

Graduate Studies Subcommittee Minutes
November 13, 2019

Present: A. Avramchuk (Chair); J. Morales-Chicas (Vice Chair); M. Cho (A&L); K. Wilson (CCOE); M. Shaverdi (ECST); K. Bezdecny (NSS); S. Baker (Lib & SA); S. Balan (EPC Liaison); C. Flores (EPC Liaison); K. Brown (Exec Secretary/Recorder); V. Ramirez, Recording Secretary

Absent:

Call to Order

A. Avramchuk called the meeting to order at 12:20 p.m.

Approval of Agenda

- GSS reviewed and approved the agenda.
MSP

Approval of Minutes

- The GSS reviewed and approved the minutes 9/25/19. MSP

Intent to Raise Questions

- K. Bezdecny shared that the department of NSS GSS had the following questions for the committee:
 1. Is there written policy that states that once students have registered for Thesis units, they can't switch to the Comps exam (or vice versa, knowing that it's harder to track moving from Comps to Thesis)? If not, can we please have one? **K. Brown shared that there is a policy in place in the university catalog.**
 2. Special Action Admission: this policy is currently written geared toward students who do not meet Title V requirements based on GPA. But we have identified two other use-cases:
 - Department GPA requirements above the mandatory minimum, and
 - Students who meet all Title V requirements, but are deemed deficient in the subject/content area
 - A. Can the policy be clarified to better represent all use-cases? (For example, the current policy states a minimum of 10 units – yet for makeup courses, 9/10 units is the maximum. This is not stated in the policy..) **A. Avramchuk shared that the committee will revisit the Special Action Policy and it will be added as an agenda item.**
 - B. Do all special action admission exceptions have to go through Grad Studies? If so, what is the process for students who are Title V compliant? **K. Brown shared that, yes, all special actions admission exceptions go through the Office of Graduate Studies.**
 3. Are there travel/research monies available for part-time students? This has been difficult particularly for MPA students, who typically work full-time, but still actively participate in PA events and conferences. **K. Brown shared that all graduate students who pay the student success fee are eligible for travel and culminating project funding.**
 4. The Catalog currently states that graduate deans process program plans. They don't do this anymore (at least in NSS) – partly because there was no procedure or workflow implemented with the adoption of GET, removing the physical program plans.
 - A. Are graduate deans still expected to approve all program plans? If so, what is the procedure and what are the records requirements for this currently? **K. Brown shared that that the deans need to approve all programs plans as stated in the policy. Since most program plans are currently available through GET, associate deans can manage programs electronically.**
 - B. If graduate deans are not expected to do this: how can this language be removed from the Catalog (for auditing purposes)? **A. Avramchuk shared that the committee will revisit the Program Plan Policy and will be added as an agenda item.**

5. The members of NSS GSS are still very interested in a TA/GA tuition fee waiver. **A. Avramchuk shared that the committee is still working on the TA/GA tuition fee waiver and a work group has been assigned to develop a proposal within the committee.**

Announcements

M. Cho shared that the Ronald H. Silverman Fine Arts Gallery will be hosting the following event:

“Makings” Exhibition Reception on Thursday, October 10, 2019 from 5:00 pm - 8:00pm at the gallery.

M. Cho organized this event selected works of full-time and adjunct faculty will be shared at this exhibit. The exhibit will be displayed in the Ronald H. Silverman Fine Arts Gallery until the end of October from Monday through Friday from 12:00 pm to 5:00 pm. She encouraged the committee members to attend.

A. Avramchuk shared that he attended the Senate Committee Chairs’ training and they reiterated the committee needs the agendas and minutes to go out at least a week in advance of the meetings. He also shared that the committee can schedule as many meetings if needed to discuss time sensitive issues.

Curriculum Review

- The committee reviewed and approved the following proposals:
 - CE – 5830 – Hydrology II – MSP
 - Education MA: Option in Mathematics Education – MSP
 - Education Option in Secondary Teaching MA: Option in Reading - MSP
 - Education MA: Option in Secondary Teaching - MSP
 - COMS - 5020 - Seminar in Quantitative Communication Research Methods - MSP
 - COMS - 5210 - Health Communication and Community Engagement – Tabled
 - COMS - 5500 - Theories of Communication: Social Sciences - Tabled
 - COMS - 5910 - Instructional Communication - Tabled
- The committee discussed that based on the GSS scope of work the committee is only responsible for reviewing and approving the modified and new program proposals and not the course proposals.

Old Business:

- Memo to EPC regarding updates on Faculty Handbook veterans and updating degrees - Tabled
- GA/TA fee waiver discussion – Tabled

New Business: Agenda items not discussed during this meeting and will remain on agenda for next meeting.

- Repeat Policy for UNIV 9000 project (How often should it be offered? How many times should it be repeated?)
- Continuous enrollment policy for Graduate Students
- Reconcile GPA policy between academic probation and requirements for graduation
- Review Graduate Student Probation and Disqualification Policy
- Review policy related to comprehensive examination as the culminating project (How often should it be offered? How many times should it be repeated?)
- Clarifying policy regarding qualifying courses (How many courses? When should it be completed?)
- Discuss advancement to candidacy policies and procedures (GS-10 Form)
- Graduate Non-Resident Tuition Fee Waiver
- To establish policies and guidelines for the award of graduate scholarship: Graduate Equity Award; Non-Resident Tuition Fee Waiver for Graduate student; Travel Awards; Professional Development Awards RSCA Awards
- **Adjournment**
Meeting adjourned at 1:30 p.m.