

HUMBOLDT STATE UNIVERSITY  
Office for Research and Graduate Studies  
GRADUATE COUNCIL  
October 17, 2005

In attendance: Cynthia Werner, Gary Hendrickson, Eric Van Duzer, Mike Mesler, Mark Harwood, Ken Nakamura, Sam Sonntag, Sharon Brown, Julie Van Sickle, Mary Kay, Judith Little, Kathy Munoz

Chair: Donne E. Schafer, Dean, Research & Graduate Studies

Recorder: Carla P. Douglas

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## **MINUTES**

The minutes of October 3, 2005 were unanimously approved as presented.

## **ANNOUNCEMENTS**

Donna attended the CSU Graduate Dean's Meeting at CSU Monterey Bay. They discussed Indicator 10, Accountability, Quality of Graduate and Post-Baccalaureate Programs, CSU Cornerstones Report. A report should be generated every three years but there was no charge of what needs to be shown. The graduate deans had a conference call with Associate Vice-Chancellor Keith Boyum, to discuss what needs to be shown on the report. Each campus will submit a single page for their report. The twenty three pages will be condensed down to one page that will be submitted to the CSU Trustees.

### *Task:*

Reflect on what will make a good case and what we want them to know about us. The data should be meaningful and not onerous to obtain. Bring suggestions to the next meeting.

Eric said that his department is in discussion about an MA in Teaching. There is interest in the community which makes it likely that it will be put before Graduate Council in the spring. Elite students from the teaching credential would be invited to apply to the master's program in Teaching.

Eric said that the Chancellor's Office is putting out guidelines for the EDD. Donna said that the CSU can now offer the EDD without a supporting UC school. CSU schools can join together to offer an EDD and a regional degree may be viable.

## **OLD BUSINESS**

### **Institutional Repository**

Cynthia met with Jeremy and George. The student will submit the document to Cynthia in PDF format. She will give the student a password (from the Library) and then using their name and department the student will submit it to Escholar. If anyone is concerned because a publisher does not allow publication, the document can be blocked so that only HSU has access, rather than worldwide access.

Sharon asked about cross referencing when accessing a thesis online. The student submitter can type in keywords, but they will also be identified by their department, in this case, math modeling.

The Library is going to consider designating a computer so that students can change their document to the PDF format. If time allows, Cynthia can make the change and Jeremy told Eric that he would be available to make the change if students bring the document in on a disc. It doesn't matter if the disc is in Word or LAtex format. Mary Kay said that Library staff would be available after 5 p.m.

*Task:*

Ask your department how many bound copies they will require if students put their thesis/project in the institutional repository; discussion at the next Grad Council meeting.

Invite Jeremy Shellhase to the next Grad Council meeting to continue the discussion.

### **Alternative Culminating Experiences**

Whether the culminating experience is a thesis/project, exam, case study, or portfolio there should be clear principles to guide the department. Core areas of study should be integrated into the culminating experience.

Kathy said that her department is putting together an exam for a student because he is up against the 7-year limit, he is no longer a local student, and the faculty are new and therefore have never worked with him. She said that four faculty members wrote a study guide and the student will complete four essays for the exam.

Some feel that an exam is an inferior experience, but it can (and should) be as rigorous as the department makes it. There are ways to offer students a challenging and rewarding experience and make the best use of departmental resources. Allowing a culminating experience that doesn't impact faculty time is a good use of resources.

### **Excessive Units**

According to the report that was distributed at the last Graduate Council meeting, students are enrolling in an excessive number of units. It creates a bottleneck and impacts the number of new students that can be admitted.

*Task:*

Randomly download transcripts for 10 students to look for excessive units. Bring the transcripts to the next Graduate Council meeting to discuss.

## **NEW BUSINESS**

### **Mentoring Experience for Teaching Assistants**

The Number of Faculty Chairing Master's Culminating Experience Committees by Program from Summer '04 Through Spring '05 was distributed. In order to participate in EO 611, teaching assistants need to enroll in a minimum of 9 units. Does this contribute to excessive unit

accumulation? Are they being mentored? Should students sign up for a class to credit faculty for mentoring them? There is no limit on the number of semesters that students can teach.

*Task:*

Bring information to the next meeting on overload vs. WTU for faculty working with grad students. If the department gives units for supervising, how many units equal a course?

*Next Meeting:*

November 14, 2005, 3 p.m.-5 p.m., Corbett Conference Room, SH 222.