

Graduate Studies Committee

Meeting Minutes

Tuesday, December 12, 2023

Status of Minutes: Approved 2/13/24

Attendees

Members Present: J. Booth, N. Duran, J. Gainsburg, C. Greathouse, A. Hollett, D. Jarvis S. Maalouf, D. Spratt, C. terHorst, Z. Toker, S. Tyutina

Members Absent: M. Gianni

Staff: L. Kiapos, A. Levin, G. Rocklin

Guests: K. Baxter, J. Gandhi, D. Gray, K. Harris, X. Jia, A. Kaplan, P. Lazarony, A. Lowenberg, J. Rosenthal Dieken, B. Wu

I. Call to Order

The meeting was called to order at 2:02 pm.

II. Approval of Minutes

The minutes from November 14, 2023 were **MSP approved**.

III. Announcements

A. Levin announced that EPC voted to approve POLS 496IN (a previously offered experimental course that is available for graduate credit) to allow the course to be offered in Spring 2024. She explained that EPC had to vote on the request because an additional offering beyond 4 times within 6 years requires a vote. Levin also announced four funding opportunities developed specifically for alumni, domestic non-resident, international and undocumented graduate students. In addition, Levin reminded the committee that the application deadline for the CSUNposium is on January 31 and the event will be held on Friday, April 5, 2024. She also reminded the committee and associate deans to complete the interest form if they are interested in serving as a CSUNposium faculty judge.

IV. Information Items

1. The M.S., Assistive Technology Engineering suspended admission to their program to be effective Fall 2023.

2. The M.S., Nursing suspended admission to their program to be effective Fall 2023.
3. The M.S.W., Social Work off campus program suspended admission to their program to be effective Fall 2023.

V. Action Items

A. M.A., Spanish: Modality Change and Program Description Change – Entire Committee

The committee **MSP approved** to change the modality for the M.A., Spanish from face-to-face to hybrid and update the program description in the catalog.

VI. Program Review Updates

C. terHorst attended the external review exit meeting for Cinema and Television Arts. He reported that the review was very positive, and the department was commended for having a good reputation, a strong alumni base, and strong industry connections. The reviewer recommended more departmental advisement; hiring additional faculty to lower the student-to-faculty ratio; considering becoming a school to attract additional resources; and combining the film and television programs. In addition, the reviewer asked to come back to campus to meet with students.

S. Tyutina attended the final MOU meeting for Computer Science, M.S. and Software Engineering, M.S. She reported that both programs were commended for providing relevant curriculum aligned with the mission and purpose; establishing an adequate and sustainable plan; providing opportunities for students to contribute to life and research; dedicated faculty who are active in research and the community; and providing faculty with an opportunity for decision making. The external reviewer recommended that the department evaluate the need for the M.S. in Software Engineering or consider changing the program as a concentration within the M.S. in Computer Science. The reviewer also recommended the department find ways to reduce time to degree by creating more efficient thesis-related options; work with the Graduate Studies office to get more paid positions for students which will lead to continued engagement of alumni; provide adequate support for professional activities and development; encourage cross-discipline advising and teaching; increase faculty diversity; evaluate ways to increase student diversity among majors; and evaluate CSU and CSUN data to evaluate equity gaps and provide support.

D. Jarvis attended the final MOU meeting for Elementary Education. She reported that the department was commended for offering courses that are well organized with three distinctive areas of emphasis for students to choose from; including curricular

diversity throughout the program; offering cohort advisement that allows a good support network for students; having supportive and professionally active faculty; a strong leadership and governance structure; and an effective alumni association within the education programs. The external reviewer recommended that the department consider revising the language in the course descriptions to align with the program's mission, specifically in the area of inclusion; identifying ways to track progress within the program's assessment plan, such as key performance indicators; and finding opportunities for students to share their research on campus and in the local, regional, or global communities. The reviewer also recommended working with the College to ensure there are enough tenure-track faculty to sustain continued program growth; working in coordination with other entities on campus to assist the graduate coordinator in increasing program marketing and recruitment; further breakdown student demographic data in terms of race and ethnicity for more targeted reporting and recruitment; and working with the College and University Alumni Association to support the revived Education Alumni Association by tracking graduates.

Z. Toker attended the final MOU meeting for Geography and Environmental Studies. She reported that the department was commended for its breadth of resources, in terms of labs and equipment; its strong staff support for labs and equipment; student recruitment and retention; creating a sense of community amongst students, faculty, and staff; offering several scholarship opportunities; and its strong GIS curriculum. The department was also commended for maintaining high levels of faculty research and grant funding; an environmental justice advocacy outreach program; and its care and ownership of the largest collection of Sanborn Fire Insurance Atlases in the state. The reviewers recommended that the department consider promoting a more equitable distribution of teaching and service workloads for full-time faculty, while providing more job security for lecturers; develop standardized labs to reduce the workload; and create a policy to encourage faculty to share the service needs of the department. The reviewers also recommended that the department conduct a curriculum review for more balanced concentrations; hire another physical geographer; and continue working with the College to ensure that the Atlas Collection and Map Library remain under the department's care after the Sierra Hall building is renovated.

Z. Toker also attended the external review exit meeting for Special Education, M.A. and Educational Therapy, M.A. She reported that the programs' strengths include having diverse faculty; faculty are supportive of each other and students; faculty are active in research; there are several internal and external grant opportunities; a successful pathway to the M.A. programs; and the department has a faculty tenure density of 68%. The reviewers recommended that the tenure density in the

Educational Therapy program needs to improve since there is no dedicated tenure line for the online program. The reviewers also recommended more scholarship, research, conference attendance, and culminating event opportunities to help the M.A. candidates connect with their field of study.

VII. Discussion Items

D. Spratt presented the Blended Undergraduate/Graduate Degree Program policy draft and CSU Long Beach's department requirement guidelines for blended programs. The committee discussed changes to the proposed policy. Spratt stated that she would make the suggested changes and share the revised policy for the committee to review before the next meeting.

D. Spratt and A. Levin presented the Credit Certificate policy recommendation at the Faculty Senate meeting. Levin reported that someone asked if departments could offer stackable certificates that would lead to a degree. She stated that students would have to apply to the degree program first but could earn multiple certificates while earning their degree. The policy recommendation will be considered for a second reading at the first spring meeting.

C. terHorst provided an overview of the Credit for Prior Learning policy and explained that EPC wanted consultation with GSC since the policy also affects graduate students. terHorst shared the policy draft and asked if the committee had any concerns that he and N. Duran could take back to the subcommittee. One member asked some questions, particularly if students get charged tuition for challenging a course and how are faculty compensated for doing the assessment they have to do. The policy will return for discussion in the spring after additional collaboration with the subcommittee.

D. Spratt stated that the Graduate Studies Committee meetings will be conducted in a HyFlex format (a combination of synchronous in-person and virtual/Zoom attendees) for the Spring 2024 semester. Committee members and associate deans are requested to attend the GSC meeting in person. Guests are requested to attend GSC meetings via Zoom.

VIII. Adjournment

The meeting was adjourned at 3:24 p.m.