

Graduate Studies Committee

Meeting Minutes

Tuesday, May 14, 2019

Status of Minutes: Approved 6/6/19

Attendees

Members Present: G. Bhavsar, J. Heinen, J. Kelber, A. Lipscomb, L. McDonald, R. Moore, T. Nagey, M. Pak, D. Spratt, C. terHorst

Members Absent: J.C. Lee, S. Maalouf, S. Sturgeon

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

Guests: D. Abrishami, J. Binkley, J. Busillo-Aguayo, J. Gandhi, C. Hayashi, C. Hou, M. Hussein, V. Kennedy, P. Lazarony, S. Macauley, S. Malhotra, Y. Mimura, L. Moody, A. Nahapetian, B. Rainisch, L. Rubino, D. Tamalis

I. Call to Order

The meeting was called to order at 2:01 pm.

II. Approval of Minutes

The minutes from April 9, 2019 were **MSP approved**.

III. Announcements

A. Levin announced that as of May 28th the Office of Research and Graduate Studies will become two separate offices. Graduate Studies will become a stand-alone office and Research and Sponsored Programs will have a new office name. She explained that the change will help elevate Graduate Studies. Levin will be the administrator in charge of Graduate Studies.

H. Carpenter announced that five California Pre-Doctoral students received summer internships. She also announced that 40 students applied for the Graduate Equity Fellowship Program. Carpenter explained that the program is for graduate students who want to further their study in Ph.D. programs. The program provides funding up to \$4000.

A. Levin announced that two graduate students from Biology, one student from Geology and one student from Mechanical Engineering were each awarded the Association of Retired Faculty (ARF) Graduate Project/Thesis Award. She also announced that a Biochemistry graduate student was awarded the Nathan O. Freedman Memorial Award

for Outstanding Graduate Student and a Biology graduate student was awarded the Robert H. Schiffman Memorial Award for Outstanding Research Promise.

IV. Informational Items

The Master of Business Administration (M.B.A.) updated their admission requirements effective for Fall 2019.

The English Department updated the admission requirements for the M.A. in English effective for Fall 2019.

The Family and Consumer Sciences Department updated the admission requirements for the M.S. in Human Nutrition effective for Fall 2019.

The Nazarian College's graduate programs for the Master of Business Administration (M.B.A.), Master of Professional Accountancy (M.P.Acc.) and the M.S. in Taxation requested that a score of 3 or higher on the Analytical Writing section of the GRE exam may be applied to satisfy the writing proficiency (GWAR) requirement.

V. Action Items

A. College of Health & Human Development

Health Sciences

New Course

1. HSCI 698E-Integrative Learning Graduate Project. **MSP approved.**

Program Modification

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

B. College of Social & Behavioral Sciences

Social Work

Program Modification

1. Social Work Practice Certificate. **MSP approved.**

VI. Certificate Policy Subcommittee Report

V. Kennedy, Chair of the Extended Learning Committee reported that the subcommittee consisting of Extended Learning and a some GSC members reviewed the existing certificates: The University Certificate (credit) and The Certificate in Advanced Professional Development (non-credit). The subcommittee discussed proposing another type of certificate that would combine credit and non-credit courses. She explained that the Tseng College would work with interested colleges and

departments in developing credit/non-credit certificate programs. Kennedy stated that the subcommittee will meet again in the fall to continue developing the new certificate.

VII. Demonstrating Earnings Data

R. Moore discussed the Cal State Pays earnings website, which is an official project of the CSU 5, plus CSU Channel Islands and CSU Fullerton. He explained that the purpose of the project is to look at labor market outcomes for all students at the 7 campuses in Metro LA. Moore demonstrated how to use the “power user tableau site” to view Cal State graduate students’ earnings and employment that is tracked up to 15 years. A. Levin asked Moore to attend the graduate coordinators luncheon in the fall to demonstrate the website.

VIII. Program Review Representative

1. Materials Engineering Final MOU Meeting Tuesday, 5/28 from 11:00 am-12:00 pm:
A. Levin

IX. Final MOU Reports

A. Levin reported on the final MOU meetings for the M.S. in Engineering Management and the M.S. in Manufacturing Systems Engineering on behalf of S. Sturgeon. Sturgeon noted that the commendations for both programs were overall very positive and there were minor changes for clarity.

A. Levin stated that the M.S. in Engineering Management program was commended for the strong collaboration with local companies and international partners, an academically and ethnically diverse student body and having a dedicated faculty serve as advisor. The program was also commended for faculty and staff development opportunities and establishing procedures for evaluating teaching effectiveness of its full time and part time faculty. Recommendations included expanding opportunities to involve students in research activities, exploring ways to support faculty research and research related travel, finding ways to improve gender balance in faculty representation, and exploring ways to expand course enrollments through relationships with other programs.

Levin also reported that the M.S. in Manufacturing Systems Engineering program was commended for its clear mission which successfully bridges engineering fundamentals and industrial practice through close ties to industry. A wide variety of courses that have a lab component, various research opportunities supported by internal and external funding, and large research facilities which are well maintained and managed.

Recommendations included exploring ways to increase opportunities for students to develop mastery of program learning outcomes through existing courses, exploring ways to track students after graduation, and developing an outreach and recruitment plan in order to increase enrollment. The reviewer also recommended the department explore ways to fund more manufacturing/design software licenses and fund equipment maintenance and upgrade.

X. GSC Chair Election for 2019-2020

C. terHorst from the Biology Department was re-elected as the GSC Chair for 2019-2020.

XI. Discussion Item

C. terHorst reported that the Comprehensive Examination Policy went to the Faculty Senate for a first reading. He reviewed the comments and the minor changes from Faculty Senate. The revised policy will be presented at Senate Executive Committee in September.

XII. Adjournment

The meeting was adjourned at 3:00 p.m.