

Graduate Studies Committee**Meeting Minutes**

Tuesday, March 10, 2020

Status of Minutes: Approved 4/14/20

Attendees

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

Members Absent: F. Augustin, K. Mkrtchyan, S. Sturgeon

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

Guests: K. Harris, C. Hayashi, S. Hood, J. Quilici, R. Ryan, D. Tamalis, B. Wu

I. Call to Order

The meeting was called to order at 2:05 pm.

II. Approval of Minutes

The minutes from February 11, 2020 were **MSP approved**.

III. Announcements

A. Levin reminded the committee that the application deadline for the 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 is Friday, March 13th.

IV. Action Items**A. College of Engineering and Computer Science – Mira Pak and Scott Sturgeon****Computer Science*****Course Modification***

1. COMP 698A-C-Thesis or Graduate Project. **MSP approved**.

Electrical and Computer Engineering***Course Modification***

2. ECE 682-State Variable in Automatic Control. **Tabled**.

Mechanical Engineering

New Course

3. ME 530-Mechanical Analysis of Solids. **Tabled.**

B. College of Social and Behavioral Sciences – Mira Pak and Scott Sturgeon

Psychology

New Course

1. PSY 550-Introduction to Applied Behavior Analysis for Behavior Technicians.
MSP approved.

C. College of Health and Human Development – Joannie Busillo-Aguayo and Lauren McDonald

Communication Disorders and Sciences

Program Modification

1. Doctor of Audiology. **MSP approved.**

Family and Consumer Sciences

Course Modification

2. FCS 413/L-3D Computer Applications for Interior Design and Lab. **MSP approved.**

V. Program Review Exit Meeting Assignments

Kinesiology: Wednesday, April 15th from 4:00-5:00 p.m.: **J. Busillo-Aguayo**

Urban Studies and Planning: Wednesday, April 29th from 4:00-5:00 p.m.: **M. Hussein**

VI. Final MOU Meeting Report

M. Hussein reported on the History department final MOU meeting. She reported that the program was commended for being a cohesive program, faculty are very productive with research, and staff members are professional and supportive. The program was also commended for the History Ambassadors program which engages students. Additionally, Hussein noted that the department made significant progress in the design and implementation of its assessment program. The reviewers recommended the department to continue to monitor student success data for opportunity gaps, find creative ways to expand their student clubs in order to engage more students, and find placements for graduate students in the job market.

VII. Discussion Item

A. Levin reported that some associate deans were concerned with the criteria for approving student's requests for dropping a class after the deadline. Levin reviewed the FAQ section of the Late Change in Academic Schedule form where it lists the situations that are not considered extraordinary circumstances to justify a change in the student's schedule. She stated that while the campus is touting student success and time to graduation, the language appears punitive and is non-supportive by not allowing students to drop a class. Therefore, the Graduate Studies Office will be revising the language to allow flexibility and to be more student friendly. L. McDonald suggested to add the weblink about a prorated refund on the form. Levin will share the changes with the committee and the associate deans for feedback.

VIII. Adjournment

The meeting was adjourned at 2:36 p.m.