

Graduate Group Chairs Meeting
May 9, 2019
9:00 A.M. – 10:00 A.M.
SSB 250

Meeting Minutes

Graduate Group Chairs Present: Miriam Barlow, Irene Beattie, Marc Beutel, Paul Brown, Courtenay Conrad, Kevin Dawson, Gerardo Diaz, Sayantani Ghosh, Boaz Ilan, Marcelo Kallmann, Paul Maglio, Kara McCloskey, Erik Menke, Victor Munoz

Graduate Division Staff Present: Marjorie S. Zatz, Jesus Cisneros, Eric Cannon, Ashley Eagleson, Mayra Chavez-Franco

Not Present: Jan Wallander, Ramesh Balasubramaniam, Chris Kello

1. Updates (Marjorie, Chris, Jesus)

- Systemwide GradSLAM Finals – Friday, May 10th from 10:30am-1:30pm.
 - Watch livestream & vote for Anh for people’s choice!
- Interdisciplinary Small Grants – Application deadline was May 3rd and the Graduate Division is currently forming a review committee to make decisions. Nine applications were received.
- GROW Tentative Schedule:
 - Thursday, Aug 15th: Graduate Division Orientation, BBQ, Resource Fair.
 - Friday, August 16th: School Orientations, Diversity Orientation, Responsible Conduct of Research.
 - Monday, August 19th: TA Orientation.

ACTION ITEM: Graduate Dean Zatz will speak with School Deans about co-sponsoring a lunch on Friday, August 16th.

OUTCOME: School Deans have all agreed to sponsor these lunches.

- Summer Dissertation Bootcamp is scheduled on May 28th – June 1st.
- Potential item for Graduate Council consideration:
 - Graduate Division has been made aware of a potential situation where having a co-advisor may be beneficial for students, specifically in instances where the advisor is on FMLA or emergency leave. Graduate Dean Zatz requested input as to whether she should submit a proposal to Graduate Council requiring that a co-advisor be appointed in such cases.
 - Graduate Group Chairs discussed their concerns about a co-advisor having the appropriate knowledge of research and expertise to advise students. Some faculty may not be willing to have colleague’s step-in, even on a temporary basis, to advise students on research.

- Graduate Group Chairs also commented that some programs have a structure already in place that would allow for masters and doctoral committee members to serve in that capacity.
It was suggested that the Graduate Group Chair might be assigned to serve as co-chair in such situations.

ACTION ITEM: Graduate Dean Zatz will consult with Graduate Council and will share the concerns/comments from the Graduate Group Chairs.

- New Fellowship Announcement
 - A call for nominations will be sent to all Graduate Group Chairs for the Central Valley Fellowship.
 - The Fellowship will be one semester for AY2019-2020 and is intended for students from the Central Valley who are doing research that will benefit the Central Valley region.
 - Specific requirement for the Central Valley Fellowship is that student must be advanced to candidacy and have attended a High School in one of the Central Valley's 18 counties (map to be included with call).

ACTION ITEM: Graduate Division will send a call for nominations that includes a list of counties that comprise the Central Valley.

OUTCOME: In progress.

- Guru Gobind Singh Fellowship Competition
 - Graduate Dean Zatz sent the fellowship call via email to all Graduate Group Chairs on May 8th.
 - Only one award will be made systemwide. The deadline for nomination is May 29th.
 - Graduate Dean Zatz encouraged graduate group chairs to nominate students who are eligible.

2. Graduate Council Chair's Report (LeRoy Westerling)

- No report; Graduate Council Chair LeRoy Westerling was unable to attend the meeting.
- Graduate Dean Zatz shared that Graduate Council approved the Graduate Student Assistant Researcher (GSAR) title. The GSAR title allows departments or programs to hire graduate students to conduct research in their field that is not dissertation related.
 - Graduate Group Chairs requested more information such as if the GSAR title would only be for doctoral students, only allowed during the summer, and if faculty advisors would be asked to approve their students being hired as GSARs.

ACTION ITEM: Graduate Division will follow-up on the information requests and the GSAR title implementation will be added to the next graduate group chair meeting.

3. Other

- Annual Student Academic Progress Report- Assistant Graduate Dean, Jesus Cisneros sent the call via email to all Graduate Group Chairs on May 8th to conduct an Annual Graduate Student Academic Progress Report for each student by July 31st.

- Competitive Edge Summer Bridge – The Graduate Division will no longer make an exception for students to begin the Competitive Edge Summer Bridge program after the program start date of June 17th. All requests to arrive late will be denied.
- Funding – Graduate Dean Zatz shared that operational funding amounts allotted to the graduate groups will be communicated by July 3st. Until further notice, groups may continue to base spending on their FY19 appropriations. Student support funding allocation (formerly known as USAP allocation) shall be determined after Census, but by no later than September 30th.
 - Graduate Group Chairs discussed their concerns about the SSHA, April 30th deadline to spend funds and requested that funds carry forward to the next fiscal year in unison with the Department Chairs.

ACTION ITEM: Graduate Dean Zatz will consult again with the Budget Office in regard to whether or not more than 5% of operational funds can carry forward to the next fiscal year, AY 2019-2020.

OUTCOME: At this time, no more than 5% of operational funds may carry forward.

- Academic Planning Process – Graduate Dean Zatz requested that Graduate Group Chairs work with Department Chairs in relevant programs to ensure that a sufficient number and range of graduate course offerings are offered each year and that the needs of graduate programs are strongly considered in hiring decisions.
- Summer Meetings/August Retreat – Graduate Dean Zatz presented the Graduate Group Chairs with the option to hold monthly Graduate Group Chair meetings during the months of June, July and August.
 - The group unanimously decided not to hold Graduate Group Chair meetings during June and July and agreed to receive email updates on a need be basis.
 - The retreat/start of year meeting was discussed. It was suggested by Graduate Group Chairs that a retreat be held separately for new grad chairs, and then just a slightly longer than usual August meeting for all chairs to start off the year.
 - Graduate Dean Zatz thanked all the Graduate Group Chairs for their hard and effective work this year, with special thanks to the Graduate Group Chairs who will rotate out for the AY 2019-2020.

ACTION ITEM: Graduate Dean Zatz will schedule a separate meeting during the summer with the newly appointed Graduate Group Chairs, as well as a review meeting with outgoing chairs.

The meeting adjourned at 10:00 A.M.