

Graduate Studies Committee

Meeting Minutes

Tuesday, September 8, 2020

Status of Minutes: Approved 10/13/2020

Attendees

Members Present: R. Abrol, G. Bhavsar, J. Busillo-Aguayo, J. Gainsburg, M. Gianni, J. Huang, D. Jarvis, A. Lipscomb, K. Mkrтчyаn, D. Spratt, C. terHorst

Members Absent: D. Brown, S. Maalouf

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

Guests: K. Baxter, J. Gandhi, D. Gray, K. Harris, C. Hayashi, X. Jia, P. Lazarony, Y. Mimura, L. Moody, R. Ryan, D. Tamalis, M. Winn, B. Wu

I. Call to Order

The meeting was called to order at 2:04 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 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 2020-2021 academic year. The committee moved to **approve** the Graduate Studies Committee Expectations for the 2020-2021 academic year.

The Graduate Studies Committee resolves that the following constitutes the minimum expectations of each of its members in the 2020-2021 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 there is a Scholar Strike for Racial Justice on September 8 and 9. He explained that the event calls for faculty to stop teaching in the classroom and to spend time raising awareness and prompting action against racism.

H. Carpenter announced that 160 graduate students attended the Virtual New Graduate Student Orientation on August 10. She reported that the Graduate Studies Office developed a Teaching Assistant Fellowship Program to prepare graduate students to be exceptional candidates for teaching positions. Twelve students were selected through a competitive application and interview process. Carpenter also announced that during September the Graduate Studies Office is offering a Zoom Room each Friday from 10-11 am for graduate students to ask questions since they cannot come to the office in person. In addition, she announced that the Advancement to Graduate Education Conference will be held on Saturday, September 12. Lastly, Carpenter announced that there are three GRE workshops and three Student Success Series Workshops scheduled in October. The details for these workshops are available on the Graduate Studies website. An email will be sent to department chairs and graduate coordinators inviting students to attend.

A. Levin reported that Alumni Relations asked Graduate Studies to host a webinar for alumni students who want to pursue graduate school. She reported that close to 200 participants attended who were alumni within the past seven years.

G. Rocklin announced that the Chancellor's Office approved the M.A. in Music Industry Administration's request to change their delivery format from face-to-face to a fully online program to be effective Fall 2021. Rocklin also announced that OnBase

is upgrading from OnBase 18 to OnBase Foundation EP3. She reported that Saturday, October 17 is the first phase of the production upgrade and that production will be down from midnight to 6 am. Updated user guides will be available when OnBase goes live on October 20.

VI. Informational Items

The M.S. in Athletic Training program updated their program description and admission requirements to be effective Summer 2021.

The Master of Public Administration program updated their admission requirements to be effective Spring 2021.

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 – Monica Gianni and Danielle Spratt – **October**

College of Science and Mathematics – Monica Gianni and Danielle Spratt – **October**

College of Health and Human Development – Joannie Busillo-Aguayo and Julie Gainsburg – **October**

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

College of Social and Behavioral Sciences – Ravi Abrol and Grishma Bhavsar – **November**

Michael D. Eisner College of Education – Allen Lipscomb and Danielle Jarvis – **November**

Mike Curb College of Arts, Media, and Communication – Katya Mkrtychyan and Junliang Huang – **November**

G. Rocklin reviewed the Fall 2020 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 Exit Meeting Assignments

Kinesiology: Thursday, October 8th from 4:00-5:00 pm via Zoom: **D. Spratt**

Urban Studies and Planning: Wednesday, October 14th from 4:00-5:00 pm via Zoom:
K. Mkrtchyan

IX. Discussion Item

A. Levin reported that the Upper Division Writing Proficiency Exam (UDWPE) has been suspended due to COVID-19. CSUN uses the UDWPE to meet the Graduate Writing Assessment Requirement (GWAR) requirement. Levin explained that the UDWPE is the only tool Graduate Studies uses to hold students for classification since the University no longer requires the GRE. She reported that all classification holds were lifted for Fall 2020 registration. L. Kiapos stated that there will be an issue for some students graduating in Spring 2021 who need to take the UDWPE for classified status. In addition, Levin reported that there has been some discussion at CSUN for departments to select a writing intensive course to allow students to satisfy the UDWPE requirement. The CSU Graduate Deans will also be meeting in early October to discuss alternatives for meeting the GWAR requirement.

X. Adjournment

The meeting was adjourned at 2:52 p.m.