

Graduate Studies Committee

Meeting Minutes

Tuesday, February 11, 2020

Status of Minutes: Approved 3/10/20

Attendees

Members Present: F. Augustin, G. Bhavsar, J. Busillo-Aguayo, F. Endinjok, M. Hussein, A. Lipscomb, S. Maalouf, L. McDonald, K. Mkrtchyan, M. Pak, D. Spratt, S. Sturgeon, C. terHorst

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

Guests: K. Baxter, R. Espinoza, J. Gandhi, K. Harris, C. Hayashi, P. Lazarony, R. Ryan, D. Tamalis, B. Wu

I. Call to Order

The meeting was called to order at 2:03 pm.

II. Approval of Minutes

The minutes from December 10, 2019 were **MSP approved**.

III. Announcements

H. Carpenter announced that a GRE workshop is scheduled for Saturday, February 15th. The Graduate Studies Office has hosted several Student Success Series workshops in February with more coming in March. Carpenter reported that Carmen Chandler, Director of Media Relations is looking for graduate student success stories. She asked the committee to send any superlative graduate student recommendations her way. Lastly, Carpenter announced that the CSUNposium will be on Friday, March 27th in the USU Northridge Center. She reported that over 500 undergraduate and graduate students will give an oral or poster presentation.

A. Levin announced that the Distinguished Thesis/Graduate Project Competition announcement was sent to department chairs and graduate coordinators. Levin explained that each academic college is able to nominate two distinguished theses/graduate projects for the award. She also reported that the Graduate Student Award applications for: Association of Retired Faculty Graduate Project/Thesis Memorial Award, Robert H. Schiffman Memorial Award for Outstanding Research Promise and Nathan O. Freedman Memorial Award for Outstanding Graduate Student

are available on the Graduate Studies website. Levin asked for volunteers to serve as reviewers on one or more of the award committees. L. McDonald and S. Maalouf volunteered to serve.

IV. Informational Items

The M.S. in Assistive Technology Engineering program updated their admission requirements to be effective Fall 2020.

The M.S. in Tourism, Hospitality, and Recreation Management program is submitting a request to the Chancellor's Office to offer an online version of the Hospitality Management Option through self-support.

V. Final MOU Meeting Assignment

History: Monday, February 24th from 10:30-11:30 a.m.: **M. Hussein**

VI. Curriculum Assignments and Schedule

The committee received curriculum from six colleges. Consistent with GSC practices, two or three 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 Engineering and Computer Science – Mira Pak and Scott Sturgeon – **March**

College of Health and Human Development – Joannie Busillo-Aguayo and Lauren McDonald – **March**

College of Social and Behavioral Sciences – Mira Pak and Scott Sturgeon – **March**

College of Science and Mathematics – Frankie Augustin, Frida Endinjok and Danielle Spratt – **April**

Michael D. Eisner College of Education – Grishma Bhavsar and Katya Mkrtych – **April**

Mike Curb College of Arts, Media, and Communication – Allen Lipscomb and Sami Maalouf – **April**

C. terHorst reviewed the Spring 2020 Curriculum Review Deadlines document. The GSC reviewers have three weeks to send curriculum feedback to the associate deans. The associate deans have one week before the GSC meeting to revise the proposals in OnBase.

VII. Program Review Exit Meeting Report

G. Bhavsar reported on the Master of Public Administration program review exit meeting. She stated that Public Administration was commended for agreement on the mission of the program; faculty are well compensated; there is excitement for improvement in the program; and the cohort works well for students and faculty. Areas for improvement include concern about the quality of students' writing skills and concerns about the final project and project guidelines. Additionally, Bhavsar noted that many of the areas for improvement were areas the program was already aware of and working to improve.

VIII. Adjournment

The meeting was adjourned at 2:37 p.m.