Graduate Studies Committee
Minutes of September 9, 2014

Members present: Sloane Burke, Tom Cai, Ranita Chatterjee, Beth Halaas, Lesley Krane, Shahnam Mirzaei, Richard Moore, Jared Rappaport, Abraham Ruterrick, Merril Simon, Mary-Pat Stein, Andrew Weiss

Executive Secretary: Crist Khachikian

Guests: Tami Abourezk, John Binkley, Beverly Cabello, Matthew Cahn, Sandra Chong, Deborah Cours, David Gray, Christine Hayashi, Dan Hosken, Christopher Jones, Jennifer Kalfsbeek, Lynn Lampert, Robert Ryan, Karin Stanford, Kathleen Young

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. Senate Executive Committee Representative for the GSC

Mary-Pat Stein read the committee’s charge/mission. Sandra Chong from the Family and Consumer Sciences Department has been appointed as the Senate Executive Committee representative. Chong 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 thanked the members for serving on the committee.

III. Announcements

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

Hedy Carpenter announced that the Distinguished Visiting Speakers Program application deadline is September 15th and the Thesis/Dissertation Support Program application deadline is on September 29th.

Lani Kiapos announced that the Graduate Studies office established annual deadlines for all masters and doctoral students applying for their degree and diploma. Students intending to graduate in the fall semester must apply by the first Friday of March and students intending to graduate in the spring semester or summer term must apply by the first Friday of October.

Maggie Shiffrar reported that the new Graduate Student Handbook, which contains policies and procedures is available online. She requested the committee to notify the Graduate Studies staff if there are any errors or additional items that should be included.
IV. 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 the review was determined. Following is a listing of the colleges, GSC representatives, and month of review.

**College of Science and Mathematics** – Entire Committee – September

**College of Arts, Media, & Communication and College of Humanities** – Beth Halaas (Social Work) and Abraham Rutnick (Psychology) – October

**College of Engineering & Computer Science** – Sloane Burke (Health Sciences) and Tom Cai (Family & Consumer Sciences) – October

**College of Health & Human Development** – Ranita Chatterjee (English) and Andrew Weiss (Oviatt Library) – October

**College of Social and Behavioral Sciences** – Lesley Krane (Art) and Jared Rappaport (Cinema & Television Arts) – October

**College of Business & Economics and College of Education** – Shahnam Mirzaei (Electrical & Computer Engineering) and Mary-Pat Stein (Biology) – November

V. Program Review Assignments

Cinema & Television Arts – Merrill Simon
Computer Science & Software Engineering MOU – Richard Moore
Family & Consumer Sciences – Andrew Weiss
Humanities MOU – Merrill Simon

VI. Experimental Topics Courses

GSC approved the following new and previously offered experimental topics course proposals for Spring 2014:

**College of Business and Economics**

*Business Administration*
1. GBUS 695L-Entrepreneurship (1st offering)

**College of Engineering and Computer Science**

*Electrical and Computer Engineering*
1. ECE 595DEG-Distributed Alternative Energy Generation (3rd offering)
College of Health and Human Development

Health Sciences
1. HSCI 595E-Women’s Global Health (1st offering)

VII. Curriculum Review

A. College of Science and Mathematics

Biology
1. Program modification proposal to add BIOL 551/L to the list of quantitative analysis courses for the M.S. in Biology was approved.

VIII. Discussion Items

Mary-Pat Stein informed the GSC that this year there would be several agenda items related to possibly modifying policies and procedures. One such item is the current language in the Catalog related to the formation of graduate committees for culminating experiences. She explained that the current language is unclear and needs revising. Stein will send the culminating experience language from the Catalog for suggestions and comments to discuss at the next meeting. Another topic is related to the status of students when they do not pass the comprehensive exam for the second time. She reported that the student will be disqualified from the program, but not disqualified from the University. Lastly, Stein stated that the GSC would discuss whether there should also be a seven-year rule for doctoral programs.

IX. Adjournment

The meeting was adjourned at 2:50 p.m.