Graduate Studies Committee  
Minutes of February 10, 2015

Members present: Tom Cai, Ranita Chatterjee, Beth Halaas, Lesley Krane, Shahnam Mirzaei, Richard Moore, Jared Rappaport, Abraham Rutchick, Merril Simon, Mary-Pat Stein, Andrew Weiss
Excused: Sloane Burke
Executive Secretary: Crist Khachikian
Guests: Tami Abourezk, Bev Cabello, Debi Cours, Robert Espinoza, Christine Hayashi, Dan Hosken, Chris Jones, Jennifer Kalfsbeek, Robert Ryan, Karin Stanford
Staff: Hedy Carpenter, Lani Kiapos, Gloria Rocklin, Margaret Shiffrar

I. Call to Order

The meeting was called to order at 2:01 p.m.

II. Approval of Minutes

Minutes of the December 9th meeting were approved.

III. Announcements

Hedy Carpenter reminded the committee that the 19th Annual Student Research & Creative Works Symposium is on Friday, February 13th in the USU, Northridge Center. She reported that 170 students will give an oral or poster presentation. She also reported that the application deadline for the Spring 2015 Thesis Support Program is on February 27th.

Maggie Shiffrar announced that the Chancellor’s Office approved the new Master of Science program in Applied Behavior Analysis. She reported that the Spring Graduate Program Coordinators meeting was held on February 6th. Shiffrar also reported that the Thesis/Dissertation Writing Workshops in January went very well and students said that they would recommend the workshops to other students.

Mary-Pat Stein reported that the culminating experience subcommittee will continue to meet to finalize the language for the University Catalog.

IV. GSC Program Procedures

Stein discussed the GSC Program Procedures. The new process is intended to speed up the approval process for significant curricular changes in graduate programs. She explained that the Chancellor’s Office requires additional information that is not required within the current CSUN curriculum proposal forms. The committee discussed the new process and approved the document.
V. Curriculum Assignments and Schedule

The committee received curriculum from five colleges. Consistent with GSC practices, members were assigned to lead the review and discussion of curriculum from each of the colleges. The following is a listing of the colleges, GSC representatives, and month of review.

**College of Social & Behavioral Sciences** – Entire Committee – February

**College of Health & Human Development and College of Science & Mathematics**
– Ranita Chatterjee (English), Merrill Simon (Educational Psychology & Counseling) and Richard Moore (Management) – March

**College of Business & Economics** – Tom Cai (Family & Consumer Sciences), Lesley Krane (Art), Jared Rappaport (Cinema & Television Arts) and Andrew Weiss (Oviatt Library) – April

**College of Education** – Sloane Burke (Health Sciences), Beth Halaas (Social Work), Shahnam Mirzaei (Electrical & Computer Engineering), Abraham Rutchick (Psychology) and Mary-Pat Stein (Biology) – April

VI. Experimental Topics Courses

GSC approved the following new and previously offered experimental topics course proposals for Spring 2015:

**College of Business and Economics**

*Business Administration*
1. GBUS 695M-Data Mining and Business Analytics (1st offering)
2. GBUS 695J-Negotiation (4th offering)

**College of Engineering and Computer Science**

*Computer Science*
1. COMP 595MC/L-Mobile Computing and Lab (3rd offering)

*Electrical and Computer Engineering*
1. ECE 695DFP-Microelectronics Device Fabrication Principles (3rd offering)

**College of Health and Human Development**

*Health Sciences*
1. HSCI 595D-Public Health Policy: Processes and Development (3rd offering)
VII. Curriculum Review

A. College of Social and Behavioral Sciences

Psychology
1. Program modification proposal for the M.A. in Psychology to delete the Human Factors option was approved.

VIII. Program Review Report

Hedy Carpenter attended the Assistive Technology and Human Services (ATHS) program MOU meeting. She reported that currently ATHS is a pilot masters program and the faculty will make a request to the Chancellor’s Office to convert this program to regular-program status. She reported that the external reviewers comments were positive.

IX. Discussion Items

Mary-Pat Stein discussed and reviewed the Senate Executive Committee’s revisions to the Written Syllabus policy. The GSC approved the revisions to the policy and requested a copy of the revised policy.

Maggie Shiffrar reported that 107 graduate students received one or more disqualifications at the end of Fall 2014. She raised concerns about the occasional lack of comments or conditions for reinstatement from some graduate coordinators/department chairs on these reinstatement forms. Shiffrar discussed whether graduate students in poor academic standing had received sufficient advisement. She informed the GSC that when students are put on probation or disqualified they now receive notification by both email and a letter mailed to their home address. The committee and the associate deans discussed the challenges surrounding the calculation of program specific GPAs within SOLAR.

Associate Dean Bev Cabello announced that she had attended a commencement meeting and reported that there is no subcommittee for the graduate commencement ceremony. Cabello suggested that a few GSC members and associate deans should form a graduate commencement subcommittee with her and Christopher Aston from Student Development. In addition, Cabello reported that there would be no hooding for the doctoral students at the commencement ceremony. Tami Abourezk, Maggie Shiffrar, and Mary-Pat Stein volunteered to join the graduate commencement subcommittee.

X. Adjournment

The meeting was adjourned at 3:14 p.m.