

Graduate Studies Committee

Meeting Minutes

Tuesday, September 12, 2023

Status of Minutes: Approved 10/10/23

Attendees

Members Present: J. Booth, N. Duran, J. Gainsburg, M. Gianni, C. Greathouse, A. Hollett, D. Jarvis, S. Maalouf, D. Spratt, C. terHorst, S. Tyutina, Z. Toker

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

Guests: K. Baxter, K. Dabbour, J. Gandhi, D. Gray, K. Harris, C. Hayashi, X. Jia, P. Lazarony, A. Lowenberg, K. Luna, Y. Mimura, D. Stephens, D. Tamalis, B. Wu

I. Call to Order

The meeting was called to order at 2:02 pm.

II. Introductions

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

III. Senate Executive Committee Liaison

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

IV. Graduate Studies Committee Expectations

D. Spratt shared the Graduate Studies Committee Expectations for the 2023-2024 academic year.

The Graduate Studies Committee resolves that the following constitutes the minimum expectations of each of its members in the 2023-2024 academic year:

1. Attend the entirety of every meeting and participate actively in the meeting.

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. Approval of Minutes

The minutes from May 9, 2023 were **MSP approved**.

VI. Announcements

A. Levin announced that the applications for the Distinguished Visiting Speakers Program and the Graduate Coordinator's Departmental Funding Opportunity Program are now available. She also announced several funding opportunities and workshops. Lastly, Levin shared that the Advancement to Graduate Education Conference would be held on Saturday, September 23. In addition, N. Duran shared that the Getting into Research 2023 would be held on Friday, September 15.

VII. Curriculum Assignments and Schedule

The committee received curriculum from seven colleges. Consistent with GSC practices, two 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.

Mike Curb College of Arts, Media, and Communication – Entire Committee – **October**

David Nazarian College of Business and Economics – Entire Committee – **October**

Michael D. Eisner College of Education – Jamie Booth and Danielle Spratt – **October**

College of Health and Human Development – Monica Gianni and Zeynep Toker – **October**

College of Engineering and Computer Science – Julie Gainsburg and Danielle Jarvis – **November**

College of Humanities – Candice Greathouse and Alexandria Hollett – **November**

College of Social and Behavioral Sciences – Entire Committee – **November**

G. Rocklin reviewed the Fall 2023 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.

VIII. Program Review Update

S. Tyutina attended the external review exit meeting for Computer Science, M.S. and Software Engineering, M.S. She reported that the department was commended for having very talented and dedicated faculty. The department was also commended for having a strong curriculum and strong thesis topics which resulted in peer-reviewed publications. The external reviewer recommended that the department plan for enrollment growth and to be strategic about supporting undergraduate students who are interested in pursuing a graduate program. The reviewer also recommended that the department enhances the TA/RA program; provides labs and spaces for collaboration; and increases the cross-disciplinary approach to research. In addition, the reviewer suggested that the department reviews whether three graduate programs would be sustainable once the Data Science, M.S. is implemented, and enrollment begins to grow.

IX. Discussion Items

D. Spratt discussed changing the format of future meetings from online to in-person but would continue to offer Hyflex for members who need a remote option. She asked how many members would be interested in coming to in person the meetings in person. Some committee members did not have a preference whereas other members preferred to continue having the meetings online. It was decided that the next meeting would be held via HyFlex and assess the format afterward.

D. Stephens, P. Lazarony and K. Luna discussed a proposal from the Strategic Scheduling Team to consider moving the start time of 3-unit daytime lecture courses by 30 minutes, with the first course offerings starting at 8:30 a.m. (instead of 8:00 a.m.) beginning in Fall 2024. Stephens stated that the proposal has been presented to several student, faculty, and administrative groups for consultation and questions will be incorporated into an upcoming student survey. Stephens also said that colleges are looking at the potential implications of scheduling linked lecture/lab

courses to make sure there are no unintended consequences. Lazarony added that the proposed change would not affect evening classes and would help support students and faculty. Lazarony invited the committee for feedback on the proposal. A few members asked questions and shared concerns about possible factors of the proposed change.

X. Adjournment

The meeting was adjourned at 3:01 p.m.