



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

GRADUATE COUNCIL MINUTES

November 20, 2008

Attending: Kurt Baker, Randall Brown, Bret Carroll, David Colnic, Diana Demetrulias, Chet Jensen, Ann Kohlhaas, David Lindsay (for Andrew Wagner), Carolyn Martin, Peter Nelligan, Robin Ringstad (for Margaret Tynan), Dennis Sayers, Arnold Schmidt, Stuart Wooley (for Pam Roe), Shawna Young (for Ramon Vega de Jesus)

Excused: Ben Gelbaum

Ex-Officio: Carl Bengston, Juan Carlos Morales, Mark Thompson

Guests: Lisa Bernardo, Jennifer Helzer, Roger Pugh

Shawna Young called the meeting to order at 2:35 p.m.

I. Approval of Agenda. A motion was made by Kurt Baker to approve the agenda with the following revision:

A. Add item III E Associate Director of the Graduate School Update (Pugh)

The motion was seconded by Bret Carroll. The motion carried.

II. Approval of October 16, 2008 Minutes. A motion was made by Carolyn Martin to approve the October 16, 2008, minutes. The motion was seconded by Bret Carroll. The motion carried.

III. Information

A. December 11th Graduate Council Meeting (Young). To accommodate a full agenda, the following additional Council meetings have been scheduled:

December 11, 3:00-5:00 p.m., MSR 130C

January 29, 2:30-4:30 p.m., MSR 130C

B. Timeline for Fee Waiver Requests (Young). The Council was reminded that December 15, 2008 is the deadline for Deans to submit proposals for funding to the Provost's Office for 2009-2010 fee waivers.

C. IRB Clearance Procedure Update (Bengston). The Council was updated on the progress of the IRB Clearance Procedures. A revised copy of the Information for Thesis or Project Review form was distributed. The form was modified to include Institutional Review Board Decision and other IRB language. It was suggested that the signature of the Chair be moved next to the student's signature to indicate that both are certifying that all IRB protocols have been followed.

The Library will develop a memorandum to be distributed to faculty. The memorandum shall request each program (that does not currently require all theses/projects to be reviewed by IRB) to establish a departmental form (or modify their existing one) with IRB language, which students will be required to read

and sign prior to beginning research. The memorandum will also outline the following actions that are being taken by the library:

- i. Revise and distribute (via the Graduate School website) the “Master’s Degree Program Guidelines for Thesis or Project.”
 - ii. Revise abbreviated “Thesis/Project Preparation Guidelines” to include research protocol information and other preliminaries.
 - iii. Consider revising and/or defining the Certification of Approval page.
 - iv. Review abstract of each thesis/project/dissertation at time of submission to the Library for university-level review by the IRB Compliance Officer.
 - v. Advise graduate faculty of consequences for students if research protocols and other university guidelines are not followed.
- D. MA/MS Interdisciplinary Studies Committee Status (Sayers).** The Council was informed that the 2008-2009 Interdisciplinary Studies Committee has been formed. The current members include: Kurt Baker, David Lindsay, Greg Morris, Sari Miller-Antonio, Dennis Sayers, and Jim Tuedio. The terms of the membership shall be three years, staggered at the onset lot. The first committee meeting will be held early December.
- E. Associate Director of the Graduate School Update (Pugh).** Roger Pugh announced that the Graduate School Associate Director search is currently on hold until the budget becomes clearer. In the interim, Lisa Bernardo will continue to assume these responsibilities and is on-site in the Graduate School to provide support to students and faculty. Provost Covino is willing to meet with the Council at a later time in order to discuss this matter further, if requested.

IV. Discussion

- A. Policy/Procedures for Awarding GFW/GA/TA (Young) – Attachment #0809-3 revised.** The Council considered a recommendation made at the first Senate reading regarding criteria for hiring Teaching Associates. The recommendation was to reinsert language in the CSU Stanislaus criteria section (p. 9-10) which indicates that some training and/or experience be required for the hiring of Teaching Associates. The rationale for this recommendation was that there was concern that in budget tight times, programs may gravitate toward the hiring of Teaching Associates in place of lecturers or other faculty. The following language has been inserted into the draft policy as the first sentence under Hiring Procedures (p. 10): “Programs may hire students who possess some previous tutoring and/or teaching experience, related instructional experience, and/or department training and preparation.” The rationale for the wording of this language is that it provides departments/programs flexibility to hire graduate students who do not have prior experience, but could undergo training by the department/program that deems the student capable of the position. Revisions are being drafted for review at the second Senate reading.
- B. Graduate Assessment – Graduate Culture (Demetrulias) – Attachment #0809-4 previously distributed.** Deferred.
- C. Graduate Assessment – Alumni Survey (Demetrulias) – Attachment #0809-12.** Deferred.
- D. Graduate Assessment – Assessment Plan & Report (Demetrulias) – Attachment #0809-5 previously distributed.** Deferred.
- E. Graduate Assessment – Summary of usefulness of IDEA Program Reports for Criminal Justice, Psychology, School Administration, and Social Work (Nelligan, Baker, Jensen/Borba, and Tynan).** Deferred.
- F. Graduate Assessment – Graduate Portfolios (Demetrulias) – Attachment #0809-13.** Deferred.
- G. Academic Program Review (Demetrulias) – Attachment #0809- 16.** Deferred.
- H. Graduate Education Strategic Plan (Young).** Deferred.
- I. Policy on Graduate Academic Advising (Young) – Attachment #0809-14.** Deferred.
- J. WASC CPR Site Visit Team Report (Demetrulias).** Deferred.
- K. GA/TA Fundraising (Young).** Deferred.

V. Action

- A. Graduate Council Bylaws (Young) –Attachment #0809-2 revised- previously distributed.** The Council reviewed a revised draft of the Graduate Council Bylaws. A motion was made by Randall Brown to approve the draft. The motion was seconded by Chet Jensen. The motion carried.
- B. Approved Undergraduate Course List (Young)–Attachment #0809-6 revised-previously distributed.** The Council continued deliberations on the draft procedures relating to substitution of courses in approved master’s degree programs. Once approved, Program Coordinators will be asked to submit a new list of courses for Graduate Council approval. The courses should be accompanied with the current syllabus, a brief rationale for the substitution, and a specification of where course substitutions apply to the existing curriculum.
- C. Course Proposal – ANTH/GEOG 5852 Advanced Geographic Information Systems –Attachment #0809-15.** The course is being developed as a follow-up beyond the undergraduate curriculum (ANTH/GEOG 4750 Geographic Information Systems). Graduate students across this campus are increasingly incorporating GIS data processing and analysis into their program. A graduate GIS course would formalize the current curriculum and serve graduate students across the university including graduate programs in (but not limited to) Interdisciplinary Studies (MA/MS), Ecology & Sustainability (MS), Public Administration (MPA), Criminal Justice (MA), and Social Work (MA). A motion was made by Peter Nelligan to approve the course proposal. Chet Jensen seconded the motion. The motion carried.
- D. Program Revision: Master of Science in Psychology: Counseling and Behavior Analysis Concentrations (Baker) –Attachment #0809-17.** The program is being revised to establish a laboratory component in two counseling related courses. A motion was made by Chet Jensen to approve the course proposal. Bret Carroll seconded the motion. The motion carried.
- E. Program Revision: Master of Arts in Education: Physical Education (Young) –Attachment #0809-18.** The program is being revised to modify PHED 5010, and separate the content of the course into two courses PHED 5010 Sport Administration and PHED 5050 Curriculum, Instruction, and Assessment in Physical Education. A motion was made by Peter Nelligan to approve the course proposal. Bret Carroll seconded the motion. The motion carried.
- F. Program Revision: Master of Business Administration (Brown) –Attachment #0809-19.** The program is being revised to change program admission requirements. The revision proposes to eliminate the minimum required score for the GRE/GMAT exams. Students whose scores fell below the 20th percentile would be offered remediation options. A motion was made by Kurt Baker to approve the course proposal with minor language modifications. Carolyn Martin seconded the motion. The motion carried.

VI. Reports

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

VII. Announcements