

## Graduate Studies Committee

### Meeting Minutes

Tuesday, December 14, 2021

Status of Minutes: Approved 2/8/22

#### *Attendees*

**Members Present:** J. Aguayo, J. Gainsburg, M. Gianni, C. Greathouse, D. Jarvis, A. Lipscomb, K. Mkrtchyan, K. Requena, D. Spratt

**Members Absent:** G. Bhavsar, M. Galvan, S. Maalouf, C. terHorst

**Staff:** A. Levin, G. Rocklin

**Guests:** D. Cours, R. Espinoza, J. Gandhi, C. Hayashi, V. Jacque, X. Jia, R. Heermance, P. Lazarony, D. Tamalis, B. Wu

#### **I. Call to Order**

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

#### **II. Approval of Minutes**

The minutes from November 9, 2021 were **MSP approved**.

#### **III. Announcements**

A. Levin announced that the Graduate Coordinator's Departmental Funding Opportunity (Mini-Grant) Program application is open. She explained that the program provides up to \$1000 of funding to create new graduate brochures and to hire a student to enhance the graduate program's social media presence. Levin also announced that the application deadline for the CSUNposium is February 1, 2022 by 12:00 p.m. The CSUNposium will be held virtually on Friday, April 1, 2022. Lastly, Levin shared that the Graduate Studies Office is in the process of scheduling the Thesis Writing Workshop and the Thesis Writing Retreat. She said that the information will be available on the Graduate Studies' website once both events have been scheduled.

#### **IV. Information Item**

The M.S. in Kinesiology updated their admission requirements to be effective Fall 2022.

## V. Action Items

### A. College of Science and Mathematics – Julie Gainsburg and Allen Lipscomb

#### Geological Sciences (*Returning from 11/9/21*)

##### **New Courses**

1. GEOL 440/L-Environmental Sampling and Analysis and Lab. **MSP approved.**

## VI. Program Review Updates

D. Spratt and J. Aguayo attended the final MOU meeting for the M.S. in Computer Engineering and M.S. Electrical Engineering. The department was commended for developing student-centered programs, outstanding advisement and support of students by the professional advising staff, and having strategic alliances with local industries which make joint research and teaching opportunities possible. The department was also commended for faculty who are current and active in research, faculty who work as a cohesive unit with high morale, and expanding career opportunities for students afforded by courses taken as outside electives. The recommendations included reducing time to degree by offering more or consolidate elective courses, amplifying a specific type of advisement students are receiving for student research projects, and continue to amplify research opportunities with governmental organizations. The reviewer also recommended reviewing and assessing the computing facilities to ensure up-to-date technological resources and consider synthesizing the computer engineering and electrical engineering masters' programs into one M.S. program. Aguayo noted that the department has already put into practice several of the reviewer's recommendations such as updating recruitment materials and upgrading the computer lab.

## VII. Discussion Items

D. Spratt reported that the Graduate Withdrawals Policy was presented for a first reading at Faculty Senate. She reported that the Faculty Senate suggested adding a link to the actual paperwork where students can find the correct forms. The policy recommendation will be presented for a second reading at the Faculty Senate meeting in February.

D. Cours shared that a recent audit by the Chancellor's Office determined that CSUN's Academic Internship Policy does not meet the requirements of Executive Order 1064, which pertains to student internships. She stated that the existing policy references undergraduate academic internships, but the policy needs to include graduate courses that might have academic internships. Cours said that the revisions

to the Academic Internship Policy incorporate the elements required by Executive Order 1064 and that the Educational Policies Committee approved the revised policy. Cours asked for the GSC's approval so that the policy recommendation can move forward to the Senate for approval. The committee had no questions about the changes to the policy, so the policy recommendation was **MSP approved**.

#### **VIII. Adjournment**

The meeting was adjourned at 2:31 p.m.