Graduate Studies Committee  
Minutes of May 8, 2018  
Status of Minutes: Approved 6/1/18

Members Present: Tom Cai, Julia Heinen, Keiko Hirata, J.C. Lee, Lauren McDonald, Richard Moore, Scott Sturgeon, Casey terHorst, Svetlana Tyutina, Andrew Weiss

Members Excused: Jonathan Kelber, Mira Pak

Staff: Amy Levin, Lani Kiapos, Gloria Rocklin


I. Call to Order

The meeting was called to order at 2:03 p.m.

II. Approval of Minutes

Minutes of the April 10th meeting were approved.

III. Announcements

Amy Levin announced that four CSUN students won at the CSU Student Research Competition at CSU, Sacramento. Daniel Parsons a graduate student in Kinesiology won first place; George Jarvis a graduate student in Marine Biology won 2nd place; Paulo Yu a graduate student from Mechanical Engineering won 2nd place and Matt Brown an undergraduate from Mechanical Engineering won 2nd place.

Levin reported that she and Casey terHorst are reading theses for the Distinguished Thesis/Project Competition. Two graduate students will be selected to receive the award.

Amy Levin announced that a Kinesiology graduate student won first place and a Biology graduate student as well as an undergraduate and graduate student from Mechanical Engineering each won second place at the CSU Student Research Competition at CSU, Sacramento.

In addition, Levin stated that several graduate programs allow 400-level courses to be counted as graduate credit, but Graduate Studies does not have a record of which 400-level courses should be counted for graduate credit. She explained that some departments send an email requesting that a 400-level course be counted for graduate credit while some departments have a more formalized process and some 400-level courses are not appearing in the catalog as counting for graduate credit. Levin announced that she will be sending an email to graduate coordinators and department chairs with a list of their 400-level courses asking them to formalize the process so that it can be documented in Graduate Studies as well as in SOLAR and DARS.
deadline for departments to submit a memo to Graduate Studies will be in mid-September.

Gloria Rocklin announced that graduate students from Biology, English, Geography and Social Work were each awarded the Association of Retired Faculty (ARF) Graduate Project/Thesis Award. She also announced that a Psychology graduate student was awarded the Nathan O. Freedman Memorial Award for Outstanding Graduate Student and a Sociology graduate student was awarded the Robert H. Schiffman Memorial Award for Outstanding Research Promise.

IV. Informational Items

The Master of Social Work (M.S.W.) withdrew their memo for additional admission requirements.

The Master of Professional Accountancy (M.P.Acc.) revised their admission requirements for Fall 2018 implementation. The changes include the following: 1) simplify language, 2) clarify 50th percentile GMAT requirement is not in total but in both categories of verbal and quantitative and recognize the acceptability of a GRE equivalent, 3) propose the GMAT/GRE waiver policy for admission requirements passed by the Nazarian Graduate Committee, and 4) clarify that the accounting prerequisite courses may also be taken at an accredited community college. The GSC requested that the accounting courses listed under the proposed catalog copy for item #4 be capitalized.

V. Action Items
1. Curriculum Review

A. College of Social and Behavioral Sciences

Social Work
1. New program proposal for the Social Work Practice Certificate was approved.

B. Michael D. Eisner College of Education

Educational Leadership & Policy Studies
1. Course modification proposal for ELPS 650HE-Contemporary Administrative Leadership in Higher Education to change course description and requisites was approved.

2. Course modification proposal for ELPS 663HE-Policy and Law in Higher Education to change course description and requisites was approved.

3. Course modification proposal for ELPS 674HE-Higher Education Operations: Finance & Human Resources in Higher Education to change course description and requisites was approved.
Secondary Education
4. Program modification proposal to change program requirements for the Preliminary Single Subject Credential by adding the Reading Instruction Competence Assessment (RICA) and clarifying that candidates must complete a Commission-approved single subject subject-matter program or its equivalent was approved.

Special Education
5. Program modification proposal to change program requirements for the Preliminary Education Specialist Credential, Mild/Moderate Disabilities by adding the Reading Instruction Competence Assessment (RICA) and clarifying that candidates must complete a Commission-approved single subject subject-matter program or its equivalent was approved.

2. GSC Chair Election for 2018-19
Casey terHorst from the Biology Department was re-elected as the GSC Chair for 2018-2019.

VI. Discussion Items
Ray Calnan, Chair of the Faculty Senate Committee for Extended Learning discussed the two types of certificates within the Certificate Policy: The University Certificate and The Certificate in Advanced Professional Development. He explained that The Tseng College has non-credit certificates that are contracted with outside organizations who want their employees to enroll in certificate programs with credit courses. The issue is that the University Certificate (for credit) requires at least 5 courses, but many organizations do not want 5 courses. However, the Certificate in Advanced Professional Development (for non-credit) allows less than 5 courses. Calnan also reviewed a spreadsheet he created to show the comparison between the two types of certificates along with a proposed credit/non-credit certificate. He asked if the GSC and Extended Learning Committee could form a subcommittee to discuss a way to modify the existing Certificate Policy or create a new credit/non-credit certificate policy. The GSC agreed to continue the discussion this fall and ask GSC members to serve on the subcommittee with Extended Learning.

Casey terHorst presented the revised classified status policy to remove the GRE requirement to the Senate Executive Committee (SEC). He reported that the SEC had no additional changes to the policy. terHorst will present the revised policy recommendation at the Faculty Senate meeting on May 17th.

terHorst also presented the culminating experience policy to revise the thesis/graduate project/dissertation committee selection language to the SEC. He reported that some SEC members were fine with the changes while other members were concerned with the limitations of the committee selection. terHorst reviewed the changes he added based on comments from the SEC meeting. The GSC and associate deans discussed
and suggested additional changes to the proposed policy. terHorst will present the revised policy recommendation at the Faculty Senate meeting on May 17th.

VII. Adjournment

The meeting was adjourned at 2:51 p.m.