

Graduate Studies Committee**Meeting Minutes**

Tuesday, September 14, 2021

Status of Minutes: Approved 10/12/2021

*Attendees***Members Present:** J. Aguayo, G. Bhavsar, J. Gainsburg, M. Galvan, M. Gianni, D. Jarvis, A. Lipscomb, S. Maalouf, K. Mkrtchyan, K. Requena, D. Spratt,**Members Absent:** C. terHorst**Staff:** L. Kiapos, A. Levin, G. Rocklin**Guests:** K. Baxter, 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 2:03 pm.

II. Introductions

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

III. Senate Executive Committee Reviewer/Liaison for the GSC

Y. Mimura from the Family and Consumer Sciences Department has been appointed as the Senate Executive Committee liaison. Mimura 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 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 2021-2022 academic year.

The Graduate Studies Committee resolves that the following constitutes the minimum expectations of each of its members in the 2021-2022 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 11, 2021 were **MSP approved**.

VI. Announcements

G. Rocklin announced that the Advancement to Graduate Education Conference was held on Saturday, September 11. She reported that over 200 students attended a variety of workshops to prepare them for graduate school. She also announced that there are three GRE workshops scheduled in October. Lastly, Rocklin announced that students interested in pursuing a doctorate program should attend the information workshops for the California Pre-Doctoral Program and the Chancellor's Doctoral Incentive Program.

L. Kiapos announced that the Testing Center office will begin offering the Upper Division Writing Proficiency Exam in Spring 2022. She reported that the Graduate Writing Assessment Requirement (GWAR) will be waived for students graduating in Fall 2021, Spring 2022 and Summer 2022. Lastly, Kiapos announced that starting in Fall 2022 registrations holds will be placed for students who have not met the GWAR requirement.

D. Spratt announced that the Senate Executive Committee appointed Candice Greathouse from the Art Department to serve on the GSC for a three-year term.

VII. Curriculum Assignments and Schedule

The committee received curriculum from six 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 Engineering and Computer Science – Joannie Aguayo and Monica Gianni – **October**

College of Humanities – Entire Committee – **October**

Michael D. Eisner College of Education: Educational Psychology & Counseling – Candice Greathouse and Danielle Spratt – **October**

Michael D. Eisner College of Education: Educational Leadership & Policy Studies, Secondary Education and Special Education – Grishma Bhavsar and Danielle Jarvis – **October**

College of Science and Mathematics – Julie Gainsburg and Allen Lipscomb – **November**

College of Social and Behavioral Sciences – Melisa Galvan and Sami Maalouf – **November**

David Nazarian College of Business and Economics – Katya Mkrtychyan, Kiana Requena and Danielle Spratt – **November**

G. Rocklin reviewed the Fall 2021 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. Discussion Item

D. Spratt informed the committee that the Graduate Withdrawals policy exists in the catalog and parallels the Undergraduate Withdrawals policy, but was never officially approved by the Faculty Senate. She asked the committee to review the existing policy with the additional language that clarifies where to find the directions and business practices for medical and non-medical withdrawals. After some discussion, it was **MSP approved** to add the additional language to the existing Graduate Withdrawals policy, move the policy to the Faculty Senate for official approval, and work with EPC to refine and clarify the business practices on the withdrawal form.

IX. Adjournment

The meeting was adjourned at 3:11 p.m.