

Meeting Date	May 5, 2014	Time	3:00 – 4:30 p.m.
Meeting Location	NHE 106		

	Agenda Topic	Materials to Review/Background info	Action Planned
1	Approval of Notes		Approval of notes from 3/3/14 meeting
2	Continuous enrollment, proposed changes to Title 5 re: graduate education, other		Jená will share information from the meetings of the CSU graduate deans and the CSU assistant VPAAAs.
3	WASC/WSCUC update	Summary of status (attached)	Jená will review the recommendations resulting from our Interim Report review and highlight several changes to the institutional review process that are especially relevant for graduate programs.
4	Developing university-wide admissions guidelines and program-specific criteria/rubrics.	CRGS has updated its “Essential Guide to Graduate Admissions,” providing useful information about addressing issues that arise in our admissions process. For example, we lack an approved policy and procedure for admissions appeals at the graduate level. This and other gaps need to be addressed.	Identification of a subcommittee to develop recommendations for graduate admissions policy and procedures.
5	Blended (4+1) Programs	AA-2012-01 (attached)	Discussion of process for implementation.
6	Christian Guillen/Transfer & Graduation Counselor Office of the Registrar		Spring semester - Things to be mindful about, RP Grades, Thesis/Project submissions, Commencement list
7	Megan Mefford/ Coordinator Center for International Programs		Follow-up discussion of conditional admission of international graduate students
8	Laura Weare/Graduate Financial Aide Counselor		Explanation of financial aid for graduate students that are paid wages for their assistance as opposed to graduate students that are granted a stipend for same. The way they are compensated by their graduate departments has an absolute effect on their financial aid.
9	Important Deadlines: Monday, May 12, 2014: Spring 2014 Graduation: Deadline to submit final version of thesis or project and approval form with original signatures Tuesday, July 15, 2014: Summer 2014 Graduation Deadline to submit for required format review Friday, July 25, 2014: Summer 2014 Graduation Deadline to submit final version of thesis or project and approval		

	form with original signatures		
10	<p>News and Announcements: WRGP Updates</p> <p>End of year Grad Party- May 8th 4-6 pm Green & Gold Room/Founders Hall</p> <p>If students have questions about the Master's hooding process direct them to Graduate Studies at: http://www.humboldt.edu/gradpr ograms/sites/gradprograms/files/ MastersHoodingDemo.pdf</p>		

Our WASC (now WSCUC – WASC Senior College and University Commission) status

While the Commission letter that followed the submission of our Interim Report and subsequent panel review acknowledged our many efforts to address the recommendations emerging from our Educational Effectiveness Review in 2010, the letter also stressed the Commission's expectation that those efforts will yield substantial results, to be documented in our institutional report for the next comprehensive review. Specifically, according to the letter, that report must provide:

- 1) Substantial evidence that we have “move[d] beyond design and implementation to the production of student learning outcomes results across the institution, at every level, that are regularly used to improve learning and teaching.”
- 2) Substantial evidence that our student success/inclusive excellence “programs and initiatives are producing meaningful and sustainable results and that assessment of student learning supports the success of students from different racial and ethnic backgrounds.”
- 3) Substantial evidence that we have developed “a positive campus culture that is producing results and sustaining momentum,” because so many key personnel are new to their positions and because the number of “committees and groups may prove to be difficult to coordinate.” Results and analysis of a campus-wide satisfaction survey should be included.
- 4) Analysis of our “prioritization efforts including the fit with the positive campus culture initiative and the basis for the various decisions,” as well as “the role of student learning outcomes assessment and program review in the prioritization efforts.”
- 5) Substantial evidence of results for our many initiatives “showing their impact, and how results are being used to make improvements,” and how the efforts are being sustained over time.

Our WSCUC/WASC timeline under the 2013 Handbook

The Institutional Review Process (IRP) was revised in June 2013. Some of the changes are structural, as reflected in our timeline, which is as follows:

Organize and initiate Self-Study and accreditation review process	
(includes on-campus orientation by staff liaison Maureen Maloney)	Spring 2015
Begin Institutional Report (18 months before off-site review)	Fall 2015
**Submit Institutional Report (3 months before off-site review)	Spring 2017
Off-site review (6 months before accreditation visit)	Fall 2017
Accreditation visit	Spring 2018

Note that there is only one report required (50-75 pages plus appendices), comprising nine components, and one campus visit at the end of the IRP.

Other changes under the 2013 Handbook

Other changes to the IRP involve new kinds of documentation that now must be incorporated into the Institutional Report. Campus-wide activity will be required in several specific areas that we have not addressed before:

- Student achievement on our standards of performance at Graduation, for key learning outcomes at each level of degree
- Description of how the undergraduate outcomes relate to the five Core Competencies (written communication, oral communication, quantitative reasoning, information literacy, and critical thinking). **Because our accreditation visit is not until 2018, we are responsible for having assessed student performance of all five Core Competencies in time to include the results and consequent changes in the institutional report due Spring 2017.
- Definition of the Meaning, Quality, and Integrity of Degrees
- Our preparation for the changing Higher Education Environment: alignment of resources with priorities, ability to “read the evolving higher education landscape and anticipate ways in which the institution itself may need to change” (2013 Handbook: <http://www.wascsenior.org/resources/handbook-accreditation-2013>).

Jená Burges, Accreditation Liaison Officer, Humboldt State University, 4/29/14, Jena.Burges@humboldt.edu

See <https://humboldt.edu/academicprograms/program-review-docs> for HSU Interim Report and WSCUC Response Letter

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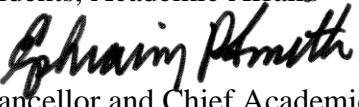
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January 9, 2012

Code: AA-2012-01

MEMORANDUM

TO: Provosts/Vice Presidents, Academic Affairs

FROM: Ephraim P. Smith 
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: “Blended” or “4 + 1” Bachelor’s and Master’s Degree Programs

This coded memorandum establishes systemwide minimum processes and policies pertaining to CSU undergraduate and graduate degree programs offered to students through simultaneous matriculation. Combinations that blend degree and credential programs are excluded, and issues not addressed in this memorandum shall be determined at the campus level.

Campuses are not required to offer blended programs, and the standards included herein are minimum requirements. Campuses wishing to offer blended bachelor’s and master’s programs will need to be aware that timely coordination is required between the academic department and the campus registrar’s office to ensure accurate recording of the student’s transition from undergraduate to graduate status. This will have direct consequences for student fee assessment and financial aid eligibility, as types of aid and award amounts may vary according to the student’s official academic objective. Appropriate state funding to the campus will also depend on accurate recording of student transition in blended programs.

1. Authorization to Implement Blended Programs

The president or designee is authorized to implement programs blending existing baccalaureate and master’s degree programs in the same support mode and for the purposes of providing an accelerated pathway to a master’s degree, and to enhance the undergraduate learning experience. Campuses shall establish, monitor, and maintain appropriate academic rigor and quality.

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

- 1.1 Authority to grant postbaccalaureate and graduate special-action admission is provided under Title 5 section 41001:

An applicant who does not qualify for admission under the provisions of subdivisions (a) or (b), or both such subdivisions, of Section 41000, may be admitted by special action if on the basis of acceptable evidence the applicant is judged by appropriate campus authority to possess sufficient academic, professional and other potential pertinent to the applicant's educational objectives to merit such action.

- 1.2 Blended programs must meet all applicable CSU policies and state and federal laws.

2. Reporting

- 2.1 Blended bachelor's and master's degree programs will continue to use the existing CSU degree program codes (formerly "HEGIS") and Classification of Instructional Programs (CIP) codes for their component undergraduate and graduate degree programs. Unlike concurrent degree programs, new CSU degree codes will not be assigned for the blended bachelor's and master's programs.
- 2.2 To ensure that enrollments are reported accurately, the campus is required to notify Academic Programs and Policy in the Chancellor's Office, signaling an intention to implement the planned blended program. The resultant Chancellor's Office software edits will allow accurate reporting in the CSU Enrollment Reporting System (ERS), without receiving an "error" message.
- 2.3 While students in regular, non-blended, baccalaureate and graduate programs have a *degree objective code* that ranges from digits "2" to "7," students in blended programs have only the digit "9" as their degree objective code.
- 2.4 When a blended-program student has earned at least 120 semester/180 quarter units toward program completion, the campus will change the *student level code* to "5," signifying graduate standing. As these students have yet to attain either a baccalaureate or master's degree, their *degree held code* will remain as either "0" or "1." The term FTE calculation for these students will be: 12 units equals one FTES.

3. Application to Blended Programs

- 3.1 A student must apply to the blended program while in undergraduate status and will be admitted as an undergraduate to the bachelor's component of the blended program.
- 3.2 Students shall not be required to apply formally for graduate admission.

4. Enrollment and Enrollment Status

- 4.1 While in undergraduate status, a student in a blended program will take graduate-level courses required for the master's degree.
- 4.2 At the end of the first academic term in which blended-program students have earned at least 120 semester/180 quarter units (the minimum required for the regular baccalaureate major degree program), the campus will change the student-level codes to "5," signifying graduate degree objective status.
- 4.3 Units considered toward meeting this degree-objective status threshold may include either undergraduate or graduate, and shall include only those units that count toward satisfying either the bachelor's or master's requirements in the blended program.
- 4.4 To ensure proper awarding of degree credit, all *lower-division* work (including lower-division general education courses and American Institutions courses) shall be completed prior to changing to graduate degree objective status.

5. International (F-1 Visa Holder) Students

A letter must be submitted to the appropriate office on campus to indicate the change of degree status for international students. This requirement is related to the students' need to maintain full-time status, as the number of units required for full-time status is different at the undergraduate level and graduate level.

6. Tuition Fees

- 6.1 A student will be assessed the undergraduate State University Tuition Fee only during the time in which the blended-program student has earned fewer than 120 semester/180 quarter units applicable to the blended bachelor's and master's degree programs.
- 6.2 When the *degree-objective status* is changed to "graduate," the student will be assessed the graduate student fee, and may continue to take upper-division undergraduate courses.
- 6.3 Students in a master's degree program that has been authorized to assess the higher graduate professional degree ("MBA Fee") will only be charged that tuition fee for courses required to complete the fee-approved master's degree program.

7. Minimum Requirements for Completion of Blended Programs

A minimum of 150 semester units (120 + 30) or 225 quarter units (BS 180 + MS 45) are required in blended programs.

8. Provision for Completing the Baccalaureate Portion Only

If a student in a blended program opts not to complete the master's program but does complete the undergraduate degree requirements, undergraduate matriculation shall be re-opened in order to grant the baccalaureate degree. There shall be no related cost to the student nor refund of previous graduate fees paid.

9. Awarding of Degrees

Both degrees may be awarded during the same term and at a single graduation ceremony, as authorized by Executive Order 702 (<http://www.calstate.edu/EO/EO-971.html>).

Students are evaluated for Latin honors based on the first 120 semester units or 180 quarter units (i.e. the time period of undergraduate degree objective), regardless of the number of graduate courses taken prior to the transition to graduate status.

For questions regarding Enrollment Reporting System coding, please contact Dr. Philip Garcia at (562) 951-4764 or pgarcia@calstate.edu. Admission questions and Common Management System issues may be directed to Mr. Eric Forbes at (562) 951-4744 or eforbes@calstate.edu. Financial aid questions should be addressed to Mr. Dean Kulju at (562) 951-4737 or dkulju@calstate.edu. Dr. Christine Mallon may be reached at (562) 951-4672 or cmallon@calstate.edu to answer questions related to curriculum.

ES/clm

- c: Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs
Dr. James Postma, Chair, Academic Senate, CSU
Dr. Philip Garcia, Senior Director, Analytic Studies
Mr. Eric Forbes, Assistant Vice Chancellor, Student Academic Support
Dr. Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Research and Resources
Dr. Christine Mallon, State University Dean, Academic Programs and Policy
Dr. Beverly Young, Assistant Vice Chancellor, Teacher Education and Public School Programs
Campus Academic Senate Chairs
Associate Provosts/Associate Vice Presidents, Academic Affairs
Deans, Graduate Studies
Directors, Admission and Records