11/5/13 GPSE-Wide Meeting Minutes

Faculty in Attendance
Heredia, Borunda, Brock, Chung, Cowan, Deaner, Dickson, Gee, Gonsier-Gerdin, Henderson, Holland, Liles, Loeza, Lozano, Mejorado, Raskauskas and Reveles.

Staff in Attendance: Kathe Goodwin – AER3O; Silvia Flores and Venesha Rosseau – GPSE Staff

Call to Order: 1:15 PM

Agenda/Minutes
Agenda moved for approval by Dr. Liles; second by Dr. Henderson. All Approved. There are no minutes to review from prior GPSE-wide meeting.

Office of Graduate Studies (OGS) Update
Guest Speakers: Yvette Farmer – Faculty Liaison for Graduate Council, Joanne Small – Degree Services Supervisor; Malee Xiong – Director Admissions

Intent to Enroll submissions will not be required for spring 2014 admissions. Applicants will automatically be admitted by Graduate Studies with matriculation in early December. Fall 2014 Admissions opened on October 1. Please check the information and links on the Graduate Studies website (http://csus.edu/gradstudies) for accuracy. Remind applicants that foreign documents (e.g., transcripts) should be submitted a month in advance to the actual deadline.

Advancement to Candidacy (ATC)
Advancement to Candidacy (ATCs) forms are processed the semester following submission. Graduate Studies processes ATCs the semester the student enrolls in their culminating experience course. Students enrolled in the Culminating Experience in fall, must meet the February 1 deadline; for spring, the deadline is October 1. Please keep in mind this information regarding ACT:

- No ATC will be processed without meeting the Graduate Writing Assessment Requirement (GWAR).
- At least 18 units of 200-level coursework must be completed.
- Students scheduled to take the Writing Proficiency exam for Graduates (WPG) in the same semester they submit the ATC, however, their paperwork will not be processed until confirmation of the exam is submitted to OGS.
- Students wanting to meet the GWAR requirement through a Graduate Writing Intensive (GWI) course should list that course in the WPG section on the ATC. EDGR 260 is a GWI course and all CoE program students can take this course to meet the GWAR.
- Only six (6) units of 299 courses can be used on the ATC.
- Make note of courses used to replace a required course on the ATC. If a course is substituted after the ATC has been submitted, the student must submit a Petition for Exception.

Thesis Submission Process
Beginning fall 2013, OGS will test an online thesis appointment scheduler. Students can no longer call-in/walk-in to schedule appointments. A tutorial for the online appointment scheduler is on the OGS website and a PowerPoint will be presented at the next Graduate Coordinator meeting. Students will use their Saclink IDs to login and cannot schedule more than one appointment. If a student needs to revised any materials submitted through this appointment process, they can resubmitted the revised copies without scheduling a second appointment. If necessary, the OGS evaluator will schedule a second appointment with the student. Signature pages will remain blank on uploaded documents and signed pages should be hand-delivered.

Currency
Graduate student courses expire seven (7) years after the first semester of their program. Students can only petition for six (6) units of currency; any additional expired units must be retaken or replaced. Courses a student petitions for currency need to have been offered in the past four (4) years and have a fixed content. In addition to the petition form, students need to submit a letter from the evaluating faculty stating how they validated currency and two (2) separate letters from the students. The first letter should address how they remained current in the content of the course and in the second they need to explain why they were unable to complete their degree program within the time limit.

Petitions for Currency are reviewed by Graduate Council not OGS. If approved, currency is only extended for one semester; if the degree is not earned in one semester, the course must be retaken.

Repeat Course Policy
Graduate students cannot repeat with a grade of B or better; student must have earned a B- or worse to repeat the course. CR/NC courses can be repeated if the student earns NC (Note: OGS reviews all candidates for disqualification due to CR/NC courses not factoring into GPA. For example, if a student takes only CR/NC courses in a semester, it can cause a 0.00 GPA). The student must submit the Repeat petition to the Registrar after being reviewed by the department, the chair and OGS. Once submitted, the student can then register in the course again (note: the system will allow students to register without submission of petition). When second-attempt grade is a B or better, the old grade
remains on the transcript, but the previous GPA is excluded. When a third-attempt grade is a B or better, the old grades remain, but the second and third GPA is then averaged.

New Academic Renewal Policy
Taken from: [http://www.csus.edu/acaf/academic%20resources/policies%20and%20procedures/Graduate%20Academic%20Renewal.html](http://www.csus.edu/acaf/academic%20resources/policies%20and%20procedures/Graduate%20Academic%20Renewal.html)

When all policy conditions are met, Sacramento State may disregard up to two semesters of previous post-baccalaureate coursework taken at Sacramento State from all considerations associated with the requirements for a post-baccalaureate degree or credential. These conditions are:

1. The student has formally requested such action, the coursework was taken seven or more years prior, and the previous coursework would prevent graduation in the current field of study; in these cases, up to 2 semesters may be disregarded, or
2. The student has formally requested such action, the coursework was taken five or more years prior, the student presented evidence that substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level, and the previous coursework would prevent graduation in the current field of study; in these cases, only one semester may be disregarded;

Final determination that one or two semesters are to be disregarded shall be based on careful review of evidence by a committee, which will include the Provost and Vice President for Academic Affairs; the Dean of Graduate Studies; and the Graduate Advisory Council or a sub-committee thereof, which shall include at least three faculty members.

University policy regarding academic renewal for a current Sacramento State student is not intended to permit the improvement of a student’s grade point average beyond what is required for completion of the post-baccalaureate degree or credential.

When academic renewal is approved, the student’s record shall be annotated so that it is readily evident to users of the record that NO work taken during the disregarded term(s), even if satisfactory, has been applied towards the meeting of post-baccalaureate degree/credential requirements. All previous work must remain legible on the record; it is not included in the calculation of graduation requirements.

Questions/Answers – Common Mistakes

- OGS has hard deadlines and all documents should be submitted by their noted deadline.
- Students must meet the GWAR requirement must before advancing to candidacy. Students can meet this requirement by passing a Graduate Writing Intensive (GWI) course with a “B” or higher, passing the Writing Placement exam for Graduates (WPG) with a score of 80, meeting a waiver requirement as seen on the OGS website ([http://csus.edu/gradstudies](http://csus.edu/gradstudies)) (if approved, the WPG will show up with a score of 90), or by passing the writing portion of the GRE/GMAT.
- Graduate Studies will be testing an online system for submitting admissions documents (Transcripts, GAR, etc.) in spring or fall 2015. If the test is a success, they will move forward to test other online systems to submit additional documents (ATC, Currency, etc.)
- Admission applicants must be ranked. Programs should set internal deadlines to determine who will be ranked as Accepted (submissions on time, clearly qualified), Waitlisted (clearly qualified, but submissions late, qualified, but not the best) or Denied (not qualified, incomplete submission). Please note that OGS will only allow a limited amount of Special Admission Requests.

Chair Updates

- CoE was approved for five tenure-track positions. GPSE will be granted one new tenure-track position; the remaining four will be in the Undergraduate and Credential branches. The GPSE position will be shared by the Vocational Rehabilitation and Career Counseling.
- Faculty representation is needed for the COE Associate Dean search. The committee needs one faculty member per branch, Pia will represent the Branch Chairs and the committee will be chaired by Dean Newsome of OGS. It is not certain if the committee will include a staff member. Faculty interested in serving on this committee are to contact Dr. Heredia by 11/7/13.

Program Coordinator’s Update

- School Psychology will have a student present at a state conference.
- Language and Literacy is in the middle of rewriting their credential and masters program to meet the new accreditation standards.
- Counselor Education is collecting data for their CACREP accreditation. CACREP team will be visit in January 2015.
- Educational Technology (iMET) will hold an information session on December 3.

Next Program Coordinator Meeting: Tuesday, December 3, 2013 from 1:15-2:45pm in Eureka Hall 435D.
Meeting Adjourned: 3:00pm