



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

GRADUATE COUNCIL MINUTES

May 17, 2007

Attending: Kurt Baker, Randall Brown, Bret Carroll, Claudia Cortes, Diana Demetrulias, April Hejka-Ekins, Ann Kohlhaas, David Lindsay, Peter Nelligan, Robin Ringstad (for Margaret Tynan), Andrew Wagner, Shawna Young
Excused: Mira Mayer, Dennis Sayers, Arnold Schmidt, Ramón Vega de Jesús,
Ex-Officio: Carl Bengston
Guests: David Colnic, Steven Graham

Peter Nelligan called the meeting to order at 2:34 p.m.

- I. **Approval of Agenda.** The agenda was approved contingent upon the following revisions:
 1. Add item V C, Graduate Council's Procedures for Approving Course Proposals, as a discussion item.
 2. Add item III C, Spring 2007 Thesis Submission Update, as an information item.
- II. **Approval of April 19, 2007 Minutes.** The minutes were approved contingent upon the inclusion of the discussion concerning the Council's procedures for approving course proposals.
- III. **Information.**
 - A. **Sample Proposal & Educational Objective Definitions (Demetrulias) –Attachment #0607-20.** The Council reviewed Attachment #0607-20, examples of various student learning objectives and verbs as used by the Program Assessment Coordinators. This tool is a resource for preparing proposals.
 - B. **Change in Fee Waiver Allocations (Graham) –Attachment #0607-33.** The Graduate Fee Waiver allocations have been increased in accordance with the University fee increase for Summer and Fall 2007. Fee waiver amounts will be equivalent to the State University Fee reflected in Attachment #0607-33.
 - C. **Spring 2007 Thesis Submission Update (Bengston).** Approximately 80 theses/projects have been submitted to the Library for Spring 2007. The Library plans to review the following concerns next year: quality of theses, inconsistencies in the Thesis & Project Guidelines, electronic submission, and ways to better serve Stockton students.
- IV. **Action.**
 - A. **English Proficiency Requirements (Graham) –Attachment #0607-19 revised.** Steven Graham informed the Council about the "Internet-Based TOEFL," which is the latest method students can use to complete the University's TOEFL requirements. The Graduate School is recommending that the catalog be updated to include this method and the minimum proficiency scores. This change has been approved by the Dean of Admission and Records. The Council was asked to review the changes made and to provide feedback. A motion was made by Bret Carroll to recommend the catalog change with the following language revision:

1. Remove the language regarding exceptional cases and alternative methods.

Randall Brown seconded the motion. The motion carried.

- B. **Comprehensive Examination 7006 Course (Graham) – Attachment #0607-22.** Steven Graham and those departments who offer comprehensive examinations met and discussed the Continuous Enrollment Policy and how it affects those students taking comprehensive exams. It was proposed that students pay \$25 and be required to enroll in 7006 for the term in which the comprehensive exam is taken. A motion was made by April Hejka-Ekins to approve the proposal. Bret Carroll seconded the motion. 11 approved. 1 opposed. The course proposal was approved. Diana Demetrulias will research the work done by the *ad hoc* group on the culminating experience and draft a document that summarizes the departments' requirements for their comprehensive examinations.
- C. **Academic Program Review of the MPA Program (Hejka-Ekins)–Attachment #0607-28.** The Council reviewed the Academic Program Review of the MPA Program. The MPA program was established in 1975. The program consists of 42 units: 14 required courses and 5 electives. The degree can be earned at both Stockton and Turlock campuses. Students are encouraged but not required to complete an internship of 300 hours. Students can select from two culminating experiences: thesis or comprehensive examination. The program has 5 core faculty and 2 faculty members. The National Association of Schools of Public Affairs and Administration requires the program to be accredited every 7 years and to perform a self-study. The following four areas will guide the programs performance for the next 7 years:
 1. Program Management – examining course scheduling and faculty gaining credit for work performance have resource implications that affect faculty scholarship and faculty participation in the community.
 2. Curriculum Development and Innovation – evaluating the comprehensive exams and thesis options, creating new courses and revitalizing existing ones, and developing a proactive internship program.
 3. Communication Networking – reaching out more actively to alumni.
 4. Program Diversity – fostering diversity issues within the curriculum and through a diverse faculty and student body.

Each of these program changes will be discussed in more detail within the context of each NASPAA standard.

The Council extended its appreciation to April Hejka-Ekins for her excellent leadership with the faculty in delivering this master's program with high academic standards and exceptional student quality.

A motion was made by David Lindsay to recommend the Academic Program Review of the MPA Program. Bret Carroll seconded the motion. The motion carried.

- D. **Program Revision: Master of Arts in Criminal Justice (Nelligan) –Attachment #0607-29.** Since its development in 2001, the Master of Arts in Criminal Justice has offered one culminating experience option, a thesis. The Master of Arts in Criminal Justice program wishes to offer students the full range of culminating experience options: thesis, project, or comprehensive examination. A motion was made by David Lindsay to approve the program revision. Bret Carroll seconded the motion. The motion carried.
- E. **Course Proposal – CJ 5960 Criminal Justice Project (Nelligan) – Attachment #0607-30.** A motion was made by David Lindsay to approve the course proposal. April Hejka-Ekins seconded the motion. The motion carried.
- F. **Course Proposal – SW 5005 Human Behavior and the Social Environment I –Attachment #0607-31.** The course is undergoing language modifications to be consistent throughout the curriculum. A motion was made by April Hejka-Ekins to approve the course proposal. Andrew Wagner seconded the motion. The motion carried.
- G. **Course Proposal – SW 5031 Foundation II: Generalist Social Work Practice Using a Strengths Perspective – Attachment #0607-32.** The course is undergoing language modifications to be consistent throughout the curriculum. A motion was made by April Hejka-Ekins to approve the course proposal. Andrew Wagner seconded the motion. The motion carried.

H. **Changing Fee Waiver Calendar (Graham) –Attachment #0607-23 revised.** The current Graduate Fee Waiver deadlines are being modified to provide programs additional time to select candidates. A motion was made by Kurt Baker to approve the date modifications. April Hejka-Ekins seconded the motion. The motion carried.

V. **Discussion.**

- A. **Grading Options for Graduate Courses (Nelligan).** The Council affirmed its support of grading options for graduate courses (normally grading option 3: letter grades only except for field-based courses that may be CR/NC).
- B. **Composition of Thesis or Project Faculty Committee (Demetrulias) –Attachment #0607-21.** The Council discussed proposing a policy to change the minimum number of thesis/project committee members to two persons instead of three. A third member may be added as requested by thesis chair or department chair, occurring normally in cases in which the best interest of the student is served. Individual programs may require a three- member committee a three-member committee at their discretion.

A motion was made by Randall Brown to approve the modification. David Lindsay seconded the motion. The motion carried.

- C. **Graduate Council’s Procedures for Approving Course Proposals (Nelligan).** The Council revisited the discussion of modifying the current process in place for approving course proposals. It was suggested that courses with minor changes be reviewed by the Vice Provost’s Office only. Diana Demetrulias will work on drafting a proposal. The item has been deferred until the September meeting.

VI. **Reports**

- A. **Academic Senate Report (Nelligan).** Deferred.
- B. **Associated Students Report (Cortes).** Deferred.
- C. **Faculty Budget Advisory Committee Report—FBAC (Lindsay).** Deferred.
- D. **Research, Scholarship and Creative Activities Policy Committee (Baker).** Deferred.
- E. **Vice Provost (Demetrulias).** Deferred.

VII. **Announcements.** There were no announcements.

Peter Nelligan adjourned the meeting at 4:00 p.m.
Respectfully submitted by Raichelle Owens.