

**Fall 2024 Graduate Coordinator Meeting Minutes**  
**Tuesday, September 17, 2024**  
**12:00 – 1:30 pm**  
**Location: PL 4005 and Zoom**

**Welcome and Introductions – Caroline Vickers (12:00 PM)**

Office of Graduate Studies Contact Information

Graduate Studies Website and Chat: <https://www.csusb.edu/graduate-studies>

Phone: (909) 537-5058

Email: [gradstud@csusb.edu](mailto:gradstud@csusb.edu)

Graduate Student Success Center, SMSU 202

Phone: (909) 537-3628

Email: [GSSC@csusb.edu](mailto:GSSC@csusb.edu)

GSSC Hours: Monday-Thursday - 11 a.m. - 7 p.m.

Graduate Student Society

President: Shardul Kulkarni

Email: [shardul.kulkarni@csusb.edu](mailto:shardul.kulkarni@csusb.edu)

Please encourage your students to join the Graduate Student Society. The Society gives graduate students a voice on campus and there are opportunities to attend events and make connections. An event with the Veteran's Success Center is coming up.

**Recruitment and Outreach – Caroline Vickers and Erma Cross (12:20 pm)**

The Southern California Conference on Undergraduate Research (SCURR) will include a graduate school fair; graduate programs are encouraged to sign up for a table. About 1000 people are expected to attend. SCURR will be held on November 23<sup>rd</sup>.

Graduate Studies has created a Graduate Recruitment Guide, a template for a PowerPoint Presentation, and a list of talking points on the value of graduate school. These materials are available in the agenda packet and the [Graduate Coordinators Toolbox](#). Graduate Studies is also conducting [Cal State Apply workshops](#) and attending [Graduate School Fairs](#).

Erma has recruitment leads for various programs. Contact her at [erminia.cross@csusb.edu](mailto:erminia.cross@csusb.edu) for a list of leads. Contact Erma and Graduate Studies if you would like help advertising your information sessions.

When reviewing applications, be responsive. Students expect to be admitted within seven days and they will attend the first program that admits them.

Graduate Studies is working with Angela Gillespie to create more effective program websites. Please review your website content and make sure it is up to date. Recruiting Tip: Review your program strengths and think about how to communicate them effectively.

### **Cal State Apply and Enrollment Updates – Caroline Vickers and Chris Songsittichok (12:35)**

There are now seven certificate programs on Cal State Apply. Contact Chris at [Chris.Songsittichok@csusb.edu](mailto:Chris.Songsittichok@csusb.edu) if you would like to make your certificate available. Chris can also help you streamline your application.

Fall 2024 enrollment for graduate programs is up across the board. Enrollment numbers are in the agenda packet. Note that the data includes those students who are enrolled in continuous enrollment courses – these numbers are not recorded by Institutional Research. Reasons for enrollment increase include the addition of new programs, an increase in credential applicants, and an increase in enrollment among California residents. The number of international students decreased, but these students may enroll at a later term.

Please use the email feature in WebAdmit to reach out to in-progress applicants to inquire if they need assistance. Graduate Studies will also follow up with them.

### **Graduate Enrollment Dashboard – Chris Songsittichok (12:45)**

Chris reviewed the tools available on the Graduate Enrollment Dashboard on the Graduate Studies website. The dashboard shows the total number of program applications, admitted students, enrolled students, and allows graduate coordinators to compare semesters and identify trends.

### **Graduate Admissions Team – Kim De Leon (12:50)**

Graduate Studies will send emails to students who didn't complete the fall application and encourage them to apply for spring term; they will also reach out to applicants who were admitted in fall but didn't enroll. If you have flyers or marketing materials that you would like sent out to perspective students via Radius, please send them to Kim: [Kimberly.deleon@csusb.edu](mailto:Kimberly.deleon@csusb.edu)

### **New Student Orientation and Canvas Course – Caroline Vickers (12:52)**

About 400 new students attended the orientation. Approximately half the attendees were on Zoom. The Canvas Course was developed as part of the Graduate Studies new student orientation. The course includes 5 modules and is available all year.

### **Academic Notice Timeline – Caroline Vickers (12:55)**

Fall Semester 2024

- December 19, 2024 – Fall Grades Due
- December 23, 2024– Fall Grades Available
- January 6 & 7, 2025 – List of students on Academic Notice (New/Continuing) sent to program coordinators. Program GPA is determined by PAWS.
- January 15, 2025 - Academic Notice notification emails sent to students.
- February 25, 2025 - Academic Notice Advising Forms Due
- Graduate Studies will email students who are on academic notice every two weeks to remind them to submit the advising form.

### **PAWS/EFA/myCAP for Grad Students – Caroline Vickers (1:00 p.m.)**

Students who were admitted after Fall 2022 must be advanced to candidacy through PAWS. See April if you need training with PAWS or myCAP. Rachel Loverock is also a great resource. If you find that a student's PAWS report is missing, it may mean that the student broke enrollment.

The EAB program does not work well for advising graduate students because it pulls the entire academic record. Caroline is working with the Registrar's office to resolve the issue.

Eleanor Perry, (International Admissions) asked graduate coordinators to keep in mind that international students must be enrolled in in-person or hybrid courses each semester. She also asked graduate coordinators to continue to reach out to international applicants who had to defer their enrollment due to issues with obtaining a visa in time for fall semester. Eleanor defined CPT, which allows students to work off-campus through internships, and OPT, a post-graduation work opportunity for up to 3 years for STEM majors. Contact International Admissions if you have any questions.

### **Thesis, Project, and Dissertation Deadlines – Shelby Reeder (1:10 PM)**

Shelby Reeder reviewed the deadlines for fall submission – see the agenda materials for fall and spring deadlines and workshops. Shelby clarified that thesis reviews during winter intersession would not be possible due to campus closures; this may affect international students.

### **Fall 2024 Workshops and Events – Caroline Vickers and Megan Kinnally (1:15 PM)**

Fall Writing Accountability Groups will kick off this week; the program runs for ten weeks throughout the semester. Students who attend all sessions will receive a free Grad Pack and medallion. Students who are completing any type of writing project may attend.

- Graduate Recognition Week is September 16-20. See the flyer in the agenda materials.
- Graduate Education Week is scheduled for October 14 – 18. Events will include a research panel and workshops from the Office of Student Research and the Pfau Library.
- A Thesis Retreat is planned for October 18, from 9:00 – 4:00. The retreat will cover time management tips, managing anxiety, writing time, and reflection.
- Graduate School Prep Week is planned for November. Watch for details in upcoming announcements.
- The CSUSB Grad Slam Competition is April 9. Please encourage your students to participate and attend. Attendees receive coaching on presentation skills.
- The CSU-wide Grad Slam Competition is May 9. CSUSB will be hosting the virtual event this year.
- CDIP and PreDoc program information sessions are planned for fall. See the flyers included in your agenda.

### **Graduate Coordinator Resources – Caroline Vickers (1:30 PM)**

Caroline briefly reviewed the resources available on the Graduate Studies website, including the Toolbox and Graduate Coordinator's Guidebook.

Meeting concluded at 1:35 PM