

Graduate Studies Committee

Meeting Minutes

Tuesday, September 10, 2019

Status of Minutes: Approved 10/8/19

Attendees

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

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

Guests: K. Baxter, J. Gandhi, D. Gray, K. Harris, C. Hayashi, P. Lazarony, A. Mukherjee, L. Moody, A. Nahapetian, E. Sussman, D. Tamalis, B. Wu

I. Call to Order

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

II. Introductions

New and returning members, associate deans, and guests introduced themselves.

III. Senate Executive Committee Reviewer/Liaison for the GSC

Elizabeth Sussman from the Family and Consumer Sciences Department has been appointed as the Senate Executive Committee liaison. Sussman is assigned to review the minutes for any new policies or policy changes approved by the GSC to send to the Senate Executive Committee. She explained the committee's charge and general responsibilities for serving on the committee.

IV. Graduate Studies Committee Expectations

The committee reviewed the Graduate Studies Committee Expectations from 2019-2020 academic year. The committee moved to **approve** the Graduate Studies Committee Expectations for the 2019-2020 academic year.

The Graduate Studies Committee resolves that the following constitutes the minimum expectations of each of its members in the 2019-2020 academic year:

1. Attend the entirety of every meeting. If unable to attend most meetings in a given semester, arrange for a substitute in consultation with the Committee Chair;
2. Read all distributed materials prior to the meeting, and prepare comments and questions, as applicable;
3. When serving on a subcommittee, review and provide feedback to the appropriate College in accordance with the GSC timeline;
4. Volunteer for tasks (such as serving as GSC reps at program review meetings) as the need arises so that the workload may be spread fairly among members of the committee;
5. Ensure that the climate of the committee is conducive to all viewpoints;
6. Maintain communication with the College (usually through the Associate Dean) or University Office being represented regarding the issues and activities of the Committee.

V. Announcements and Upcoming Events

A. Levin reported that the Advancement to Graduate Education Conference held on September 7th was a very successful event.

H. Carpenter announced that the Thesis/Project/Dissertation Support Program application deadline is October 11th. She explained that the funding program assists graduate students with expenses they incur while working on a thesis, project or dissertation. The maximum award has increased to \$1200 and the application will also be available in the spring semester. Carpenter also announced that the Distinguished Visiting Speakers Program application deadline is October 15th. Lastly, she announced that travel funding is available for graduate students presenting at professional conferences from Associated Students and the Office of Graduate Studies.

G. Rocklin announced that she and Julie Hunter from Undergraduate Studies have been working with Information Technology to make changes to the curriculum proposal form. She reported that the changes will be implemented by the end of September.

VI. Curriculum Assignments and Schedule

The committee received curriculum from eight colleges. Consistent with GSC practices, two or three members were assigned to lead the review and discussion of curriculum from each of the colleges. Additionally, the month/meeting of each review was determined. Following is a listing of the colleges, GSC representatives, and month of review.

College of Health and Human Development: Kinesiology, Athletic Training – Joannie Busillo-Aguayo and Lauren McDonald – **October**

College of Health and Human Development: Health Sciences and Kinesiology – Entire Committee – **October**

College of Science and Mathematics – Allen Lipscomb and Sami Maalouf – **October**

David Nazarian College of Business and Economics – Frida Endinjok, Danielle Spratt and Casey terHorst – **October**

Mike Curb College of Arts, Media, and Communication – Frida Endinjok, Danielle Spratt and Casey terHorst – **October**

College of Engineering and Computer Science – Monica Hussein and Mira Pak – **November**

College of Humanities – Entire Committee – **November**

College of Social and Behavioral Sciences – Grishma Bhavsar and Katya Mkrtchyan – **November**

Michael D. Eisner College of Education – Frankie Augustin and Scott Sturgeon – **November**

C. terHorst reviewed the Fall 2019 Curriculum Review Deadlines document. The GSC reviewers have three weeks to send feedback to the associate deans. The associate deans have one week before the GSC meeting to revise the proposals in OnBase or the Web-drive.

VII. Final MOU Reports

Amy Levin reported on the Anthropology department final MOU meeting. She stated that the MA in Anthropology and MA in Public Archaeology programs were commended for being comprehensive in their core requirements and offering a rich set of content and hands-on coursework. The reviewers recommended that the department continue the excellent work already being done to involve students in faculty research. The reviewers also recommended that the department explore ways to support the heavy workload that occurs with thesis supervision in the Public Archaeology MA program.

Levin also reported on the Materials Engineering final MOU meeting. She reported that the program was commended for providing an orientation for incoming graduate students, providing a laboratory experience for students and research assistantships

in the program. The program was also commended for providing opportunities for student internships and student presentations at professional associations. The reviewers recommended that the program consider developing an outreach and recruitment plan in order to increase enrollment.

VIII. Discussion Items

C. terHorst reported that last semester the committee discussed the fact that CSUN has no policy to dismiss graduate students from the University other than GPA requirements. He explained that there is no policy to remove a student based on conduct and behavioral issues. A subcommittee met over the summer and discussed developing a policy, but found that the Chancellor's Office has an executive order that departments can use to have the ability to dismiss difficult students. The GSC discussed allowing departments to have more stringent "rules" about behavioral expectations. terHorst will send the executive order for the committee to review and continue the discussion at the October meeting.

Last semester the GSC revised 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). terHorst reported that the revised policy went to the Senate Executive Committee (SEC). He reviewed the comments and the changes from the SEC. terHorst also stated that the GSC discussed offering A/R 601 to students who do not pass the comprehensive exam rather than have students reenroll in the exam and pay tuition fees. A subcommittee added more language to the Comprehensive Examination Policy by drafting a new Culminating Experiences Policy. terHorst will send the draft of the Culminating Experiences Policy for the committee to review and continue the discussion at the October meeting.

IX. Adjournment

The meeting was adjourned at 2:50 p.m.