



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Graduate Studies Advisory Council (GSAC)

MINUTES

Meeting #1 11:00-12:30PM

Thursday, September 17, 2020

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

Meeting called to order at approximately 11:03 pm.

11:00-11:05: Introduction of Members and Guests

All introduced themselves. Need to still fill some positions (e.g., elected faculty, students).

11:05-11:07: Review and Approve Agenda

Approved

11:07-11:10: Elect Historian

Decided to rotate based on alphabetical order by last name; Benken designated for today

11:10-11:21: History of GSAC – Jody Cormack, Vice Provost for Academic Programs & Dean of Graduate Studies

Cormack provided background on graduate-focused initiatives: moved from Graduate Studies Task Force (2014), then GSSI parallel with task force based on online tools; additionally, had group that focused on graduate data (Data Fellow); further, there were subgroups that worked on specific foci (e.g., student services group worked on *Navigating Graduate Studies* website); finally, GSSI worked on creating a permanent group, which is now the GSAC

Perhaps moving forward, this committee could revisit Data Fellows' projects (past and current)

11:21-11:30: Beach 2030 and Previous GSSI Initiatives and Committee Missions - Jody Cormack, Vice Provost for Academic Programs & Dean of Graduate Studies

Beach 2030 (also part of Strategic Plan): Started to look at where graduate studies fit into Beach 2030 in GSSI; main area that seems relevant is "Graduate Culture" (have made progress (e.g., institutionalizing Project HOGAR) and relatedly, "Space" (e.g., moving GSRC to expanded space on 2nd floor of library), and "Curriculum" (e.g., needing to re-envision graduate curriculum and how we can best serve our students and community...like, "stackable certificates")

Growth: Another area of interest is where we can/should grow our graduate programs (e.g., expand capacity, increase yield through monetary incentives)

Student input: We have national data on why students pursue graduate studies (e.g., teaching, PhD, expanded licensure or skills); we also have HOGAR data and are beginning new pilot surveys developed in conjunction w/Center for Evaluation and Educational Effectiveness (entrance, exit, and alum); we have a subset of programs committed for this first set of pilot surveys

IRB: Perhaps pursue as committee so that data shared can be used by colleges/departments? Include in future agenda

11:30-11:34: Review [GSAC Charge](#)

The charge of the Graduate Studies Advisory Committee (GSAC) is to foster the success of graduate students, improve the quality of graduate programs, and provide support for faculty who teach, advise, and work with graduate students on research and creative activities. GSAC examines successful practices, recommends policies and procedures to appropriate council or committee, and coordinates initiatives for the improvement of graduate student success. GSAC also serves as a body that reviews any relevant graduate appeals for the Dean of Graduate Studies.

11:34-12:00pm: Graduate Policies for Review and Update to meet GSAC Charge – Dina Perrone

We need to create and revise policy for graduate studies (e.g., appeals, Requirements to Master's Degrees)

How to move forward w/work? Perhaps generate sub-committees.

- **Purpose: Improve progress to degree, reduce request for exceptions, enhance clarity, and advance quality of graduate programs**
- **Policies on Senate Floor related to Graduate Students and Graduate Studies – Dina Perrone**
 - [PS 17-18, the Policy on the Employment of Graduate Students as Student Assistants, Instructional Student Assistants, Graduate Assistants, and Teaching](#)

Currently on Senate floor; do we want to review?

- **VP-Proposed Policies for Review and Updating -**
 - [PS 14-01 Requirements for Master's Degrees](#)
 - See page 2.
 - [PS 95-07 Definition and Regulations for Graduate Theses and Projects](#)
 - [PS 81-08 Thesis Signature Page](#)
 - [PS 75-15 \[Thesis\] Individual Student Authorship](#)
 - Separate theses from projects
 - Review role of College Deans
 - Should programs be allowed to have more than one culminating experience?
 - Combine thesis policies

Policies we need to revisit, bring current, and perhaps combine. We will discuss these as whole-group first, and then may divide into sub-committees to work on specific language. Goal will be to look at most specific policies first, and then place them where appropriate.

We will try to include gender neutral language:

https://www.csulb.edu/sites/default/files/u69781/gender_inclusive_resolution_final_5-15-20pdf.pdf

Looked at culminating activity-related policies:

(95-07) Issues:

- ⇒ Thesis and project always together, yet projects have more flexibility and don't need to be submitted to library
- ⇒ Put max # of individual working on project?
- ⇒ Ideally pursue separate policy that addressed "culminating activity;" if separate, be sure to refer to other relevant policies
- ⇒ Include examples to clarify definitions of what projects are and exams can be
- ⇒ Will fold in other two smaller policies (95-07, 81-108, 75-15)
- ⇒ Be referred to in 14-01 and take those sub-sections out
- ⇒ Maintain internal notes on changes made, even if don't always use "track changes"
- ⇒ Will have subgroup work on it

- **Council Member-Proposed Policies in Need of Revision**
 - N/A

(14-01; see below) Issues:

- ⇒ Some % may need to be revised
- ⇒ Jody has highlighted areas to revisit, based on exceptions requested and integrity of programs
- ⇒ We will look at all areas of policy
- ⇒ Will put on future agenda(s); begin w/section 2
- ⇒ Jody will bring university-wide data when discussed

12:00-12:16: Committee Creation and Chair Designation

12:16-12:20: Propose a Timeline

Next month (October): begin w/culminating activity policies as whole group; then, could be left to subgroup to finalize before November (Dina will send us pulled together culminating policies doc by next week); if time remains, can begin w/section 2 from 14-01

12:20-12:27: Open for Business

12:27-12:30: Announcements – NONE

Next GSAC meeting: Thursday, October 15, 2020, 11-12:30pm,

VP-Proposed Policy Changes

- [PS 14-01 Requirements for Master's Degrees](#)
 - **2.1** Maintain a cumulative, graduate, grade-point average of 3.0 calculated on all upper-division and graduate-level coursework attempted by the candidate at CSULB after completion of a baccalaureate degree.
 - **2.2** Maintain at least a 3.0 average in all the courses listed on the program of study.
 - *Issue: Some CSULB undergrads' GPAs are not separable from their grad GPAs, and sometimes advisors will substitute courses if the grade is too low to maintain the GPA.*
 - **2.4** Make progress towards timely completion of the degree as determined by any milestones that the academic unit granting the degree may have established in writing and communicated to its students. Students failing to make satisfactory progress may be placed on administrative academic probation. Department Chairs or Associate Deans must notify students in writing or via email that they have been placed on administrative academic probation.
 - *Issue 1: Timely progress is defined variably across campus, and 'academic administration probation' is used differently*
 - *Issue 2: Sometimes programs have more stringent policies or requirements than the university itself. Should this be permitted?*
 - **2.7** Complete at least seventy percent (70%) of the minimum units required for the program of study in courses at the 500 and 600 levels, ~~including~~ **excluding** double-numbered courses (400/500). At least ~~fifty~~ **seventy** percent (~~50~~**70**%) of the units required for the degree shall be in courses organized primarily for graduate students.
 - **2.8** Complete a thesis or project subject to all requisite approvals or pass a final, comprehensive examination. Some programs require both a final comprehensive examination and either a thesis or project. Others allow students a choice between a thesis option and a non-thesis, comprehensive examination option. Failure of either the comprehensive examination or thesis/project requirement is failure of both options. In other words, a student failing the comprehensive examination may not proceed to the thesis or project option or vice versa. Once a student has completed a semester of enrollment toward fulfillment of either the comprehensive examination or thesis option, the student may not change from one option to the other without the approval of ~~the graduate advisor, the department chair, and the appropriate dean or designee~~ **the approval of the Dean of Graduate Studies and only for extenuating circumstances.**
 - **4.2** CSULB will advance to candidacy all graduate students when the above requirements have been successfully completed. In most instances, advancement to candidacy should occur no later than the end of the second semester of matriculation and must occur no later than ~~one semester or session prior to the~~ **census date** of the semester or session in which the student expects to graduate. It must occur prior to a student filing a request to graduate with Enrollment Services. Normally, a student is eligible and should file for advancement to candidacy for the semester immediately after fulfilling the requirements for advancement to candidacy listed above. All students must consult with their graduate advisor regarding advancement to candidacy as well as to determine any departmental requirements to graduate from CSULB.
 - **4.3** An approved graduate student program remains in effect so long as a candidate is making satisfactory progress and does not withdraw from CSULB. To ensure minimum satisfactory progress toward the degree objective, the student must enroll every fall and spring semester or be on approved educational leave and complete all degree requirements within seven years after completion of the first course on the student's program. See also information about Graduate Studies 700 above (Section 2.10). **To also ensure minimum satisfactory progress toward the degree objective, students must maintain good academic standing. Students placed on administrative or academic probation after advancement to candidacy will have their advancement revoked. The student must re-advance to candidacy upon removal from probationary status and the re-attainment of good academic standing.**