



**CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
Graduate Studies Advisory Committee (GSAC)

**AGENDA**

**Meeting #2 11:00-12:30PM**  
**Thursday, December 16, 2021**

11:00: Call Meeting to Order – Chair, Dina Perrone @ 11:03

11:01-11:02: Review and Approve Agenda - MSP

11:03-11:04: Review and Approve [Minutes - MSP](#)

11:05-11:06: Identify secretary/historian

11:07-11:12: Announcements

- Graduate Research Fellowship
  - Announced in most recent newsletter. Update – Grad studies trying to rethink to best support all grads on campus not just those conducting research. Considering retooling to offer two kinds.
  - Please hold off on working on applications as the fellowship is retooled.
  - Jody – typically were 10 with 7 that were one per college who needed financial aid and 3 university-wide. This year grad center has some extra funds, so seeing if can shift that money to support 4 additional and bring to 17 GRFs instead of 10 and are trying to figure out how have this include DEI.
  - Bryan - Goal is to keep deadline at March 11, 2022. Still have some funding available for travel for grads (conferences). Encourage students who are presenting to apply for the \$1,000 travel fellowship.
- Assoc Dean Search
  - Search Committee is working to meet with semi-finalists this week and then schedule finalist in first week post-break. Semi-finalists will meet with Jody, the search committee, the grad center, and members of GSAC.
  - Would like this committee to meet with finalists before semester starts and so are offering a stipend for faculty on this committee.
    - 2-4 hours total
    - Would be asking for a group to provide strengths and weaknesses, comments regarding suitability. Jot down comments and send along via email.
    - \$400
    - In addition to duties Dina has fulfilled (admission, Beachboard...) new AD will look at student exceptions, curriculum support, strategic planning/visioning, and possible committee representation.
    - Will distribute call to us.

- Hoping to select someone who will start in Spring. Most likely Dina would be here for first GSAC meeting but new AD will start taking over in Spring.
- Grad Slam Winners – announcement by Bryan; 2<sup>nd</sup> event in 2021; two first place winners who will represent CSULB at the statewide Grad Slam event.
  - **Olivia Andrade**, Criminology and Criminal Justice, 1<sup>st</sup> Place (\$500)
  - **Trong Pham**, Psychology: 1<sup>st</sup> Place (\$500)
  - **Matt Acosta**, Microbiology: 2<sup>nd</sup> Place (\$300)
  - **Jonathan Dhauw**, Public Administration: 2<sup>nd</sup> Place (\$300)
  - **Keilee Bessho**, Philosophy: 3<sup>rd</sup> Place (\$200)
  - **Meghan Kuhl**, Philosophy: 3<sup>rd</sup> Place (\$200)
- Student Research Competition in March
- Gary Coyne – data analyst from intuitional research, assigned to this committee to support with data etc. And probably helping Sharlene as well.
- Questions about repopulation for Grad Studies
  - Start GSAC virtual in spring and see how things go and discuss moving to in-person as things move on.
  - Continuing what we have been doing:
    - Pre-screen
    - Attestation continues for those who were off campus previously, including vaccine or exemption (requires weekly testing)
    - Must be masked when on campus as well as indoors.
    - Numbers have continued to be good. No clusters or breakouts. If things change, we will be notified.
    - Dina will create a link in Beachboard to updates regarding repopulation.
    - Work is being done on a syllabus statement so that grads understand that they can be locked out of Beachboard if not in compliance and providing information about what happens in cases of exposure.

11:13-11:33: [Guidelines for Double Numbered Graduate Courses](#)

- These guidelines came out of our discussion of the revised Masters policy.
- Based on discussion of double-numbered courses and goal of not counting lower-level courses as grad courses.
- Is there a process that allows for double-numbered courses to be retaken at the graduate level?
  - This is in relation to an existing policy.
- Are we going to cap the number of double-numbered courses grads can take?
  - Title 5 policy is clear on what percentage is allowed and that is still applicable.
    - 50% must be courses designated primarily for graduate students.
  - Will this trigger Departments needed to resubmit SCOs to fit with these changes. Not going to force this revision but hope that Departments will review and make changes if needed to come into alignment. In many cases, existing courses already meet the requirements stated in the addendum; in cases where they do not, then revisions should be made.
  - Are there exemplary SCOs that departments might use as a model?
    - CRIM has some but Dina can send out a call to solicit exemplary models that can be included as part of this appendix.

- Addendum process in Senate – Jody – trying to move toward removing procedures from our policy statements and add them as an appendix to a policy, so that procedural changes do not require re-opening the policy. These procedural changes will be approved at Senate Executive level. Will try to get these approved now (prior to approval of the policy).

11:34-12:25 [PS 14-01 Requirements for Master's Degrees](#)

- See: [Draft Policy on Master's Degrees](#)
  - Advancement to Candidacy
    - Had a discussion about deleting A, B, C under 5.2 but have also discussed leaving statement that must happen prior to applying to graduate.
    - One reason to remove limits is that there are 125 exceptions on average per year and there are 1-year graduate programs. The limitation can then cause additional cost for graduates because they have to pay a fee when they miss the deadline.
      - Jody never says no to exceptions. And has been tracking exceptions to determine if need a change and now has determined that students will benefit from changing the policy.
    - Consensus so far that including only “Must occur prior to applying to graduate”.
    - Jody would like language regarding when advancement should occur while still not limiting it beyond prior to applying to graduate.
    - Suggestion: Advancement should occur as soon as possible and must occur prior to applying to graduate.
      - This will allow for the varying program lengths.
    - Agreed on “Advancement to candidacy should occur as soon as possible after the above requirements have been met and must occur prior to applying to graduate.”
  - Transfer Credit
    - Jody – there have been some requests for agreements or MOUs from international and some domestic universities so as to allow students to transfer in some units. Is an attempt to remove barriers and be student friendly. Was a cooperative effort between Enrollment, CPIE, and Jody. Will continue looking at how to make it easier to make students join the campus and complete degrees.
    - Dina - Transfer credits are to be accepted at the discretion of the program.
    - Suggestion to change wording to reflect it is at the option of the program rather than department since some have more than one program.
    - Dina – should a ‘C’ be acceptable. There is some suggestion of a ‘B’, but others support ‘C’.
      - Does the GPA for that C course transfer so that it becomes part of GPA here. Is it in their best interest to do this?
      - Cory – the C should be allowable because Cs are allowable.
      - Margaret – some art programs are pass/fail, so it would be helpful to allow for a C. Andrew noted that some schools allow Ds as a pass in a pass/fail system.

- Andrew – suggests leaving it at the discretion of the department.
- Even if a student completed work several years ago, the courses will be counted and manually added in the term the student is admitted.
- Can courses be revalidated multiple times?
  - Essentially, yes.
- Andrew – sometimes there are requests from students to validate course prior to students submitting their application. Adding this to the policy might open up more requests from students. Some applicants do read policy.
  - Dina – Criminal Justice regularly does approves these requests and then submits a substitution in ARS.
  - Every program handles these differently and do we want to say anything specific in the policy.
  - Mary Anne – CED receives requests from applicants to evaluated coursework prior to being admitted. Can we change 3.4.A to leave a little window so that departments/programs are not required to review prior to application – “Review happens at the discretion of the advisor”.
- 3.4.C – do we need the reference to the ARS given that it addresses process and not policy.
- Do we need a university-wide policy that legislates how transfer units are handled?
  - Some small programs it might be possible to review applicant transcripts in advance.
  - Adding that it is at discretion of the program, that to “accept” transfer credit students must be matriculated.
  - Discussion around 3.4.1.C – need to keep because there is a move toward accepting experience coming out of Chancellor’s office and this leaves room for that.
  - Question – policy for transfer undergraduate coursework is much more complicated? Answer is yes.
    - Should we make the transfer issue a separate policy to avoid needing to re-open the Masters policy.
    - Dina thinks it needs to stay here so that programs have some control.
    -
  - Babette – since students are allowed up to 30%, transfer units are used a lot by some programs, so this aspect is relevant.
  - Section 3.4 approved
- Section 3.5 – what is meant by multiple course articulation?
  - Discussion about a program having an MOU that allowed students to use common courses from certain programs.
  - Questions about whether or not this is tied to Jody’s announcement regarding transfers.
  - Concern about the wording and being clear to make sure that it is about establishing a standing agreement for commonly transferred courses.

- Cory suggesting removing 3.5.2 – delete because it is process not policy.
- 3.5.3 – is saying that Enrollment Services will make a course-to-course articulation rule, so that all students entering with that course will have it credited to their program when entering the same program where there is a formal MOU.

12:25-12:29: Good of the Order?

12:30: Adjournment – 12:30 pm

Next GSAC meeting: Thursday, January 21, 2022, 11-12:30pm