Graduate Studies Committee
Minutes of February 14, 2017
Status of Minutes: Approved 3/14/17

Members Present: Joannie Busillo-Aguayo, Tom Cai, Julia Heinen, Keiko Hirata, J.C. Lee, Mira Pak, Abraham Rutchick, Mary-Pat Stein, Casey terHorst, Andrew Weiss
Members Excused: Ranita Chatterjee, Richard Moore
Staff: Crist Khachikian, Hedy Carpenter, Lani Kiapos, Amy Levin, Gloria Rocklin
Guests Present: Tami Abourezk, John Binkley, Sloane Burke, Bobbie Emetu, Robert Espinoza, Sheila Grant, Christine Hayashi, Deborah Heisley, Cathy Kitinoja, Paul Lazarony, Linda Moody, Robert Ryan, Jackie Stallcup, Mylon Winn

I. Call to Order

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

II. Approval of Minutes

Minutes of the December 13th meeting were approved.

III. Announcement

Crist Khachikian introduced Amy Levin, the new Assistant Vice President of Graduate Studies. He explained that Amy will be handling matters related to graduate studies and will be attending the GSC meetings on his behalf.

IV. Informational Items

The Master of Public Administration (MPA) program revised their admission requirements for conditionally classified status. Conditionally classified admission may be awarded to students with a 2.5-2.99 GPA and the following: 1) bachelor’s degree from an accredited college or university, 2) at least two years of work experience in the public sector, and 3) must provide three letters of reference from supervisors that include information about work assignments and their completion, overall work performance, and growth in responsibility in the workplace.

The TESL certificate program updated their admission requirements by limiting admission to the fall semesters only.

Mary-Pat Stein reported that graduate programs can submit a memo to the GSC rather than a program modification proposal to add elective courses to their program. This will allow those electives to be entered into DARS without having to do a program modification. However, a program modification proposal will be required if the graduate program currently lists their elective courses in the University Catalog in order to have the list updated in the catalog.
V. Experimental Topics Courses

GSC approved the following new and previously offered experimental topics course proposals for Fall 2017:

College of Engineering and Computer Science

Computer Science
1. COMP 496ML-Introduction to Machine Learning (3rd offering)
2. COMP 595MC/L-Mobile Computing and Lab (4th offering – last offering)

College of Health and Human Development

Family and Consumer Sciences
1. HHD 595LPC-Leadership/Professional Competencies for Health and Human Development Disciplines (3rd offering)

Health Sciences
2. HSCI 595HS-Community Health Strategies in HIV and STI Prevention (1st offering)

VI. Curriculum Assignments and Schedule

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

College of Arts, Media, & Communication and College of Health & Human Development – Joannie Busillo-Aguayo (Educational Psychology & Counseling) and Mira Pak (Secondary Education) – March

College of Engineering & Computer Science and College of Humanities – Julia Heinen (Music) and Richard Moore (Management) – March

College of Education: Elementary Education and Secondary Education/Special Education Dual Credential Program – Ranita Chatterjee (English) and J.C. Lee (English) – April

College of Education: Educational Leadership & Policy Studies and Educational Psychology & Counseling – Yi (Tom) Cai (Family & Consumer Sciences) and Andrew Weiss (Oviatt Library) – April

College of Education: Secondary Education – Keiko Hirata (Political Science) and Abraham Rutchick (Psychology) – April
College of Education: Special Education – Mary-Pat Stein (Biology) and Casey terHorst (Biology) – April

The committee reviewed the Spring 2017 Curriculum Review Deadlines document. The GSC reviewers are expected to review curriculum and provide feedback to associate deans at least three weeks prior to the next GSC meeting. The associate deans have two weeks to confer with faculty and to get all changes uploaded on the web-drive one week before the GSC meeting in which the curriculum is to be discussed.

VII. Program Review Assignment

Geology on April 11th – Joannie Busillo-Aguayo (Educational Psychology & Counseling)

VIII. Holistic Admissions Presentation

Stein welcomed Sloane Burke, the Project Director from CAMINO, a five-year grant through the College of Health and Human Development that promotes retention of CSUN’s Latino graduate students. Burke explained that as part of the grant proposal, one of the initiatives was to form a Holistic Admissions Task Force that would develop a holistic admissions process. A review of Task Force’s primary goals was presented and the assessment data collected from graduate programs on campus that currently use holistic admissions was discussed. Burke announced that the Task Force will be sending the graduate program coordinators surveys and will request feedback in order to collect more data.

IX. Discussion Item

Stein discussed the modifications she has made to the Thesis/Dissertation or Project Committee Selection document. The GSC and the associate deans made minor revisions and recommended that the Office of Faculty Affairs review the language related to the eligibility of faculty to serve on thesis/dissertation/project committees and any labor concerns. Stein will contact Daisy Lemus, the Associate Vice President from Faculty Affairs to discuss the document.

X. Adjournment

The meeting was adjourned at 3:01 p.m.