

## Graduate Studies Committee

### Meeting Minutes

Tuesday, September 11, 2018

Status of Minutes: Approved 10/9/18

#### *Attendees*

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

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

**Guests:** J. Binkley, R. Espinoza, C. Hayashi, D. Heisley, P. Lazarony, S. Macauley, S. Malhotra, L. Moody, A. Nahapetian, R. Ryan, C. Spector, D. Tamalis

#### **I. Call to Order**

The meeting was called to order at 2:03 pm.

#### **II. Introductions**

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

#### **III. Senate Executive Committee Reviewer/Liaison for the GSC**

Cheryl Spector from the English Department has been appointed as the Senate Executive Committee liaison. Spector 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 2018-2019 academic year with proposed revisions. The committee moved to **approve** the revised Graduate Studies Committee Expectations for the 2018-2019 academic year.

The Graduate Studies Committee resolves that the following constitutes the minimum expectations of each of its members in the 2018-2019 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**

C. terhorst announced that the committee should email him, A. Levin and G. Rocklin for any items to be placed on the agenda. He also announced that to save paper, the meeting agenda will no longer be printed for the committee. The committee will need to bring their own hard/electric copy of the agenda.

G. Rocklin announced that the M.S. in Counseling, Career Counseling Option has suspended admission effective Fall 2018; the M.A. in Theatre Arts is suspending admission effective Spring 2019; and the M.S. in Taxation has changed the delivery format from face-to-face to hybrid effective Fall 2018.

Rocklin also announced the following updates to OnBase: the print button was added to the user role for GSC members; "CR" was removed from the column headers; and the College header was moved to the third column after "Proposal Status" and before "Department".

A. Levin asked for volunteers to serve on one or more of the following Graduate Student Award Committees: Nathan O. Freedman Memorial Award for Outstanding Graduate Student, Robert H. Schiffman Memorial Award for Outstanding Research Promise, and the Distinguished Thesis/Project Competition. L. McDonald and D. Spratt volunteered to serve on one of the committees.

H. Carpenter reported that the Advancement to Graduate Education Conference held on September 8<sup>th</sup> was a very successful event. She announced that there are several GRE Workshops this year and that the Thesis/Project/Dissertation Support Program application deadline is October 12<sup>th</sup>. Lastly, Carpenter reported that she notified the deans and associate deans that departments can apply for the Distinguished Visiting

Speakers Program. She explained that there is no deadline, but requests should be submitted as soon as possible.

## **VI. Informational Item**

C. terhorst reported that the policy recommendation to remove the GRE requirement at the university level from the Classified Status policy was approved by the Faculty Senate. As a result, several departments are asking to remove the GRE as an admissions requirement in their graduate program. The committee reviewed the list of graduate programs that requested to remove the GRE and made additional revisions to their admission requirements.

## **VII. 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 Humanities – Grishma Bhavsar, Julia Heinen and Thaddeus Nagey – **October**

College of Social & Behavioral Sciences – Jonathan Kelber, J.C. Lee and Danielle Spratt – **October**

Mike Curb College of Arts, Media, & Communication – Sami Maalouf and Lauren McDonald – **November**

Michael D. Eisner College of Education – Sami Maalouf and Lauren McDonald – **November**

College of Engineering & Computer Science – Allen Lipscomb and Rick Moore – **November**

College of Science & Mathematics – Allen Lipscomb and Rick Moore – **November**

David Nazarian College of Business & Economics – Entire Committee – **November**

College of Health & Human Development – Entire Committee – **November**

C. terHorst reviewed the Fall 2018 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.

### **VIII. Program Review Assignments**

Mechanical Engineering on September 18<sup>th</sup> – M. Pak

Chicana/o Studies on September 20<sup>th</sup> – S. Sturgeon

### **IX. Discussion Items**

Last May, C. terHorst presented the culminating experience policy to revise the thesis/graduate project/dissertation committee selection language to the Faculty Senate. terHorst reviewed the changes he added based on comments from the Faculty Senate meeting. The committee moved to **approve** the revisions to the policy with one additional change. terHorst will present the revised policy recommendation at the Senate Executive Committee meeting on October 4<sup>th</sup>.

A. Levin discussed revisions to the Graduate Probation and Disqualification Policy and the Post-baccalaureate Credential Probation and Disqualification Policy. The current policies state, “The student must then submit the completed form for processing to Admissions and Records no later than the second Friday of the upcoming semester” under the First Disqualification section. Levin asked the GSC to remove “to Admissions and Records no later than the second Friday of the upcoming semester” from the sentence. She explained that the Graduate Studies Office does not want to be restricted to a specific deadline and ensuring Graduate Studies to have ample time to review and readmit students before the start of the semester will serve in the best interest and success of our graduate students. The committee suggested that the sentence include language that the deadline will be specified in the letter and reinstatement form the student receives. The GSC moved to **approve** the requested change with the suggested revision to both policies. terHorst and Levin will present the revised policy recommendations at the Senate Executive Committee meeting on October 4<sup>th</sup>.

### **X. Adjournment**

The meeting was adjourned at 3:08 p.m.