To: SEC

From: The Graduate Council

Date: November 7, 2011

Re: Graduate Council Meeting Minutes - October 6, 2011

Members Present: Edward Aguado, Lawrence Baron, Leland Beck, Jose Castillo, Andrew Do, David Ely, Dana Nurge, Ramona Perez, Radmila Prislin (Chair), Caren Sax, Nicole Simons, Anne Turhollow, Satchi Venkataraman, Larry Verity, and Joseph Waters.


Ex-Officio Members Present: Rita Baumann and Janet Rodgers.


1. Minutes: The minutes for the September 8th, 2011 meeting were unanimously approved.

2. Report of the Interim Dean (Dr. Radmila Prislin, Chair)
Vice President and Graduate Dean, Stephen Welter, is scheduled to begin his tenure at SDSU on Monday, October 31st, 2011.

The graduate class for this fall semester has 2103 total new graduate students, of which 1579 are masters students, 129 are doctoral students, and 395 are in a credential program.

3. Committee Reports - None

4. New Business

• Graduate admissions: Spring admissions, processing, and intent-to-enroll fee
  (Drs. Ramona Perez and Lawrence Baron)

  Discussion surrounded the argument that the lack of spring admissions has caused reduced enrollment which leads seminars to have excess capacity and programs to suffer. Dr. Prislin presented charts, whose data suggest that the trends found at SDSU which demonstrate an increase in applications versus a reduction in enrollment are partly a reflection of a nationwide trend. Presenting the Council of Graduate Schools, Graduate Enrollment and Degrees (2000-2011) data sheet, Dr. Prislin pointed out that under the category of Research Universities with high research activity (RU/H), the percentage increase in applications 2009-2010 was 4.47%, and the reduction in new enrollment during the same period was -3.6%.
In the discussion that ensued, the following possible reasons for the observed trend were mentioned: lack of communication with students once they were admitted and the $400 intent to enroll deposit, especially for students eligible for financial aid. Enrollment Services clarified that a student who has been approved for financial aid does not need to pay the $400 intent to enroll deposit – it is stated clearly on their intent to enroll letter. If a student does not have financial aid, they will be expected to pay the $400 deposit, which is not an additional fee but is later deducted from their registration fees. Enrollment Services encourages all students who will be applying for financial aid do so as soon after January 1st as possible, rather than waiting for university acceptance. This aid, once approved, will be applicable to all universities and once approved the student will not be asked to pay the $400 intent to enroll deposit.

All were in agreement for Dr. Prislin to raise the issue of spring admission at the next Academic Deans Council meeting, also asking the question of where the authority of the size of the program lies (program, Dean, or Academic Affairs).

- **Non-Resident Tuition Waiver 10 unit criteria (Dr. Lawrence Baron)**
  Dr. Baron asked if there was any leeway or process to petition the 10 unit requirement for students receiving NRTWs who did not have a TA/GA contract at 20 hours/week. Dr. Prislin clarified that it is the Chancellor’s Executive Order no. 605 that stipulates this requirement and therefore SDSU has no authority to waive it.

- **Miscellaneous**
  Dr. Venkataraman asked how academic reviews are scheduled and the timeframe when departments are informed of an imminent review. Dr. Prislin explained that the Academic Plan from the Chancellor’s office stipulates the academic year in which a department / program / school is scheduled for review. The official cycle is every five years, which may be longer depending primarily on the budget environment but also local circumstances (e.g., change of leadership). The process is initiated by the GRA when Dr. Prislin seeks the Dean of the College’s input regarding the potential review. She then contacts the Chair/Director and provides a timeline. These steps are all completed in the spring for the following academic year, thereby providing substantial time for preparation. A total of 12 reviewer nominations are requested of the Chair/Director (8 external names and 4 internal) to compose a review team that will consist of two external and one internal reviewer. If a department / program / school has graduate degrees, it will fall under the purview of the Graduate Division; if not, it will be taken care of by the Undergraduate Affairs Dean Geoff Chase.

5. **Old Business - None**

   Adjournment 3:07pm