Graduate Studies Committee
Minutes of September 12, 2017
Status of Minutes: Approved 10/10/17

Members Present: Tom Cai, Julia Heinen, Keiko Hirata, Jonathan Kelber, J.C. Lee, Lauren McDonald, Richard Moore, Mira Pak, Jennifer Skornik, Scott Sturgeon, Casey terHorst, Svetlana Tyutina, Andrew Weiss
Staff: Amy Levin, Hedy Carpenter, Lani Kiapos, Gloria Rocklin
Guests Present: John Binkley, Matthew Cahn, Robert Espinoza, Marilynn Filbeck, Steve Fitzgerald, Christine Hayashi, Deborah Heisley, Paul Lazarony, Sylvia Macauley, Sheena Malhotra, Linda Moody, Robert Ryan, Judy Schmidt-Levy

I. Call to Order

The meeting was called to order at 2:02 p.m.

II. Introductions

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

III. Senate Executive Committee Representative for the GSC

Judy Schmidt-Levy from the University Counseling Services has been appointed as the Senate Executive Committee liaison. Schmidt-Levy 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/mission and responsibilities for serving on the committee.

IV. Graduate Studies Committee Expectations

Casey terHorst reviewed the proposed Graduate Studies Committee Expectations for the 2017-2018 academic year. The committee suggested some changes and moved to approve the amended expectations.

The Graduate Studies Committee resolves that the following constitutes the minimum expectations of each of its members in the 2017-2018 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 College in accordance with the GSC timeline
(4) Volunteer for tasks 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

Hedy Carpenter announced that two representatives from the National Science Foundation provided an informational session about the Graduate Research Fellowship Program. She reported that over 90 students attended the event and students appeared interested in applying for the fellowship. She also announced that graduate program coordinators will be asked to participate in the Advancement to Graduate Education Conference on October 21st and the CSU Graduate Virtual Fair on October 25th as an opportunity to recruit graduate students. Lastly, Carpenter announced that there are several free GRE Workshops this year and that the Thesis/Dissertation Support Program application deadline is October 27th.

VI. Experimental Topics Courses

GSC approved the following new and previously offered experimental topics course proposals for Spring 2018:

**College of Engineering and Computer Science**

*Manufacturing Systems Engineering and Management*
1. MSE 496AM-Additive Manufacturing (1st offering)
2. MSE 496AML-Additive Manufacturing Laboratory (1st offering)

**College of Health and Human Development**

*Health Sciences*
1. HSCI 595HS-Community Health Strategies in HIV and STI Prevention (2nd offering)

**College of Science and Mathematics**

*Physics and Astronomy*
1. PHYS 595MAE-Multiferroic Materials and Systems (3rd offering)

**College of Social and Behavioral Sciences**

*Anthropology*
1. ANTH 595A-Anthropological Writing Practices (1st offering)
VII. Curriculum Assignments and Schedule

The committee received curriculum from seven 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 Education: Elementary Education** – Svetlana Tyutina (Modern & Classical Languages & Literatures) and Andrew Weiss (Oviatt Library) – **October**

**College of Education: Secondary Education** – Yi (Tom) Cai (Family & Consumer Sciences), J.C. Lee (English) and Jennifer Skornik (Sociology) – **October**

**College of Engineering & Computer Science and College of Humanities** – Lauren McDonald (Sociology) and Casey terHorst (Biology) – **October**

**College of Science & Mathematics** – Entire Committee – **October**

**College of Business & Economics** – Keiko Hirata (Political Science) and Jonathan Kelber (Biology) – **November**

**College of Health & Human Development** – Mira Pak (Secondary Education) and Scott Sturgeon (Cinema & Television Arts) – **November**

**College of Social & Behavioral Sciences** – Julia Heinen (Music) and Richard Moore (Management) – **November**

Casey terHorst reviewed the Fall 2017 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 upload the revised proposals to the web-drive.

VIII. Discussion Items

The committee continued the discussion from last year as to what the minimum qualifications should be to serve on a thesis, graduate project, or dissertation committee. The GSC and the associate deans reviewed the latest draft of the Thesis/Graduate Project/Dissertation Committee Selection document and made additional revisions. Steve Fitzgerald, Program Director for the META Lab reported that the changes made to the document will require specific changes to the Electronic Thesis and Dissertation (ETD) System so that the committee qualifications will be enforced. The revised draft will be sent to the committee to review before the next meeting.
The committee discussed a graduate program coordinator’s concern about the GRE analytical test score being used to substitute the Upper Division Writing Proficiency Exam. The committee agreed that that the original analysis used to determine the passing score was appropriate.

Carpenter reported that the Graduate Studies Office conducted a survey among the other CSU campuses to determine if they invite their graduate students to Honors Convocation and if they award distinction on the diploma. The survey results show that out of 23 campuses, 5 invite master students whereas 3 invite doctoral students to Honors Convocation and 8 campuses award distinction on the diploma. Lani Kiaopos explained the issue with doctoral students being invited to Honors Convocation, but not being awarded distinction on their diploma. Carpenter asked the GSC as to whether or not graduate students should continue to be invited to Honors Convocation. The committee discussed the pros and cons of graduate students being invited to Honors Convocation. terHorst suggested that the GSC take the information back to their colleges to evaluate how important it is for graduate students to be invited to Honors Convocation and continue the discussion at the next meeting.

IX. Adjournment

The meeting was adjourned at 3:21 p.m.