

Graduate Group Chairs Meeting
August 19, 2019
11:15 A.M. – 12:45 P.M.
SSM 230

Meeting Minutes

Graduate Group Chairs Present: Irene Beattie, Sarah Kurtz, Irene Yen, Jan Wallander, Gerardo Diaz, Marcelo Kallmann, Jeffrey Butler, Roummel Marcia, Hrant Hratchian (Graduate Council Representative), Courtenay Conrad, Martha Conklin, Kevin Dawson, Anita Bhappu, Chris Amemiya, Erik Menke

Graduate Division Staff Present: Marjorie Zatz, Chris Kello, Jesus Cisneros, Eric Cannon, Tsu Ya, Ashley Eagleson, Will Suh, Jessica Ventura, Heath Jackson, Brenda Ortiz

Not Present: Sayantani Ghosh, Ramesh Balasubramania, Victor Munoz

1. Introductions & Updates – Dean Zatz

- Dean Zatz made the following announcements:
 - The new Central Valley Fellowship is in place and two students have been identified for fall (SOC & PH).
 - Enrollment numbers are close to 700; we are carefully watching whether international students from China and Iran will make it in by the start of the semester.
 - The Chancellor Search Committee is currently taking nominations and Dean Zatz encouraged the Chairs to submit their recommendations. Campus Day will take place on September 24th; Chancellor Search Town Hall will take place on October 2nd. It will be important for the new Chancellor to be someone who can help us further research and graduate education.
 - Graduate Division received over 30 applicants for the Academic Counselor position, which are now being reviewed. The Counselor will have a closed-door office on the 2nd floor of SSB.
 - Please remind students of the GEARS professional development course taught by Associate Dean Kello; classes will be held Tuesdays from 1:30p to 2:45p in COB 282.

ACTION ITEM: Associate Dean Kello to email a copy of the Professional Development course syllabus to the Graduate Group Chairs.

- Graduate Division will host CSU & Community College Career Day on Friday, November 8th, which will focus on teaching and administrative careers in these two systems; followed by Data Sciences Day in the spring.
- Writing and Statistics tutors will be available in the Graduate Resource Center this fall. Tutoring hours are still pending, but will be communicated to the Chairs when available.
- Dean Zatz will begin holding monthly brown bag lunch office hours in different academic buildings across campus.

- On Monday, August 28th, Graduate Division will begin distribution of the 'Weekly Digest,' a student newsletter.

ACTION ITEM: Graduate Division to look into the possibility of archiving the newsletter on the website.

2. Graduate Council Vice Chair's Report – Hrant Hratchian

- No report.

3. Recruitment Planning – Will Suh, Jessica Ventura, Brenda Ortiz

- Recruitment Cycle:
 - Fall (Sep. – Nov.): Meet with prospective students.
 - Winter (Dec. – Feb.): Focus on students who have applied/have been admitted.
 - Spring (Mar. – May.): Focus on having admitted students SIR.
 - Summer (Jun. – Aug.): Summer melt prevention. Preparation for the next cycle.
- Faculty Resources:
 - Faculty Recruitment Toolkit.
 - Brochures, advertisement (print, digital and search engine optimization) and giveaway swag which is available in the Graduate Division.
 - Content creation and story publication (brochures, videos, emails). Faculty Digest.
- Kick-off Faculty Breakfast will be held on Tuesday, September 3rd from 9am-11am in COB2-390.
 - Will include opportunities for photo shots and making short videos.
- Brenda Ortiz is currently making changes to the Graduate Group websites and will reach out to the Chairs for questions and information as needed.
- Jessica Ventura has reached out to the Graduate Group Chairs to start scheduling 1:1s.

ACTION ITEM: Graduate Group Chairs to provide feedback and suggestions to the Graduate Division on research story ideas, digital brochures, and printed brochures.

4. Admissions & Slate – Associate Dean Kello, Tsu Ya

- Slate will launch early to mid-September.
 - No real changes to appearance of SLATE; the main differences from last year are:
 - Applicants will access the site using their single sign on.
 - Faculty will be responsible for managing their own queues.
 - Graduate Division will provide updated instructions on how to manage actions and navigate the new changes. Additional questions can be directed to Tsu Ya.
 - Dean Zatz asked the Chairs to let Graduate Division know if they want an early admissions date.

ACTION ITEM: Associate Dean Kello to determine whether there is a way to set up permissions so Graduate Group Chairs may see the other programs' queues without giving them full administrative access to those other programs.

ACTION ITEM: Ashley Eagleson to email Graduate Group Chairs to request core and affiliate faculty list updates.

OUTCOME: Current faculty lists were emailed out to the Chairs on Monday, August 26th. Responses requested by Tuesday, September 3rd.

5. Peer Mentor Planning Models – Assistant Dean Cisneros

- Graduate Division is expecting 43 mentors this year; each receiving \$250/semester
- The group was polled to determine if many graduate groups would prefer funds go directly to the graduate group for monthly workshops and networking focused on mentoring new doctoral students, rather than to mentors as fellowships.
- DECISION: Consensus was to keep the peer mentor planning model as is and allow programs the option to introduce a new model if preferred.
- Concerns raised regarding federal tax implications for international students of providing them fellowships. Concerns were recognized.

ACTION ITEM: Graduate Division will email the Graduate Group Chairs in the next 2 weeks a list of students who have previously served as mentors, as this may help chairs in selecting peer mentors.

6. Funding & GRIP Updates – Eric Cannon, Heath Jackson

- USAP Minimum – The graduate support staff and Graduate Division would like to establish a minimum award level to reduce administrative stress. Currently the Schools and Grad Div must process a large number of very small awards at the end of the spring semester.
 - Item tabled until next meeting.
- USAP amounts for each graduate group will go out in mid-September.
 - Dean Zatz confirmed budgets are anticipated to be roughly similar to last year's amounts, with some variation due to changes in enrollment numbers across groups, but cannot be determined until after Census.
- Heath Jackson reminded the Graduate Group Chairs to complete the online FERPA training. It only takes 30 minutes.

ACTION ITEM: Once FERPA training is complete, Graduate Group Chairs to email confirmations to Heath so that access can be granted to use GRIP.

7. Grad Visitation Weekends

- The primary GVW will be held the usual time, February 21st – 23rd.
- Following up on discussions last year, Dean Zatz asked the Chairs if they wanted to add a second Grad Visitation Weekend this year to accommodate the growth in graduate programs. If so, when should this be held?
- Some Graduate Group Chairs felt a second weekend should be in March, giving them more time to identify students they wished to invite. Others felt it should be earlier, probably late January, for programs with December 15 deadlines.

ACTION ITEM: Graduate Group Chairs to go back to their colleagues and determine dates that work best for the second Grad Visitation Weekend. Email suggestions to Graduate Group Chair listserv.

8. Other Items for Discussion

- Graduate Student Assistant Researcher (GSAR):
 - Dean Zatz posed the following questions:
 - Do we offer to Master's and PhD students or just PhDs?
 - Do both the Advisor and the Graduate Group Chair need to approve the offer?
 - Is this a summer only position or full academic year?

- A consensus could not be reached among the Graduate Group Chairs as there were opposing views on who should sign off.

ACTION ITEM: Hrant Hratchian to take this back to Graduate Council for input.

9. Topics for Next Meeting:

- Websites for graduate students – Jesus Cisneros is currently working on this.
- GSAR funding levels – majority of GSRs are at step 5.
- IT (Christy Snyder) and Graduate Assessment (Jenny Xiang) want to talk with chairs at the next meeting.
- Send any discussion items to Dean Zatz

ACTION ITEM: Heath Jackson to pull information on the number of students per funding level from GRIP/GLAAS for the next meeting, to inform GSAR funding levels.

The meeting adjourned at 12:49 P.M.