaimer. Be ready at next meeting to discuss the list and any concerns about things to be added or not added.

~~11:30-11:50: Presentation: Health and Wellness Programs at CSULB, AVP Damian Zavala~~

End of Colleen taking notes.

11:51-11:58pm: *What’s Happening at the Graduate Center*: Jackie Morales (new to CSULB) & Ammisha Opoku-Boamah (CSULB grad), Grad Center Coordinators New Coordinators introduced; they shared the information below.

- Grad Slam: Submissions due March 21st. Sign-up to be a Faculty Judge by March 15th. Dina also explained Grad Slam and encouraged faculty to participate.
- IRB Workshop for Grad Students – Zoom/201, 5pm on Mon. Feb. 12th
This one already occurred, but more will happen soon; they are listed on the Center website.
- Statement of Purpose – GC Review
 - Undergrad and grad students applying to graduate school this admissions cycle can obtain feedback on statements of purpose and résumés. 1-2 week turnaround. They also support preparing for interviews and engaging in the research competition.
- Have a monthly newsletter for graduate students; colleges can submit announcements.

Announcements

- On Tuesdays & Wednesdays in LIB 210, Hannah Sjogren, a socio-behavioral and mental health and wellness case manager intern, will be available for drop-ins and appointments to support our graduate students.
- Graduate Equity Fellowship for 24-25 AY: Due March 15th to Canvas
- Monthly Grad Advisor Workshop – Removing Barriers via Petitions for Exceptions to Policy, Zoom/LIB 201, 1pm-2:30pm, Friday, Feb. 16
- Monthly Grad Advisor Workshop – Admissions, Zoom/LIB 201, 1pm-2:00pm, Friday, March. 15

In April, will be another workshop w/Lisa Fascia on ARS

- March 8: CSULB Student Research Competition, 9am-4pm, COB
- March 11-14: Graduation Fair, 10am-7pm, University Bookstore
- Fall 2024 Admissions
 - Accept/Deny + \$150 Enrollment Deposit
 - International Apps due March 15

11:58-11:59: Good of the Order?

12:00: Adjourned at 11:56 am

Next GSAC meeting: March 21, 2024