

Graduate Studies Subcommittee Minutes

October 13, 2021

Present: A. Avramchuk (Chair); M. Ramirez (Vice Chair/ Lib & SA); M. Cho (A&L); A. Mattheis (CCOE); M. Shaverdi (ECST); E. Ellis (HHS); K. Fisher (NSS); K. Franklin (EPC Liaison); A. Beasley (Post Bacc Student); K. Brown (Exec Secretary/Recorder); V. Ramirez (Recording Secretary);

Excused Absence: R. Hernandez (Post Bacc Student)

Call to Order

- A. Avramchuk called the meeting to order at 12:16 p.m.

Approval of Minutes

- The committee reviewed and approved the minutes from as 9/22/2021. M/S/P

Approval of Agenda

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

Announcements

- EPC Report – K. Franklin shared that the committee met on September 22nd and October 6th
 - The committee is still working on the policy modification on electronic recording of classroom lecturers and classroom activities.
 - The committee review a memo regarding creating new department of Nutritional and Food Science
 - Asynchronous Peer Observations, AIRS Memo
 - The committee has questions on GS-10 form
- The committee welcomed Kristen Fisher, to the committee.

Intent to Raise Questions

- K. Brown provided an update to the following 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.
K. Brown shared that she followed up with M. Garcia and that modifications were made on the curriculog website. The committee requested a time certain with M. Garcia to discuss the decisions dates for graduate programs.
- 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 followed up with A. Bippus and was informed that departments were supposed to closed classes during the second week of classes. The departments need to make sure that students affected are given a class to sign up. A. Bippus asked if the committee can provide a list of students who were affected so that she can troubleshoot on her end.

Curriculum Review:

The committee reviewed the following proposals.

- Pan African Studies, MA – reviewed and approved unanimously.
- Chemistry, MS: reviewed and approved unanimously Chemistry, MS: it was noted that CHEM 5110 is listed as a 1 unit but the course was approved as 2 units and needs to be corrected in the curriculum schema.
- Anthropology, MA – denied it until three concerns could be addressed (described below):
 1. Admissions narrative indicates that non-majors can be admitted by taking two courses as co-requisites. The committee found this language to be confusing and recommend that the admissions statement clarify that non-majors can be admitted through Special Action admit and be required to take 6 units of undergraduate anthropology coursework, including ANTH 4970, with a B average. They noted that the applicants from the major have a higher bar for acceptance than non-majors (GPA of 3.0 for applicants with an Anthro major compared to a 3.0 in 2 Antho courses for non-Anthro majors). This raised concern needing clarification.

2. Admission to the Program

Applicants must have a baccalaureate in anthropology and a B (3.0) grade point average in anthropology courses. Those whose undergraduate major was not anthropology must complete 6 units of undergraduate anthropology coursework, including ANTH 4970, with a B average, **as corequisites to their graduate program.**

3. The committee raised concerns about the last statement in the Justification section: “In addition, the department consistently waives prerequisites for courses on graduate students' programs once they have been accepted into the program. “

They committee wants to understand the circumstances when required pre-requisites are waved. [My note: since you updated all the pre-requisite courses with “or graduate standing” do you still need to add this sentence in the Justification?]

The committee wanted clarification regarding whether courses double-counted under research methods. The following language is not included in the description of the Research methods section in the Curriculum schema: “Courses that have been taken to satisfy other areas for degree requirements are not double-counted for credit in this area.”

Old Business

- Policy on requirements for additional Masters Degrees and Options – K. Brown shared that she followed up with the Chancellors office and that was informed that having a second option with 15 units will not be considered a conflict with EO1071. The committee agreed to review and finalize at next GSS meeting.

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