

Graduate Studies Committee**Meeting Minutes**

Tuesday, February 12, 2019

Status of Minutes: Approved 3/12/19

*Attendees***Members Present:** G. Bhavsar, J. Heinen, J. Kelber, J.C. Lee, A. Lipscomb, L. McDonald, R. Moore, T. Nagey, M. Pak, D. Spratt, S. Sturgeon, C. terHorst**Member Absent:** S. Maalouf**Staff:** H. Carpenter, L. Kiapos, A. Levin, G. Rocklin**Guests:** D. Gray, C. Hayashi, V. Kennedy, P. Lazarony, S. Macauley, S. Malhotra, P. Miller, L. Moody, A. Nahapetian, A. Pérez-Boluda, R. Ryan, D. Tamalis**I. Call to Order**

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

II. Approval of Minutes

The minutes from November 13, 2018 were **MSP approved**.

III. Announcements

A. Levin announced that the Graduate Student Award applications for: Association of Retired Faculty Graduate Project/Thesis 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. She also reported that the Distinguished Thesis/Graduate Project Competition announcement was sent to department chairs and associate deans. Levin explained that each academic college is able to nominate two distinguished theses/graduate projects for the award.

H. Carpenter announced several upcoming workshops which include the Student Success Series, IRB Workshops and free GRE workshops. She also announced that the CSUNposium will be on Friday, April 5th in the USU Northridge Center. Carpenter reported that 600 undergraduate and graduate students will give an oral or poster presentation. She stated that every college is represented and there is about an equal number of undergraduate to graduate students. Lastly, Carpenter announced that ten CSUN students will be selected to participate in the CSU Student Research Competition on April 26-27, 2019 at CSU, Fullerton. She reported that Fullerton is

looking for CSU faculty to serve as judges. She asked the committee to let her know if they would be interested in serving as a judge.

IV. Informational Item

The Educational Leadership and Policy Studies Department updated the admission requirements for the Preliminary Administrative Services Credential effective for Fall 2019.

V. University Certificate Policy

V. Kennedy, Chair of the Extended Learning Committee discussed the two types of certificates within the Certificate Policy: The University Certificate (credit) and The Certificate in Advanced Professional Development (non-credit). She informed the GSC that the Extended Learning Committee is proposing to modify The Certificate in Advanced Professional Development to include credit courses. She explained that the revised certificate would allow credit courses to count towards a master's degree. L. Kiapos discussed some concerns with blending credit and non-credit courses in a certificate program. A. Levin and Kiapos suggested the creation of a separate credit/non-credit certificate policy rather than modify the existing Certificate Policy. Kennedy asked for GSC members to work with the Extended Learning Committee to create the new certificate. Grishma Bhavsar and Rick Moore volunteered to serve on the subcommittee with Extended Learning.

VI. Action Items

A. College of Engineering & Computer Science

Mechanical Engineering

New Experimental Course

1. ME 595SMS-Design of Smart Mechanical Systems. **MSP approved.**

B. College of Humanities

Modern Classical Languages & Literatures

New Experimental Course

1. ITAL 496MAF-Italian for Music, Art, and Fashion. **MSP approved.**

The following previously offered experimental topics courses were **approved** (effective Summer or Fall 2019):

College of Engineering & Computer Science

1. ECE 595AIC-Analog Integrated Circuit Design
(previously offered Spring 2019)
2. ECE 595IMP-Image Processing
(previously offered Spring 2017, Fall 2018)
3. ME 595AMM-Advanced Measurements in Mechanical Systems
(previously offered Spring 2017)

College of Humanities

4. SPAN 496MS-Spanish for the Health Professions
(previously offered Fall 2016, Fall 2018)

College of Science & Mathematics

5. GEOL 595GC-Principles and Applications of Geochronology
(previously offered Spring 2013)

David Nazarian College of Business & Economics

6. GBUS 695L-Entrepreneurship
(previously offered Spring 2015, Spring 2016)

Mike Curb College of Arts, Media & Communication

7. ART 496DB-Design Strategy for Effective Branding
(previously offered Fall 2018, Spring 2019)

VII. Curriculum Assignments and Schedule

The committee received curriculum from seven 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 Engineering & Computer Science – Jonathan Kelber and J.C. Lee – **March**

College of Health & Human Development – Jonathan Kelber and J.C. Lee – **March**

College of Social & Behavioral Sciences – Danielle Spratt and Casey terHorst – **March**

David Nazarian College of Business & Economics – Entire Committee – **March**

College of Humanities – Grishma Bhavsar and Julia Heinen – **April**

Michael D. Eisner College of Education – Lauren McDonald and Thaddeus Nagey – **April**

VIII. Program Review Reports

S. Sturgeon reported on the Chicana/o Studies department final MOU meeting. He said that the meeting was very successful. He mentioned that there were minor changes to the MOU by rephrasing some of the recommendations to make it easier for the department to work with. Lastly, Sturgeon reported that the final draft of the MOU is due in three weeks.

M. Pak reported on the Mechanical Engineering department final MOU meeting. She stated that the department received several commendations primarily because of the faculty workload in support of the master's program. She explained that the faculty are serving a large undergraduate population, which has had an impact on serving graduate students. Pak also reported that the department recently made new faculty hires.

IX. Discussion Items

C. terHorst announced that the policies regarding probation and disqualification were passed by the Faculty Senate. President Harrison approved the policies on January 28, 2019. G. Rocklin informed the committee that the revised policies will be updated in the 2019-2020 University Catalog.

L. Kiapos discussed how the current Comprehensive Examination Policy states that if a student attempts and fails the comprehensive exam, the student cannot change to another culminating experience (e.g. thesis or graduate project). She stated that questions continue to come from departments after a student fails the comprehensive exam. Kiapos asked the committee if they would consider revising the current policy and allow students who have attempted the comprehensive exam to change to a thesis or graduate project. The committee discussed whether they support changing the policy. terHorst suggested tabling the discussion until the next meeting and asked the GSC to discuss revising the policy with their departments. G. Rocklin will send the Comprehensive Examination Policy to the committee.

X. Adjournment

The meeting was adjourned at 3:09 p.m.