# MINUTES OF THE GRADUATE COMMITTEE

# CALIFORNIA STATE UNIVERSITY, FRESNO

# 5241 N. Maple, M/S TA 43

# Fresno, California 93740-8027

# Office of the Academic Senate Ext. 8-2743

September 3, 2013

Members Present: M. Wilson (Chair), S. Witte, C. Fry Bohlin, M. Lopez, A. Nambiar, R. Raeisi, P. Trueblood, T. Wein, D. Vera

Guests: N/A

The meeting was called to order by Chair Wilson at 2:00 p.m. in Thomas #117.

Agenda:

1. Minutes: MSC to approve the Minutes of 5/7/2013 with minor edits.
2. Agenda. MSC to approve the agenda as distributed.
3. Communications and Announcements.
   1. Chair Wilson announced the success of this year's Graduate Orientation.
   2. Chair Wilson announced the first Coordinators' Breakfast of the academic year, to take place Tuesday, September 10 at 7:30 a.m.
   3. Chair Wilson updated all regarding the status of the Voluntary Program Suspension policy. The revised policy was sent to the Senate and we are awaiting their action.
   4. Dr. Raesi announced that he will be on sabbatical leave next semester.
4. Discussion of future agenda items
   1. Voluntary Suspension of Health Policy and Management Option in the master of Public health (MPH) program — Dr. Miguel Perez, chair of the Department Public Health, has submitted a letter of intent to suspend the program. However, the letter did not include some of the required information (regarding plans for the graduation of currently enrolled students and plans for future reinstatement of the program, if any). Dr. Wilson requested that Dr.

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Perez resubmit the letter including this information. Discussion of this suspension will be scheduled once all pertinent information has been submitted.

* 1. Interdisciplinary GEOL/CHEM M.S. Program proposal — A student has submitted a proposal for an interdisciplinary M.S. program. DGS staff have completed the technical review of the proposal, which will be scanned and sent to the members of this committee in the next week. The guidelines for submission of proposals for interdisciplinary programs will also be distributed to committee members. The proposal will be scheduled for a future meeting when the student and chair can attend.
  2. Upcoming Program Reviews — before any discussions of Program Reviews are scheduled, DGS staff are ascertaining the status of reviews in process. DGS staff will review and update the list of completed, delayed, or never-submitted reviews. Once the docket has been clarified, we will move forward with Program Reviews.
  3. Program Review Policy — Dr. Brown-Welty, former Dean of DGS, submitted the revised Program Review Policy at the end of the last academic year. Neither Dr. Witte nor Chair Wilson has received word of when the Senate will discuss the latest revisions. Dr. Witte will contact Michael Caldwell to inquire. In the meantime, DGS staff will continue to work on the new online templates, even if no firm timeline for their implementation is currently available.
  4. New ideas or matters for consideration —
     1. Dr. Witte requested that we consider whether an internal policy on reinstatement procedures for voluntarily suspended programs is needed. No such policy currently exists, but we will have to review at least one such request this year.
     2. Dr. Witte brought to the committee members' attention that the Associate Dean of the library, David Tyckoson, has

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requested one member to stand as the Library UGC Representative. Dr. Witte will investigate the procedure and any Senate requirements regarding this position.

* + 1. Dr. Fry Bohlin requested that we seek clarification on the role of the Graduate Student Representative to the UGC, and that clearer information be communicated to the representative as well.
    2. Dr. Witte shared that Chuck Radke, DGS Thesis Consultant and director of the Graduate Writing Studio, would like to give us an orientation regarding alternative thesis formats and a tour of the Writing Studio. The alternative thesis format discussion has been tentatively scheduled for the September 17 meeting.
    3. Dr. Witte shared that Brianna Putt, from Technology Services, has offered to give committee members an orientation of BizFlow, through which all graduate curriculum proposals must be processed.

1. No UGC meeting to be held on September 10.
2. MSC: to adjourn at 2:42 p.m.

The next scheduled meeting for the Graduate Committee is Tuesday, September 17, 2013 at 2:00 pm in TA 117.

Agenda:

1. Approval of the Minutes of 9/3/13.

2. Approval of the Agenda of 9/17/13.

3. Communications and Announcements.

4. Discussion of alternative thesis format: Guest Charles Radke: 2:15

5. Voluntary suspension of Health Policy and Management option in the Master of Public Health program.