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

10:32-10:34: Review and Approve Agenda

10:35-10:37: Review and Approve March Minutes
- Will review minutes later

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

10:49-11:10: *Discussion Topic 1:* Fall 2024-Spring 2025 Deadlines: Dina Perrone
- Additional deadline was settled for Feb 15th

11:11-11:29: *Discussion Topic 2:* Timeline from App Deadline to Dept. Review: Sarah Schrank
- GSAC discuss the timeline of when materials are ready for departments to make decisions. Some programs, like Dance, need materials promptly, as decisions cannot be made until auditions. Others, like CCJEM, are receiving incomplete applications including missing SOPs, LORs, and transcripts. It is unclear who is responsible for following up, especially when applicants have proof that the LORs or transcripts were submitted. Admissions explained that for domestic students' "completed" apps, enrollment services just sees the departmental materials required as per Cal State Apply and official transcripts. If their file is "incomplete" (missing transcripts) admissions sends reminders to students to submit the documents missing. CIE handles this for international students.
- When a student requests a transcript, that institution might have an 8-10 day window for processing. Then must be mailed, going to mail distribution before it gets to enrollment services. Then, enrollment services processes them. Enrollment services gets about 90,000 transcripts – cannot distinguish between undergrad + grad applications. For grad students, it is a common scenario that their app gets withdrawn because a lot of schools go through mail. Only 60-65% grad level transcripts come electronically.
- If an applicant submits their app after the deadline as per the date stamp, their app gets withdrawn, but if it is submitted through that window, app will still get reviewed. The key dates shown on the documents are used to decide if the application is withdrawn or not.
- Once a timeline is received, turnaround time is 48hrs. Admissions has no control when external parties submit LOR or transcripts. When receiving the LOR, it is downloaded to a system. They request NOT to send transcripts before submitting applications. The transcripts will sit in an unidentified pile.
- Grad advisors come to Dina all the time about missing documents and what to do. She connects advisors to people in admissions to problem solve. Often times, advisors do not have control about all the different transcript dates and processing times, because students send it to a variety of different schools
- Enrollment services has made the deadline process a lot more tighter to accommodate. Andrew's team is very small and there is not designated grad team that reviews applicants – their team reviews both undergraduate and graduate applications. So, following the timeline is important.
- When issues arise for domestic transcripts email: ES-IDPTrans@csulb.edu. The head of the dept is Musaid Iqbal - Assistant Director of Admissions, Information Data Processing. For questions about Grad Admissions, Katherine Ramirez and Monica Orozco
- Conditional admission that students must meet the conditions - If students do not complete these conditions, we have a right to withdraw, as long as there is a strict deadline communicated – it must be in writing

11:30-11:45: Faculty Director for Graduate Studies: Dina Perrone
- Jody's position will be split off into Academic programs and a Dean position
  - o Dina will be the interim Dean
- Reinstating faculty director position,
  - o 6 units bought out from Academic Affairs each semester to work on the following graduate studies projects:
    - ▪ Grad student surveys
    - ▪ Grad newsletter
    - ▪ Data fellows
    - ▪ Any project of interest within grad studies
  - o Having more input from faculty and grad issues is important
  - o Please share and distribute
  - o Dina will add it to canvas, AD's + newsletters to spread the word
- Data Fellows: April 26th – Grad Studies has been doing an analysis on time to degree + how long it takes among different populations, predictors, graduated versus not graduated.

11:46-11:54: May meeting?
- We have only met once in May so Dina wanted to ask if we should be meeting that week, it is during finals week, and close to commencement
- We can talk about the faculty director position and approve March minutes, it can be a shorter meeting

11:55-11:58pm: *What's Happening at the Graduate Center*: Jackie Morales and Ammisha Opoku-Boamah, Graduate Center Coordinators
- Study Skills for Final Season: April 25 3pm-4:30pm
- Self Care during the Stress of Finals: April 30 2pm-3:00pm
- University of Memphis's TRiO program: Visiting Grad Programs May 9th 9am-12pm

Announcements
- Beach EDGE (Expedited Degrees in Graduate Education)
  - o Beach EDGE is officially launched and live website
  - o Re-branded program names
  - o 9 total Beach EDGE programs that will be live Fall 2024
  - o Way for undergrads to expedite the length of master's degrees – double counted units
  - o Created materials for each of the programs
- CSU-wide GradSlam
  - o Hope that people come b/c a lot time has been invested
- Graduate Equity Fellowship for 24-25 AY
- CSU Grad Slam: May 3rd: 10am-2:30pm
- Data fellows April 26th 9-11AM @ Univ LIB second floor Grad Studies place
  - o Poster presentations
- Fall 2024 Admissions
  - o Accept/Deny + $150 Enrollment Deposit

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

12:00: Adjournment

Next GSAC meeting: May 16, 2024