

Graduate Studies Committee**Meeting Minutes**

Tuesday, September 13, 2022

Status of Minutes: Approved 10/11/22

*Attendees***Members Present:** G. Bhavsar, J. Booth, J. Gainsburg, C. Greathouse, R. Lee, S. Maalouf, D. Spratt, C. terHorst, S. Tyutina**Members Absent:** M. Gianni, D. Jarvis**Staff:** L. Kiapos, A. Levin, G. Rocklin**Guests:** K. Baxter, K. Dabbour, R. Espinoza, J. Gandhi, C. Hayashi, X. Jia, P. Lazarony, Y. Mimura, 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 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 2022-2023 academic year.

The Graduate Studies Committee resolves that the following constitutes the minimum expectations of each of its members in the 2022-2023 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 10, 2022 were **MSP approved**.

VI. Announcements

A. Levin announced that the Advancement to Graduate Education Conference was held on Saturday, September 10. She also shared that there is a push for increasing enrollment in various programs because university enrollment has decreased nationwide. She asked the committee to send her any ideas on how to recruit students. Lastly, Levin announced that the application for the Distinguished Visiting Speakers Program is now available and shared the website link.

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.

College of Engineering and Computer Science – Danielle Spratt and Svetlana Tyutina – **October**

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

Michael D. Eisner College of Education – Jamie Booth and Sami Maalouf – **October**

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

College of Humanities – Grishma Bhavsar and Casey terHorst – **November**

College of Science and Mathematics – Entire Committee – **November**

College of Social and Behavioral Sciences – Julie Gainsburg and Raphael Lee – **November**

G. Rocklin reviewed the Fall 2022 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 Updates

G. Bhavsar attended the final MOU meeting for the M.A. in Educational Administration and M.A. in Higher Education Leadership. She reported that the department was commended for their dedication to assessment activities, student learning outcomes, and program goals; having high retention and completion rates; and student recruitment efforts that focus specifically on equity, diversity, and inclusion. The department was also commended for having strong advisement practices; a collegial working environment; and engaging part-time faculty as well as full-time faculty; and faculty who are intentionally incorporating issues of diversity, inclusion, and social justice into their work, curriculum, and the comprehensive exam. The external reviewer recommended that the department find ways to increase the number and diversity of full-time/tenure-track faculty. The reviewer also recommended that the department develop opportunities for students to build a professional network and a graduate student community within and between the two master's programs.

J. Gainsburg attended the final MOU meeting for the M.A. in Linguistics and M.A. in Teaching English as a Second Language. The department was commended for revising their curriculum at the graduate and undergraduate levels by adding courses that align with their updated student learning outcomes; cultivating collegiality; and embracing assessment into the department culture, including adjusting courses accordingly. The department was also commended for effectively advising students and including them in research activities; expanding their recruitment efforts; faculty's active engagement in scholarship and their service to the University and the broader community; addressing potential diversity and inclusion concerns by cocreating a new heritage languages minor in collaboration with Chicana/o Studies; and involving their faculty including part-time faculty in department governance. The external reviewer recommended that the department consider expanding into data science approaches in linguistics; expanding research programs in multilingualism; and work

with the College on resource issues related to staffing office space and classroom scheduling.

IX. Discussion Items

D. Spratt asked the committee if they wanted to change the format of future meetings from online to in-person or hyflex. The committee agreed to continue to have the meetings online for Fall 2022.

A. Levin reviewed the proposed updates to the Change of Objective procedure to include language that states that students on academic notice may not change their program until they are in good academic standing. After some discussion, updates to the Change of Objective procedure were **MSP approved**.

X. Adjournment

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