Graduate Studies Committee
Minutes of April 10, 2015

Members present: Tom Cai, Ranita Chatterjee, Beth Halaas, Lesley Krane, Shahnam Mirzaei, Jared Rappaport, Merril Simon, Mary-Pat Stein, Andrew Weiss
Excused: Sloane Burke, Richard Moore, Abraham Rutnick
Executive Secretary: Crist Khachikian
Guests: John Binkley, Bev Cabello, Deborah Cours, Robert Espinoza, Christine Hayashi, Dan Hosken, Monica Hussein, Carolyn Jeffries, Chris Jones, Jennifer Kalfsbeek, Shyrea Minton, Robert Ryan, Karin Stanford, Shari Tarver-Behring, John Zhou
Staff: Hedy Carpenter, Lani Kiapos, Gloria Rocklin, Margaret Shiffrar

I. Call to Order

The meeting was called to order at 2:03 p.m.

II. Approval of Minutes

Minutes of the March 10th meeting were approved.

III. Announcements

Hedy Carpenter reminded the committee that 11 CSUN students are going to participate in the Statewide Student Research Competition from May 1-2, 2015 at CSU, San Bernardino.

Gloria Rocklin reported that the M.A. in Art is suspending admission to the Art Education Option and Art History Option as of Fall 2015. The reason for the suspension of admission is the current number of students is too small to be able to offer the classes necessary for the options on an ongoing basis. The Art Department plans to modify these options so that they can be made viable. The department will teach out the remaining students in each option.

Mary-Pat Stein announced that the committee could submit nominations for the new GSC Chair for 2015-2016. The committee will vote for a new chair at the May meeting.

IV. Informational Item

The General Induction Credential for Multiple and Single Subject Credential Program updated their admission and program requirements effective Fall 2015.
V. Curriculum Review

A. College of Business and Economics

Finance, Financial Planning and Insurance

2. New program proposal for the M.S. in Finance was approved with revisions to the Student Learning Outcomes. Mary-Pat Stein suggested using Bloom’s Taxonomy list of verbs to revise the Student Learning Outcomes.

B. College of Education

Educational Psychology and Counseling
1. Course modification proposals regarding EPC 611-Seminar in Educational Psychology and EPC 659Q-Fieldwork in Counseling Services: MFT Specialization to change course description were approved.

2. Course modification proposals for EPC 641-Evaluation in the Bilingual Classroom, EPC 659E-Fieldwork in School Psychology, and EPC 659F-Fieldwork in School Psychology to change course title, course abbreviation, course description and requisites was approved.

3. Course modification proposal regarding EPC 663A/L-Clinical and Psychometrics Assessment Techniques and Lab to change course title and course abbreviation was approved.

4. Course modification proposals for EPC 663B/L-Clinical and Psychometrics Assessment Techniques and Lab, EPC 665-School Based Counseling of Children and Teens, and EPC 667-Introduction to School Psychology to change course title, course abbreviation, and course description were approved.

5. Course modification proposal for EPC 671-Law and Ethics and Professional Issues in Counseling to change course description and the number of times the course may be taken was approved with revisions to the justification and proposed course description.

6. Program modification proposal in M.S. in Counseling: Option: School Psychology to change the program requirements was approved with minor revisions to the prerequisite language.
Maggie Shiffrar reviewed and discussed the M.S. in Counseling Option Chart. She explained that the master’s program does not have a common set of core courses that make up the majority of the units of the degree. The Educational Psychology and Counseling department agreed to work with Shiffrar on revising the common core courses in the program.

**Elementary Education**

1. Course modification proposal for EED 565S-Science Curriculum and Methods to change unit value, course description and requisites was approved with revisions to the proposed course description.

2. Program modification proposal for Multiple Subject Credential Program - Accelerated Collaborative Teacher (ACT) Preparation Program Pathway to increase the total units in the program from 40 to 41 units was approved.

3. Program modification proposal for Multiple Subject Credential Program - Internship Pathway to increase the total units in the program from 39 to 40 units was approved.

4. Program modification proposal for Multiple Subject Credential Program - Accelerated Collaborative Teacher (ACT) Preparation Program Pathway to increase the total units in the program from 40 to 41 units was approved.

**VI. Discussion Items**

Mary-Pat Stein reported that the Culminating Experience subcommittee has received some responses to the survey from the graduate coordinators. Stein will give the GSC members access to the survey so that they can follow-up with their assigned graduate program coordinators if they have not completed the survey.

Maggie Shiffrar discussed the issue with program reviews frequently giving insufficient attention to graduate programs. She recommended that the GSC consider sending a letter to Jack Solomon, Director of Academic Assessment and Program Review to make sure that graduate programs receive adequate review moving forward. The GSC and associate deans discussed the challenges with the graduate programs being overlooked in the program review process. The committee agreed to create a letter to send to Jack Solomon.

Shiffrar reported that undergraduate students are requested to complete an exit survey, however, there is no exit survey for graduate students. Shiffrar distributed and discussed a letter from President Harrison that is sent to undergraduates as a request to complete including the Post-Graduation Plans Survey. She announced that Institutional Research is giving Graduate Studies the option to send a post-graduation plan survey to graduating master’s and doctoral students next month. She discussed the benefits and drawbacks of sending the undergraduate survey to graduate students this year and asked the committee and the associate deans for feedback. The GSC
and associate deans recommended not sending the undergraduate exit survey this year and suggested to request buy-in from departments and develop questions specifically for graduate students.

Shiffrar discussed the issues surrounding the Provost’s restriction of graduate students from 100-300 level courses as of Fall 2015. She reported that the administration is reevaluating the restriction and will make a decision. Shiffrar recommended that graduate programs review their entries in the university catalog and websites to determine whether their programs require 100-300 level prerequisite courses since graduate students will be unable to enroll in those courses. She encouraged graduate programs to create certificate programs that bundle prerequisite courses together in a manner that is financial aid eligible and/or elevating 300-level prerequisite courses to help resolve the issue.

Shiffrar discussed the inconsistency of academic terms used in the Catalog relating to options. She explained that graduate programs are using several terms to describe course bundles that do not appear on the diploma such as specializations, emphases, concentrations or tracks in the Catalog. She requested the committee to agree on one term to use if it is not a true option. Mary-Pat Stein requested the associate deans to speak to their graduate programs regarding the language.

Shiffrar distributed a document she entitled, "Do culminating experience units count towards the formal program?" She reported that several graduate programs are structured so that the units associated with their culminating experience do not count towards the degree. She explained that this can create roadblocks for students on financial aid because they are limited to taking 125% of the units required for their degree. The GSC members and associate deans explained why their culminating experience course/s would be exclusive from the formal program. Shiffrar suggested departments to consider modifying their culminating experience units to become inclusive of the formal program.

**VII. Adjournment**

The meeting was adjourned at 3:27 p.m.