

Graduate Studies Committee**Meeting Minutes**

Tuesday, March 12, 2019

Status of Minutes: Approved 4/9/19

*Attendees***Members Present:** J. Heinen, J. Kelber, J.C. Lee, A. Lipscomb, S. Maalouf, L. McDonald, T. Nagey, M. Pak, D. Spratt, S. Sturgeon, C. terHorst**Members Absent:** G. Bhavsar, R. Moore**Staff:** H. Carpenter, L. Kiapos, A. Levin, G. Rocklin**Guests:** E. Bartle, J. Binkley, J. Brown, P. Lazarony, S. Macauley, S. Malhotra, L. Moody, A. Nahapetian, B. Rainisch, 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 February 12, 2019 were **MSP approved**.

III. Announcements

H. Carpenter announced that Graduate Studies hosted a number of workshops designed to help students present their research at conferences. She reported that the workshops had good student participation and several of the students that attended the workshops will be presenting at the CSUNposium. She also announced the Thesis Writing Workshop is on Friday, March 15th. Lastly, Carpenter announced that Professor Allen Lipscomb from the Department of Social Work was named the Jerome Richfield Memorial Fellow and will present a lecture titled "I Know Why the Black Male Grieves" at the Provost's Colloquium on Thursday, April 18th.

A. Levin reminded the committee that the deadline for 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 is on Friday, March 15th.

IV. Action Items

A. College of Engineering & Computer Science

Assistive Technology Engineering

New Course

1. ATE 698-Graduate Project. **MSP approved.**

Program Modification

2. M.S. in Assistive Technology Engineering. **MSP approved.**

Electrical and Computer Engineering

Course Modification

3. ECE 698C-Thesis or Graduate Project. **MSP approved.**

Mechanical Engineering

Course Modification

4. ME 531-Mechanical Design with Composites. **MSP approved.**

B. College of Health & Human Development

Health Sciences

Course Modification

1. HSCI 521-Health Care Ethics. **MSP approved.**

New Course

2. HSCI 698E-Public Health Integrative Learning Experience. **Tabled** for revisions.
Change the C-classification from C-5 to S-25 and change the course title to Graduate Project.

Program Modification

3. Master of Public Health: Community Health Education Option and Applied Epidemiology Option. **MSP approved.**

Kinesiology

Course Modification

4. KIN 452/L-Adapted Physical Activity for Children and Lab. **MSP approved.**

Recreation and Tourism Management

Course Modification

5. RTM 494C-Supervised Internship. **MSP approved.**

C. College of Social & Behavioral Sciences

Social Work

Course Modifications

1. SWRK 501-Human Behavior and Social Environment I. **MSP approved.**
2. SWRK 502-Human Behavior and Social Environment II. **MSP approved.**
3. SWRK 503-Assessment and Diagnostic Formulation. **MSP approved.**
4. SWRK 510-Generalist Social Work Theory and Practice I. **MSP approved.**
5. SWRK 520-Social Work Practice in Multicultural Contexts. **MSP approved.**

6. SWRK 521-Generalist Social Work Theory and Practice II. **MSP approved.**
7. SWRK 522/P-Foundations of Field Education I and Placement. **MSP approved.**
8. SWRK 523/P-Foundations of Field Education II and Placement. **MSP approved.**
9. SWRK 525-Social Welfare Policy and Services. **MSP approved.**
10. SWRK 535-Social Work Research Methods I. **MSP approved.**
11. SWRK 601-Advanced Social Work Practice with Urban Families I. **MSP approved.**
12. SWRK 602-Advanced Social Work Practice with Urban Families II. **MSP approved.**
13. SWRK 621-Advanced Social Work Practice in Urban Communities. **MSP approved.**
14. SWRK 622/P-Advanced Practicum with Urban Families I and Placement. **MSP approved.**
15. SWRK 623/P-Advanced Practicum with Urban Families II and Placement. **MSP approved.**
16. SWRK 630-Family Crisis, Trauma and Grief. **MSP approved.**
17. SWRK 635-Social Work Research Methods II. **MSP approved.**
18. SWRK 645-Urban Social Policy and Advocacy. **MSP approved.**
19. SWRK 698-Capstone Project. **MSP approved.**

Sociology

Course Modifications

20. SOC 492-Human Behavior in the Social Environment. **MSP approved.**
21. SOC 493-Diversity and Social Justice. **MSP approved.**

D. David Nazarian College of Business & Economics

Accounting and Information Systems

Course Modification

1. ACCT 697-Directed Comprehensive Studies in Accountancy. **MSP approved.**

Program Modification

2. Master of Professional Accountancy. **MSP approved.**

V. Program Review Representatives

1. Biology Final MOU Meeting Thursday, 3/28 from 10-11 a.m.: A. Levin
2. Anthropology Exit Meeting: Wednesday, 4/3 from 4-5 p.m.: L. McDonald

VI. Program Review Exit Meeting Reports

J. Heinen reported on the Engineering Management program review exit meeting. She stated that the external reviewer found students to be impressed and happy with the program. The reviewer also liked that there is a strong connection with the industry. The department was commended for revamping the program to include an Industry Liaison Counsel. Recommendations included creating a marketing course

and SLOs should only be for core courses not elective courses. Reviewers also recommended more resources should be made available for faculty to advertise and recruit students internationally.

A. Levin reported on the Manufacturing Systems Engineering program review exit meeting. She stated that the program was commended for their connection with the aerospace industry and a solid curriculum with competent faculty from various backgrounds. She reported that many of the courses have a lab component which allows students to have hands on experience, and there is consistency between goals and outcomes with the university mission. Reviewers suggestions included hiring additional faculty since there is a very high student to faculty ratio. They also raised concerns with the safety of students in labs since there are only four technicians. The college needs to develop a plan to upgrade and maintain equipment, space for labs is needed to keep students up to date with technology, and support for more software. Lastly, the external reviewer encouraged student recruitment efforts and urged faculty to remain active with research activities.

S. Sturgeon reported on the Materials Engineering program review exit meeting. He reported that the program received a positive review and was commended for a well-structured program, courses are laid out well, students are appreciative of the faculty, wonderful facility, unique array of equipment, considerable square footage, and students are happy with resources and hands on experience. Recommendations included that the department articulate a clear mission so that SLOs can align under the program, maintain and grow resources for continued student success after graduation, introducing processing and testing of composites, and link internships and campus career opportunities more directly to the program.

VII. Discussion Items

The committee continued the discussion about revising the Comprehensive Examination Policy to allow students who have attempted and failed the comprehensive exam to change to another culminating experience (e.g. thesis or graduate project). The committee agreed to revise the policy and asked that departments indicate if they have a higher standard in their graduate program handbook. The GSC moved to **approve** the removal of letter f. which states, "Once students have chosen the option of the comprehensive exam and enrolled in (received a WU) or attempted the comprehensive examination and failed it (or any part), they are not eligible to change to any other option (e.g., thesis, dissertation or graduate project)." The committee suggested that departments and graduate coordinators be notified of the policy change once it is officially approved at the campus levels.

A. Levin stated that there is no policy to dismiss graduate students from the University other than GPA requirements. She explained that there have been situations where a student has a high GPA but has committed plagiarism or has professional relationship issues with faculty. She reported that some CSU campuses have created dismissal policies based on conduct and behavioral issues. Levin asked the committee if they would consider developing language for departments to have the ability to dismiss difficult students. The committee discussed the benefits and concerns with having a dismissal policy for problematic students. Levin suggested tabling the discussion until the next meeting since staff from the Graduate Studies Office will be meeting with Student Affairs staff in the near future.

VIII. Adjournment

The meeting was adjourned at 3:05 p.m.