

Present:

Brandy Randall, (*Chair*), Joanne Lipson-Freed (*Co-Chair*), Claire Rammel (*Ex Officio*), Henry Aigbedo, Darrin Hanna, Anne Hranchook, John Krauss, Helen Levenson, Victoria Lucia, Daniel Llamocca Obregon, Thandi Sulé, Neil Baumgartner

Absent: Nicole Boelk, Meir Shillor, Paul Weinberg

Staff: Linda Hutcheson (*Secretary*)

REPORT FROM THE CHAIR

- Graduate School Dean Brandy Randall reported that Winter 2025 enrollment is down 12 students Total, 8 of which are New students. At the Graduate level, enrollment is down 9.3%.
- Last week Graduate School Teams began using Slate to slide graduate admissions applications directly into Program Coordinators portals for review and decision. This new process is saving several manual time-consuming unnecessary steps. This new process will also help ensure that no documents or time is lost when Program Coordinators change.
- An offer was made and accepted for one of the two open CT positions. The new CT will begin work in January.
- At the Council of Graduate Schools (CGS) conference last week, Brandy attended a session on Artificial Intelligence (AI) in which they talked about how AI can improve access to education for students. Employers have expressed wanting job applicants to get experience on how to use AI while in school so that they can use it well as new employees. The Graduate School may put tips on how to use AI in future newsletters.

APPROVAL OF MINUTES

Victoria Lucia introduced a motion to approve the minutes for the November 18, 2024, meeting. John Krauss seconded. The minutes were approved unanimously.

CONTINUING BUSINESS

1. **Definition of Fully and Partially HyFlex Programs, New Graduate School Policy:** third reading, debatable, amendable, and eligible for final vote at this meeting.
Presenter(s): Shaun Moore, Diane Underwood

John Krauss moved to approve the Definition of Fully and Partially HyFlex Programs New Graduate School Policy. Anne Hranchook seconded. The motion was unanimously approved.
2. **Posthumous Graduate Degree, Graduate School Policy Revision:** second reading, debatable, amendable, and eligible for final vote at this meeting.

Anne Hranchook moved to approve the Posthumous Graduate Degree Graduate School Policy Revision. Victoria Lucia seconded. The motion was unanimously approved.

NEW BUSINESS

1. Program Review Procedures

All members agreed on the need for making sure that graduate programs understand that Program Reviews are a Higher Learning Commission (HLC) requirement and that the Program Review process needs to happen in order for Oakland to keep accreditation through the HLC. Members also discussed making programs aware that Program Reviews are meant to assist with continuous program improvement, with a way for programs to describe problems that they would like addressed and with a way for them to keep on track with what they want to achieve. Council members further agreed on the need for a process that is more streamlined, more doable, and more in line with what each program states they need. Suggestions included providing programs with a form to fill out and supplying specific examples of what does and does not meet criteria on that form.

DISCUSSION ITEMS

1. Graduate Faculty Mentor Awards Winners Selection

Subcommittee plans to revisit the evaluation criteria to make sure that it aligns with the nomination form and will discuss their findings with the Council at a future meeting so revisions can be discussed before next year's award nominations and selections.

Maria Beam was unanimously approved as the Outstanding Non-Tenure-Track Graduate Faculty Mentor Award recipient.

Jun Chen was the majority winner and approved as the Outstanding Tenure-Track Graduate Faculty Mentor Award recipient.

ADJOURNMENT

The meeting adjourned at 3:17pm