**Spring 2025 Graduate Coordinator Meeting Thursday, February 20, 2025**

**12:00pm to 2:00pm**

**Meeting Notes**

**Welcome and Introductions – Caroline Vickers**

**Leave of Absence and Exception from the Audit (EFA) - April Lane**

April Lane, the Graduate Student Resource Specialist, clarified that a leave of absence starts the countdown for the 6-month student loan repayment, and students can request a forbearance when they return to school. Students who take a leave of absence are notified of its effect on their financial aid. She further discussed the process for students admitted from Fall 2020 onwards to access PAWS and exception from the audit. Note that if a student is discontinued, they can no longer access PAWS, and their transcript can be checked instead.

* + PAWS - Exception from the Audit (EFA) process:
		- Instructions are in the [Graduate Coordinator’s Toolbox page](https://www.csusb.edu/graduate-studies/coordinators-resources/graduate-coordinators-toolbox):
			1. Used to update student’s program plans, advance to candidacy, recertify coursework, etc.
			2. EFA Process used for admits Fall 2020 and after.
			3. Request to Recertify Coursework form – Only used for students admitted prior to fall 2020.
			4. Reach out to me to schedule PAWS/EFA training.

**Recruitment – Erma Cross and Caroline Vickers**

Graduate Studies launched a new recruiting program called *Talk to Us About Grad School!*  The program is held on the first and third Tuesday of every month at noon. Participants can attend virtually or in person in the Office of Graduate Studies. For graduate coordinators engaged in recruiting, the Graduate Coordinator Outreach and Recruitment Toolkit and the Outreach and Recruitment Guide available on the Graduate Studies website in the Graduate Coordinators Toolbox. Erma encourages coordinators to send program marketing materials her way; she will distribute them at upcoming recruiting events. Graduate Coordinators can also submit requests for CRM marketing by completing the form on the website. In addition, Graduate Studies has hired a student assistant in the MBA marketing program to assist with social media and has since seen more than 200% increase in social media engagement.

**Coyote Accelerated Post-Baccalaureate Education (CAPE) Programs – Caroline Vickers**

Graduate Studies and the Administration are working to simplify the process of developing Coyote Accelerated Postbaccalaureate Education (CAPE) programs. The program allows students to share 12 units between a bachelor's and master’s program. The streamline process will be going for the second read at the next faculty senate meeting.

**Draft Graduate Learning Outcomes - Caroline Vickers**

Caroline reviewed a draft of the Graduate Learning Outcomes with the graduate program coordinators. Coordinators are encouraged to email Caroline with any feedback.

**Thesis, Project, and Dissertation Deadlines and Graduate Studies Newsletter– Shelby Reeder**

The spring semester deadlines for submitting a thesis, project, or dissertation are posted on the Graduate Studies website and the flyer distributed during the meeting. Graduate Studies staff will also be on hand to review and post theses, projects, and dissertations during summer semester, and [deadlines are posted on the website.](https://www.csusb.edu/graduate-studies/current-students/thesis-project-dissertation/deadlines-and-review-process) Workshops will be held in March.

The Graduate Studies Newsletter will be circulated at the end of the spring semester. Graduate Coordinators are encouraged to contact Shelby with any news, outstanding students, or other materials they would like to see included (sreeeder@csusb.edu )

**The “Ask Cody” Chatbot and the importance of updated websites – Caroline Vickers**

Caroline discussed the functionality and implications of the campus chatbot, Cody. She emphasized that Cody's accuracy depends on the consistency of information on the program websites, and its usage is increasing. Please review your program’s website and make sure it is up to date.

**Admissions Updates – Kim De Leon**

When admitting new students, please be aware that Conditionally Classified status can impact a student’s eligibility for financial aid. When possible, please make sure that students complete any prerequisite courses during their first year of study. These courses are not eligible for some types of aid. It is important that students be moved to classified standing as soon as possible. Kim also highlighted the importance of indicating reasons for denying a student's application to avoid confusion and save time. She further explained the process of redirecting applications, noting that it's easier to redirect within the same cycle but more challenging when redirecting between different cycles. Lastly, she advised reaching out to students if they might benefit more from applying to another program.

**Graduate Student Resources - April Lane**

April highlighted the availability of the on-campus scholarship portal and Graduate Equity Fellowship and asked coordinators to encourage students to apply. The application deadline is April 21st. April also provided updates on the pre-doctoral program and the Chancellor's Doctoral Incentive Program, noting the high number of applications received this year (14). She also discussed the academic notice process, which is a notice sent to students whose GPA is below 3.0, and the importance of advising sessions to support students in improving their academic standing.

**Cal State Apply & remote WebAdMIT training – Chris**

Caroline and Chris briefly reviewed the spreadsheets showing current enrollment numbers. The spreadsheets are included in the agenda packet.

**International Admissions – Stacia McCambridge**

Stacia emphasized the importance of quick admission decisions for international students due to lengthy visa processing times. She also mentioned a new confirmation deposit for international students, and requested to be notified of program requirement changes and info sessions.

**Events and Programming – Caroline Vickers**

The agenda packet includes flyers and details on the following events:

* Let’s Talk About Grad School
* Graduate Equity Fellowship
* Graduate Writing Workshop Series
* Cal State Apply Application Workshops
* Veterans Graduate Student Mixer

As part of the PPOHA grant, Graduate Studies is developing two Professional Learning Communities (PLCs): Online Teaching, and Mentoring. Please contact Caroline or Percy if you are interested in participating.

**Action Items:**

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| * Program coordinators to review and provide feedback on draft graduate learning outcomes to Caroline Vickers.
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| * Program coordinators to ensure program websites have accurate and up-to-date information, especially regarding application deadlines.
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| * Program coordinators to notify Graduate Studies of any changes to program admission requirements.
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