Graduate Studies Committee
Minutes of October 13, 2015

Members present: Sloane Burke, Ranita Chatterjee, Gina Giotta, Keiko Hirata, Sami Maalouf, Richard Moore, Abraham Rutchick, Merril Simon, Mary-Pat Stein, Casey ter Horst, Chelsea Turner

Excused: Tom Cai, Andrew Weiss

Executive Secretary: Crist Khachikian

Guests: Matthew Cahn, Lauren Mason Carris, David Gray, Christine Hayashi, Deborah Heisley, Bettina Huber, Christopher Jones, Garry Lennon, Sheena Malhotra, Michelle Rozic, Robert Ryan, Mary Jo Sariscsany, Doug Yule

Staff: Hedy Carpenter, Lani Kiapos, Gloria Rocklin, Margaret Shiffrar

I. Call to Order

The meeting was called to order at 2:00 p.m.

II. Approval of Minutes

Minutes of the September 8th meeting were approved.

III. Announcements

Hedy Carpenter announced that the Student Research & Creative Works Symposium will be held on Friday, February 19, 2016. She also reminded the committee that the Thesis/Dissertation Writing Workshop is on Saturday, October 17th and the Advancement to Graduate Education (AGE) Conference is on Saturday, October 24th.

Maggie Shiffrar reported that Alicia Kinne-Clawson, a scholar from the University of Washington conducted a study of three U.S. graduate schools and CSUN was one of the universities selected. Her research focuses on the connections between graduate programs and local workforce needs. Shiffrar announced that Alicia will give a presentation of her research findings to the GSC in December.

IV. Curriculum Review

A. College of Arts, Media, and Communication

Art
1. Course modification proposal for ART 698C-Thesis/Artistic Performance to change course title, course description and requisites was approved with revisions.

2. New course proposal regarding ART 698D-Graduate Project was approved with revisions.
3. Program modification proposal to change the program requirements for the M.A. in Art, Art Education Option was approved with minor revisions.

4. Program modification proposal to change the program requirements for the M.A. in Art, Art History Option was approved with minor revisions.

5. Program modification proposal to change the program requirements for the M.A. in Art, Visual Arts Option was approved with revisions.

6. Program modification proposal to change the program requirements for the M.F.A. in Art was approved with revisions.

B. College of Engineering and Computer Science

Manufacturing Systems Engineering and Management
1. Informational Item: The M.S. in Engineering Management updated their admission requirements effective Fall 2016.

2. Course modification proposals for MSE 406-Engineering Cost Analysis, MSE 407-Manufacturing Systems, and MSE 410/L-Production Systems Modeling and Lab to change course description and requisites were approved.

3. Course modification proposal regarding MSE 623-Composite Materials to change course description, subject abbreviation number, and requisites was approved.

4. Program modification proposal to change the catalog entry to change the subject abbreviation number from MSE 623 to MSE 523 for the M.S. in Materials Engineering was approved.

Mechanical Engineering
1. Course modification proposals for ME 531-Mechanical Design With Composites, ME 590-Advanced Fluid Dynamics, ME 675A-Conductive and Radiative Heat Transfer, and ME 675B-Convective Heat and Mass Transfer to change course description and requisites were approved.

2. Course modification proposal regarding ME 532-Mechanical Design with Polymers to change course title, course abbreviation, course description and requisites was approved.

3. Course modification proposals for ME 560-Automotive Engineering and ME 562-Internal Combustion Engines to change course description, subject abbreviation number, requisites and course level to undergraduates only were approved.

4. New course proposal for ME 593-Compressible Flow was approved.

5. Program modification proposal to change program requirements for the M.S. in Mechanical Engineering was approved.
C. **College of Science and Mathematics**

*Geological Sciences*

1. Course modification proposals for GEOL 546-Geodynamics of the Earth and Planetary Interiors and GEOL 548-Seismology to change the unit value were approved.

2. Program modification proposal to list all the Geology courses allowed as electives for the M.S. in Geology, Geophysics Option was approved.

The Geological Sciences department will be submitting a program modification proposal to restructure the common core courses in the graduate program.

*Physics and Astronomy*

1. Course modification proposal regarding PHYS 697-Directed Comprehensive Studies was tabled until the November meeting.

2. Program modification proposal for the M.S. in Physics was tabled until the November meeting.

V. **Program Review Assignments**

Mathematics on October 21st – Merril Simon
Communication Studies on December 4th – Sami Maalouf

VI. **Discussion Items**

Richard Moore presented data entitled, “The Not Lost Generation: A follow-up study of Cal State Northridge Students.” The purpose of the project was to discover over time how CSUN students do in the labor market. This data can be useful in program reviews and student recruitment. Moore asked the GSC and associate deans to share the presentation with departments.

Sloane Burke reported that the College of Health and Human Development (HHD) received the CAMINO grant funded by the Department of Education. She explained that as part of the grant proposal, one of the initiatives was to form a Holistic Admissions Committee that would focus on retention of HHD’s priority population or population specific graduate students. She discussed the article from the Council of Graduate Schools (CGS) titled, “Innovation in Graduate Admissions through Holistic Review” states that CGS is launching the project to study holistic graduate admissions processes and are conversing with graduate deans to improving the admissions processes and student success rates. Shiffrar reported that the data shows that there is not nearly the diversity in our graduate programs as there is in our undergraduate programs. Burke asked the GSC for feedback on whether the holistic admissions discussion is something worthwhile to expand beyond HHD. The GSC requested that the Holistic Admissions Committee look at CSUN’s current campus data before the committee decides if the discussion should move campus-wide.
Burke will analyze data from Institutional Research on GPA, GRE and graduation rates from various programs and come back to the GSC.

Maggie Shiffrar distributed an internal document entitled, “Graduate Curricula 2014-2015 Unapproved.” She reported on the Chancellor’s Office (CO) conclusion that three of CSUN’s curriculum proposals had significant structural problems that required fixing. She reviewed and discussed the CO’s concerns with the structure of our graduate degrees in Psychology, Engineering Management, and Educational Administration Higher Education Option. Shiffrar reported that these graduate programs are working on new program proposals to submit to the GSC and the CO.

Mary-Pat Stein reported that the Culminating Experience subcommittee met, but because of time she will give an update at another meeting.

Casey terHorst reported that the subcommittee reviewed over-aged courses that have not been taught for several years. Similar to the Educational Policies Committee’s business practice, the subcommittee suggested that courses that have not been offered in seven years will be removed from the printed Catalog and courses that have not been offered in ten years must go through a GSC reactivation process. terHorst explained that the subcommittee chose seven years because of the Time Limit for Completion Policy states that, “Students must complete requirements for the degree within 7 calendar years from the date they were admitted to a program.” The subcommittee also discussed over-aged graduate programs and options, but did not determine a time limit. Kiapos and Rocklin explained the issues with graduate programs and options that have not been offered in several years. The committee decided to table the discussion of over-aged courses and programs until the November meeting.

VII. Adjournment

The meeting was adjourned at 4:00 p.m.