

MINUTES OF THE GRADUATE COMMITTEE
CALIFORNIA STATE UNIVERSITY, FRESNO
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Office of the Academic Senate Ext. 8-2743

September 19, 2023

Members Present: M. López (Chair), J. Goto (ex officio), M. Crawford, S. Hernandez, A. Hoskins, D. Lent, N. Mahalik

Members Excused: L. Diala

Guests: Wade Gilbert, KINES Program Coordinator; Kara Zografos, Acting Dean, College of Health and Human Services

The meeting was called to order at 2:02 p.m. by Chair López.

- I. MSC to approve the minutes from September 12, 2023
- II. MSC to approve the agenda for September 19, 2023
- III. Communication and Announcements
 - A. Blended Programs (Technology) -- Dean Goto shared that currently, a number of graduate blended courses are being held by Online/Blended Education Subcommittee. The subcommittee should coordinate with IDEAS while reviewing courses for online programs. More clarity on 40 hours for reviewing a program is expected. Chair Lopez reminded members that the procedure for best practices is that an online course delivery needs to undergo a QLT review and certification process. D. Lent cited that WASC is very strict on online course delivery standards.
 - B. University is moving to Modern Campus and Curriculog for the University catalog and to manage curriculum change workflow. This change will be implemented in Spring 2024 (March/April). OnBase will be discontinued and all pending changes will be purged unless completed by the deadline. Changes to programs should be submitted ASAP to ensure that they make it through all committees.
- IV. Program Review of M.S. in KINES – Representatives Visit
 - A. Chair López welcomed the guests. After introductions, Chair Lopez shared the committee’s commendations, recognizing the program’s work writing the self-study, working toward external accreditation, and the implementation of a draft action plan, including significant efforts to correct concerns brought up by the site review team.

Members then asked the visitors several questions about (i) the status of program assessment; (ii) course fees; (iii) breakdown of thesis, project, and comprehensive exams; (iv) faculty support to options; (v) faculty retention; (vi) faculty searches; (vii) contribution of Full Time (FT) and Part-Time (PT) faculty members; (viii) administrative task of graduate coordinator; (ix) graduate faculty group; and (x) office space for PT faculty. Detailed questions are cited in italics. The responses from the visitors follow the respective questions. The questions were systematically listed under the two headings: Curriculum and Assessment and Faculty related.

Regarding curriculum and assessment:

- *What is the current status of your assessment? Post-graduation tracking in place?*

Program representatives responded that they are currently working on two initiatives, alumni connections and social media. The goal is that a complete database of graduated students will be developed toward the end of this AY. Tracking is a challenge, as the alumni might have changed their places of residence and email. However, they are getting good responses. Their focus is to create a reliable and valid database using spreadsheets. They do have a graduate assistant funded by the department. Alumni and employer surveys have not been conducted for a while. Last year, the transition was challenging. Nothing to report now, but the Graduate Assistant is working on two surveys.

- *What is the breakdown of Thesis, Project, and Comprehensive Exams, and do you have the faculty to support these options?*

a. How are you assessing student success in each of these options?

b. How are you tracking this data?

The overall scenario is as follows. Thesis: 5% - 10%; Project: 20% - 25%; and Comprehensive Exam: Rest. While 100% of students in the Sports Administration (SA) option do the Comprehensive Exam, many students in the Exercise Science (ES) option do the Thesis. This is because some of the ES students go for doctoral programs. Also, it depends on the composition of each cohort. The program demands sufficient faculty, so incoming students are better prepared to do Theses and Projects.

Assessment of student success in each of the three elevated options SA, ES, and Sports Psychology (PS) is not available in the file. The tracking of data is in progress.

Overall, the current enrollment is good and it is growing after an incline. The college expects 10 students admitted on each elevated option per AY. The target enrollment in the program should thus be 20 in each of the options. In the ES option, it is now 17 which is close to the target. Recently, the program gets better students compared to the past. In Fall 2022 and Fall 2023, the number of students enrolled in the

program options was 40 (ES-10, SA-11, SP-19) and 49 (ES-13, SA-15, SP-21), respectively.

- *Could you please update on course fee requests?*

There is no course fee for graduate courses. Course fee, if any, that was initiated in Spring 2023 is for the UG courses, and it goes through the curriculum development process for the UG program.

Regarding faculty:

- *We noted that faculty are leaving at a concerning rate yet faculty retention is not discussed in the self-study or reviewers' report. Could you share with us your current effort/programs to retain faculty (including mentoring, workload planning, etc.)?*

The department encounters huge upcoming turnover as faculty members retire. The department and college support the new faculty members. The department chair actively works on assigning a mentor to new faculty based on best fit. Each faculty member in the department has a mentor and the department follows university-wide recommendations for mentoring. Acting Dean Zografos stated that she meets new faculty multiple times in a year, even in the 2nd and 3rd year of the RTP process to monitor and update the mentoring progress. The department has also a good sense of collegiality.

The college has a separate pot of money for Tenure Track faculty. As research and scholarly activity require equipment, the department chair requests the college for equipment, maintenance, and repair. The dean's office also addresses the research and equipment budgetary needs of specific faculty. Faculty members receive a travel grant of \$1000-\$2500 from the college. The program and faculty have good partnerships with the local hospitals.

- *Could you please update us on the ongoing faculty searches? Do you have any searches next year?*

One faculty member has already been hired in the department. Two faculty searches are ongoing for the ES option.

- *Could you please elaborate on the contributions of both Full Time (FT) and Part-Time (PT) faculty towards all programs?*

PT faculty members do not have contributions toward our graduate program as they are not graduate faculty. They do not teach and supervise graduate students. However, the Teaching Assistants can contribute as they have a different status.

- *Relatedly, your self-study makes it seem as though only the graduate coordinator is currently tasked with all bureaucratic and administrative tasks for all*

programs/options. Does your program have a graduate faculty group? If yes, what is their role in these processes?

The program has a graduate faculty group. The group meets regularly to review policy and procedure. The Graduate Assistant is very helpful. The program is receiving more and more applications, and it was challenging last year. The program selected 65 applications out of 70 and it involves lots of work. The process starts from the 1st week of October. The department still considers summer applications and some students come in mid of August because of athlete applicants who might not know until late summer. For a robust and impactful process, the Graduate Coordinator needs to be available. The March admissions deadline is preferred, however. Currently, there is no culture of Assigned Time for the Graduate Coordinator during summer. Associate Dean Zografos stated that the college can consider the possibility of a stipend for the Graduate Coordinator.

- *For dean: reviewers noted that office space for part-time instructors, on which these programs depend to a great degree, is insufficient. How does your office propose to tackle this issue?*

The college has now allotted adequate office space for PT instructors.

- *Additional points for recommendations memo:*

Chair López asked the visitors, besides generic program recommendations as far as the bureaucratic charge of the committee is concerned, whether the department has any additional concerns.

MSC: Adjourned at 3:03 p.m.

The next meeting of the University Graduate Committee will be at 2:00 p.m. on Tuesday, September 26 in TA 117.

Agenda for Tuesday, September 26, 2023

- I. Approval of minutes from September 19, 2023
- II. Approval of agenda for September 26, 2023
- III. Communications and Announcements
- IV. Recommendation for KINES Program
- V. Official UGC Minutes - concerns re: amount of detail
- VI. Catalog program descriptions