

Graduate Studies Committee

Meeting Minutes

Tuesday, May 11, 2021

Status of Minutes: Approved 9/14/2021

Attendees

Members Present: R. Abrol, G. Bhavsar, J. Busillo-Aguayo, J. Gainsburg, M. Gianni, J. Huang, D. Jarvis, A. Lipscomb, S. Maalouf, R. Merida, K. Mkrтчyan, D. Spratt, C. terHorst

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

Guests: K. Baxter, R. Espinoza, J. Gandhi, K. Harris, C. Hayashi, X. Jia, M. Johnson, P. Lazarony, S. Rengarajan, 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 April 13, 2021 were **MSP approved**.

III. Announcements

A. Levin announced that the committee needs to fill the presidential appointments for next year. She asked the committee to send her recommendations of faculty who would be interested in serving a one-year term. Levin shared that Allen Lipscomb was interviewed on NPR to discuss the psychological impact that the pandemic has had on society particularly with Black Americans and Asian Pacific Islanders. Levin also announced that the Graduate Studies Office is in the process of developing a Center to offer programs related to peer mentoring, faculty mentoring, alumni mentoring and ways to enhance the existing California Pre-Doctoral Program and Chancellor's Doctoral Incentive Program. In addition, Levin announced the award recipients for the Association of Retired Faculty Graduate Project/Thesis Memorial Award, Nathan O. Freedman Memorial Award for Outstanding Graduate Student, and Robert H. Schiffman Memorial Award for Outstanding Research Promise. She stated that several students were able to receive an honorable mention for the Freedman and Schiffman awards since funding was available. Lastly, Levin reported that the review committee is reviewing the applications for the Distinguished Thesis/Graduate Project Competition and the award recipients should be selected by next week.

D. Spratt announced the outgoing GSC members whose term is ending. She also announced the Faculty Senate election results for new and continuing members who will serve a three-year term: M. Johnson (Cinema and Television Arts), G. Bhavsar (Health Sciences), D. Spratt (English), and C. terHorst (Biology). Spratt shared that the Certificate Policy was approved by the President on April 9, 2021. The revised policy and the procedures for developing certificate programs have been uploaded to the GSC Resources and Documents webpage.

IV. Informational Item

The David Nazarian College of Business and Economics requested to move ownership of the graduate level IS courses to the Department of Systems and Operations Management from the Department of Accounting and Information Systems to be effective Spring 2022.

V. Action Items

A. College of Engineering and Computer Science – Entire Committee

Electrical and Computer Engineering

Program Modifications

1. M.S., Computer Engineering. **MSP approved.**
2. M.S., Electrical Engineering. **MSP approved.**

Civil Engineering and Construction Management

Program Modification

3. M.S., Structural Engineering. **MSP approved.**

B. Mike Curb College of Arts, Media, and Communication – Entire Committee

Cinema and Television Arts

Course Modifications

1. CTVA 410-Advanced Film Theory: Studies in Film Style. **MSP approved.**
2. CTVA 415A-Z-International Cinema. **MSP approved.**

New Course

3. CTVA 411A-Z-Genres in Cinema and Television Arts. **MSP approved.**

VI. External Review Meeting Updates

J. Huang attended the M.S. in Computer Engineering external review exit meeting. She reported that external reviewer commended the program for giving students the opportunity to grow in their graduate courses. The program was also commended for having senior faculty members who are capable and willing to support graduate students. The reviewer was impressed that the department only hires part-time

faculty who have a Ph.D. degree to teach graduate students. The reviewer stated that the department does not have sufficient faculty to support some of the areas of their program. The reviewer also made some recommendations relating to the structure of the program's culminating experience options and that the department should market the program's strengths in order to recruit more graduate students.

D. Jarvis attended the M.S. in Electrical Engineering external review exit meeting. She reported that the program was commended for having good faculty moral and students are having successful employment opportunities as a result of the program. The reviewer recommended that the program change some of the prerequisites and program requirements to help attract more students and to move students through the program more efficiently. The reviewer also recommended that the department market the program's strengths to keep it sustainable. In addition, the reviewer suggested that the department do some strategic planning to evaluate the needs of the program and to focus on research and professional development for faculty.

J. Gainsburg attended the Modern and Classical Languages and Literatures Department external review exit meeting for the M.A. in Spanish. She reported that the department was commended for adapting to virtual instruction, to changing student perspectives on language learning, and making program decisions that serve the students and community. The reviewer commended the department for engaging students in service learning and internships. The department was also commended for including a professionalization component into the M.A. program and training adjunct faculty in pedagogy. The reviewer recommended that the department revise some of the SLOs and streamline the assessment procedure. The reviewer also recommended that the department update their mission statement to reflect current motivations for language learning in various ways students relate to specific languages.

VII. Final MOU Meeting Update

K. Mkrtchyan reported on the final Secondary Education program review MOU meeting. She reported that the department was commended for its strengths, for offering evening classes, and for offering research project requirements for students to develop graduate-level research skills. The department was also commended for curricula which are appropriately sequenced for both program continuity and support of ongoing research projects. In addition, the department was commended for the scholarly accomplishments of a number of graduates and having strong leadership including faculty involvement in decision making. The recommendations included incorporating the elements from each M.A. program's PLOs into an umbrella mission statement for the department and ways to reduce the burden on faculty and students

in implementation of their culminating experience class in their final semester. The reviewer also recommended that the department expand their current efforts to increase student diversity and use student assistants to help ease the burden of many office tasks.

VIII. GSC Chair Election for 2021-2022

D. Spratt from the English Department was re-elected as the GSC Chair.

IX. Discussion Items

G. Rocklin presented the proposed revisions to the Standard Operating Procedures. Revisions include adding Appendix B: Guidelines for Curricular Consultation and changes to the sections relating to committee review procedures and curriculum circulation and processes. After the committee reviewed the proposed changes, the Standard Operating Procedures were **MSP approved**.

A. Levin informed the committee that the Chancellor's Office is continuing the suspension of the Graduate Writing Assessment Requirement (GWAR) through Summer 2022. She reported that some CSU campuses are allowing departments to select a writing intensive course or administering a department specific exam to satisfy the GWAR. Levin and L. Kiapos explained the concerns with allowing departments to identify a course that would satisfy the GWAR since not all departments have the same writing intensive courses. The GSC will continue to discuss alternatives for meeting the GWAR requirement next year.

X. Adjournment

The meeting was adjourned at 3:01 p.m.