

Graduate Studies Subcommittee Minutes
September 22, 2021

Present: A. Avramchuk (Chair); M. Ramirez (Vice Chair/ Lib & SA); A. Mattheis (CCOE); E. Ellis (HHS); Vacant (NSS); K. Franklin (EPC Liaison); A. Beasley (Post Bacc Student); R. Hernandez (Post Bacc Student); K. Brown (Exec Secretary/Recorder); V. Ramirez (Recording Secretary); M. Cho (A&L) – Arrived at 1:00 pm

Excused Absence: M. Shaverdi (ECST)

Call to Order

- A. Avramchuk called the meeting to order at 12:21 p.m.

Approval of Agenda

- GSS reviewed and approved the agenda as amended. M/S/P

Approval of Minutes

- The committee reviewed and approved the minutes from as amended 9/8/2021. M/S/P

Announcements

- EPC Report – K. Franklin shared that the committee is still working on the policy modification on electronic recording of classroom lecturers and classroom activities.
- The committee introduced themselves and welcomed Ruth Hernandez, ASI Student Governor to the committee.
- A. Beasley shared that this will be her last GSS meeting that a new ASI student will be assigned to the committee.
- A. Avramchuk shared that NSS is in search for an alternate committee member to replace K. Bezdecny since she will not be able to participate in the committee this academic year, due to her role as recording secretary at academic senate.

Intent to Raise Questions

- A. Mattheis asked who managed curriculum processes for Graduate programs. That there has been confusion in her college with the faculty and associate dean.
 - K. Brown shared that M. Garcia oversaw the curriculum. As for Graduate Programs she oversaw the program going through the pipeline and the GSS committee review and approve the proposals. K. Brown shared that she will follow up with M. Garcia requesting that graduate programs information be listed on the calendar and curriculog website per the committee's request. M. Ramirez provided an overview of the curriculum timeline and shared the curriculog website.
- A. Beasley asked if colleges notify graduate students when courses are canceled and if there is a timeline. Concerned was raised that courses were canceled 3 weeks into the semester and in her case she needed the course to graduate. What steps are in place to support students to graduate in a timely manner when courses are canceled?
 - K. Brown shared that she will follow up with the Associate Deans and Enrollment Management to share these concerns and discuss a notification timeline. She will provide an update at the next meeting.

Curriculog Review:

K. Brown shared that the following items are in the pipeline and that some may be ready to review prior to the next meeting.

- Anthropology, MA
- Biology, MS
- Chemistry, MS
- Special Education Joint, PhD
- History, MA
- Math, MS
- Music, MA
- Nursing, MS
- Pan African Studies, MA
- Political Science, MA

She also reported that Post Bacc certificate programs will also be redirected to the GSS committee in Curriculog.

A. Avramchuk asked the committee to please ensure that they have access to curriculog.

Old Business

- Policy on requirements for additional Masters Degrees and Options – The committee reviewed and updated the policy on requirements for additional Masters Degrees and options. The committee agreed to review and finalize at next GSS meeting.
- Review Advancement to Candidacy Application (GS-10 Form). K. Brown shared the updated Advancement to Candidacy application (GS-10 form). The committee reviewed and approved the form to be in compliance with the policy.

Adjournment: Meeting adjourned at 1:30 p.m.