Graduate Studies Committee
Minutes of September 13, 2016
Status of Minutes: Approved 10/11/16

Staff: Crist Khachikian, Hedy Carpenter, Lani Kiapos, Gloria Rocklin
Guests Present: Tami Abourezk, John Binkley, Kathy Dabbour, Sheila Grant, David Gray, Christine Hayashi, Deborah Heisley, Paul Lazarony, Linda Moody, Cynthia Rawitch, Robert Ryan, Cheryl Spector, Jackie Stallcup

I. Call to Order

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

II. Senate Executive Committee Representative for the GSC

Cheryl Spector from the English Department has been appointed as the Senate Executive Committee liaison. Spector is assigned to review the minutes for any new policies or policy changes approved by the GSC to send to the Senate Executive Committee. She explained the committee’s charge/mission and responsibilities for serving on the committee.

III. Announcements

Gloria Rocklin reported that the Chancellor’s Office has approved our proposals to 1) offer a self-support online version of the existing state-support M.S. in Engineering Management; 2) add the Apparel Design and Merchandising Option and the Consumer Affairs and Family Studies Option within the existing M.S. in Family and Consumer Sciences; 3) elevate the existing Geographic Information Science Option within the M.A. in Geography, to a stand-alone M.S. in Geographic Information Science; and 4) add the American Politics Option and Global Politics Option within the existing M.A. in Political Science.

Rocklin also reported that the M.A. in Education, Secondary Education Option inactivated the English as a Second Language and the Teaching sub-option and Learning sub-option. The Secondary Education Department will go through the GSC process if they would like to re-activate the subprograms in the future.

Hedy Carpenter announced that there are free GRE Workshops for Fall 2016. Students can sign-up online by visiting the Graduate Studies Events website. She also announced that the Thesis/Dissertation Support Program application deadline is October 17th and that the Advancement to Graduate Education Conference will be held on Saturday, October 22nd. In addition, Carpenter reported that the assistant vice
IV. Experimental Topics Courses

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

Michael D. Eisner College of Education

*Elementary Education*
1. EED 595A-Foundations of Literacy Research: Theory and Practice (2nd offering)

College of Engineering and Computer Science

*Electrical and Computer Engineering*
1. ECE 595IMP-Image Processing (1st offering)

*Mechanical Engineering*
1. ME 595AMM-Advanced Measurements in Mechanical Systems (1st offering; course was not offered in Fall 2016 when it first came to GSC)

College of Health and Human Development

1. HHD 595LPC-Leadership/Professional Competencies for Health and Human Development Disciplines (2nd offering)

College of Science and Mathematics

*Chemistry*
1. CHEM 595N-Structure Based Drug Discovery Methods (3rd offering)

*Geology*
1. GEOL 595EH-Current Issues in Environmental Hydrogeology (1st offering)

V. Curriculum Assignments and Schedule

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

**College of Business & Economics** – Abraham Rutchick (Psychology) and Ranita Chatterjee (English) – October
College of Science & Mathematics – Keiko Hirata (Political Science) and Andrew Weiss (Oviatt Library) – October

College of Social and Behavioral Sciences – Joannie Busillo-Aguayo (Educational Psychology & Counseling) and Casey terHorst (Biology) – October

College of Arts, Media, & Communication and College of Education – Alvaro Castillo (English), J.C. Lee (English) and Mary-Pat Stein (Biology) – November

College of Engineering & Computer Science and College of Humanities – Yi (Tom) Cai (Family & Consumer Sciences) and Mira Pak (Secondary Education) – November

College of Health & Human Development – Julia Heinen (Music) and Richard Moore (Management) – November

Mary-Pat Stein reviewed the Fall 2016 Curriculum Review Deadlines document. The GSC reviewers have three weeks to send feedback to the associate deans. The associate deans have one week before the GSC meeting to upload the revised proposals to the web-drive.

VI. Discussion Items

Mary-Pat Stein requested two subcommittees to 1) revise the Thesis/Dissertation Project Committee Selection and 2) revise the GSC’s Standard Operating Procedures. Ranita Chatterjee, Chris Hayashi, Julia Heinen, Lani Kiapos, Mary-Pat Stein and Andrew Weiss volunteered to serve on the Thesis/Dissertation Project Committee Selection subcommittee. Yi (Tom) Cai, Richard Moore, Abraham Rutchick, and Casey terHorst agreed to serve on the Standard Operating Procedures subcommittee.

Crist Khachikian discussed the WASC document entitled, “Guidelines for the Review of Graduate Programs” as information for the GSC to consider when reviewing curriculum. He also discussed the WASC document entitled, “Adjustment for Educational Program Definition Process for Non-degree Program Notification or Approval.” Khachikian reported that non-degree programs, such as certificate programs that existed prior to July 1, 2016 will be grandfathered into the institution’s scope of accreditation. He explained that if a new non-degree program is substantially different from CSUN’s current offerings, the program or modality will need WASC approval.

Furthermore, Khachikian discussed how the Graduate Institutional Learning Outcomes policy will need to become part of the curricular process. He explained that CSUN is halfway through the WASC accreditation cycle and in five years WASC will review how we implemented the institutional learning outcomes in our graduate programs. Khachikian will be meeting with Jack Solomon and Eli Bartle to
figure out what to do for internal program reviews and how to prepare graduate programs for the WASC review.

In addition, Khachikian reported that the Chancellor’s Office (C.O.) sent a proposed new version of Executive Order 1071 relating to options. He explained that one of the issues with the proposed changes states that more than fifty percent of the units need to be in the core. If the proposed changes are approved, there will be 15 graduate programs that will become noncompliant. Khachikian and Elizabeth Adams will be communicating with the C.O. about their concerns with the proposed changes.

VII. Adjournment

The meeting was adjourned at 3:08 p.m.