2017-2018 Year-End Committee Report Form

Committee: Graduate Studies and Research (GS&R)

Chair:	**Chair-Elect for 2018-2019**:
Dolores Mena, Associate Professor, Department of Counselor Education	Chair election will be held during the first GS&R Committee meeting for the 2018-2019 academic year.
Number of Meeting held: 10	*(Please include phone/zip/email if available)*

Items of Business Completed 2017/2018

1. Curriculum Reviews: 1) Special Session MS Data Analytics; 2) MA in Economics and MA in Applied Economics; 3) MA Science Education & Teaching Credential Integrated Program; 4) MS Informatics; and 5) Advanced Certificate in Facilities Management (Engineering)

2. Completed four 5-Year ORTU Reviews/Liaison reports: 1) Center for the development of Recycling, 2) Global Leadership Advancement Center, 3) Materials Characterization and Metrology Center, and 4) Research Institute for Foster Youth Initiatives

3. SJSU 2018 Student Research Competition reviewers/judges – February 28th and March 1st

4. Review of Outstanding Thesis Award submissions

Unfinished Business Items from 2017/2018

1. Review and selection of Bertha Kalm Scholarship recipients - to be completed in May (Reviewers: Cheryl Cowan, Beverly Grindstaff, Dolores Mena, Susan Snycerski, & Guangliang Chen)

2. Review and selection of Graduate Equity Fellowship recipients - to be completed between June and August (Reviewers: Cheryl Cowan, Beverly Grindstaff, Dolores Mena, Susan Snycerski, & Mark Thompson)

3. Updating of Graduate Writing Assessment Requirement (GWAR) guidelines

4. Draft doctoral dissertation policy (i.e., approval process for dissertations) for Senate approval

5. Continue discussion of whether GS&R Committee should be split into two committees -- Graduate Studies Committee and Research Committee

New Business Items for 2018/2019

1. Election of new committee chair

2. New curriculum proposal reviews

Please return to the Office of the Academic Senate (ADM 176/0024) by May 31, 2018.

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GRADUATE STUDIES & RESEARCH COMMITTEE

AGENDA

1. Introductions

2. Discussion and vote for new committee chair

3. Guidelines for Graduate Posthumous Degrees and Academic Recognition.
   See Undergraduate Guidelines (developed 2/26/2017)

4. Curriculog training (new way to review curriculum changes) presented by Nicole Mendoza

Graduate Studies and Research Committee
Meeting Minutes
Monday, August 28, 2017
ADM 144 12pm-1:30pm

Present: Mohamed Badawy, Guangliang Chen, Colleen Cuddy, Beverly Grindstaff, Linda Main, Dolores Mena, Susan Snycerski

Absent: Gilles Muller, Rajnesh Prasad, Ngoc-Yen Tran, Jing Zhang

Guests: Nicole Mendoza (GUP Staff)

1. Introductions
    a. Beverly Grindstaff- Interim Graduate Studies Associate Dean
2. Review of Graduate Studies and Research senate committee description
3. Identifying a Committee Chair
    a. The AD and Chair would determine the GS&R agenda
    b. Responsible for responding to proposals and requests via memos following meeting discussions of topic(s)
    c. Chair also reviews and approves all advanced certificate proposals and submits approval memos to the Graduate and Undergraduate Programs Office.
    d. Members in attendance were not interested in stepping in as chair
    e. Question was raised whether Beverly could chair the committee since no one is currently interested.
    f. Beverly will circulate the description and is open to meeting with anyone considering the role.
4. Guidelines for Graduate Posthumous Degrees and Academic Recognition
    a. There have been numerous deaths of students over the years and this summer.
    b. There are no guidelines for posthumous degrees for graduate programs at SJSU.
    c. Undergraduate Studies has a process in place (handout), that we can use as a place to start the discussion of a graduate process.
    d. There are a few different modes of how to award based on where the student is in the program and the reason for why a posthumous is being requested. They offer the award of a degree or certificate of academic achievement or achievement.
    e. We would want a process about how it is requested. To ensure that we aren't awarding to a family who would like this done as opposed to one who wouldn't welcome the award.
    f. A percentage of program completed might be best to ensure there is consistency among graduate programs, since total units vary among programs.
    g. An element regarding where the student was in regards to their culminating experience.

        i.   This may not work for programs who put their culminating experience at the end of their tenure.

h. A threshold for amount of course work completed in residency. A full semester at SJSU might be a good threshold

i. GPA should be taken in consideration for those who pass due to terminal illness. Their grades may have declined as they began declining in health.

j. Completion of core coursework might be another method of determining awarding of honor.

k. What type of value would a certificate of achievement offer at a graduate level, what would that mean. Contribution to faculty research outside of their academic achievements or involvement.

l. There is currently a request from a family for a graduate student who recently passed, so this is timely.

m. Beverly will take the notes and draft a graduate procedure and route it to members for review via google drive.

5. Curriculog presentation

a. Summary of comments prior to meeting to see consensus before meeting.

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GRADUATE STUDIES & RESEARCH COMMITTEE

September 11, 2017
12:00 – 01:30 p.m.
ADMIN 144

AGENDA

1. Discussion and approval of 8/28/2017 minutes.

2. Discussion and vote for Committee Chair.

3. Curriculum: Review of Special Session MS Data Analytics, from College of International and Extended Studies (Proposer: Lee Chang)

Present: Mohamed Badawy, Guangliang Chen, Colleen Cuddy, Beverly Grindstaff, Linda Main, Dolores Mena (Chair), Gilles Muller, Rajnesh Prasad, Susan Snycerski, Ngoc-Yen Tran, Jing Zhang

Absent:

Guests: Nicole Mendoza (GUP Staff)

1. Approval of Meeting Minutes from August 28, 2017
** **ACTION**- Approve Minutes from August 28, 2017: 8-Yes, 0-No, 2-Abstain

2. Committee Chair. Dolores Mena, said she would be willing to serve as GS&R Chair.

** **ACTION**- Approve Dolores Mena as Committee Chair: 10-Yes, 0-No, 0-Abstain

3. Curriculum
   a. How to Review a Proposal
      i. Proposals are written based on the needs of the Chancellor's Office.
      ii. Nicole will create a checklist for future reviews with items that are "must haves" and some that are "please change" but okay to move forward.
   b. MS Data Analysis
      i. Concern was raised that students will take the DATA 298A GWAR course the same semester (2nd to last) as when students typically apply to candidacy. Will this pose an issue?
      ii. Concern was raised that some course titles and program components appear to overlap with existing campus offerings. INFO 2XX, Information Visualization is one such area that might overlap with, e.g., BUS2 195B, Data Visualization. Is this an issue?
      iii. Within Appendix C: Cost Recovery Budget, under Personnel Expenses, item (d) Program Director/Advisor, there appears to be a discrepancy. Item (d) under the chart (p. 32) states, "10% workload @ $100,00 per year," yet the amount on the chart looks to be 25%. Should it be 10% or 25% workload? The correct percentage or amount should be updated on page 32 of the proposal.
      iv. Wording used in the proposal's Overview and Rationale (p. 4), Catalog Description (p. 5), and within the MSDA Graduate Catalog Program Description form (first paragraph) varies which conveys a discrepancy in language and proficiencies. It is recommended that consistent wording

        be used across proposal sections so the proficiencies being addressed through the MSDA program are clear.

    v.   Concern was raised over minimum course grade of C (rather than B) in graduate courses. But perhaps, the overall GPA (3.0+) is what truly matters?

    vi.   It was pointed out there were grammatical errors and language discrepancies throughout the proposal.

    vii.   Move the proposal forward pending clarifications or proposal updates being submitted and reviewed by committee chair before moving to C&R.

    viii.

** **ACTION**- Approve MS Data Analytics, subject to clarification/updates as outlined: 10-Yes, 0-No, 0-Abstain

    c. Updates

        i.   There is an ORTU that is coming down the road.

        ii.   Is the meeting 12-1 or 12-1:30? This meeting is listed as only an hour.

Adjourn: 1:02pm

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GRADUATE STUDIES & RESEARCH COMMITTEE

October 23, 2017, 2017
12:00 – 01:30 p.m.
ADMIN 144

AGENDA

1. Discussion and approval of 9/11//2017 minutes.

2. Curriculum: Review: MA in Economics and MA in Applied Economics – Economics.

Graduate Studies and Research Committee
Meeting Minutes
Monday, October 23, 2017
ADM 144 12pm-1:30pm

Present: Mohamed Badawy, Guangliang Chen, Beverly Grindstaff, Linda Main, Dolores Mena (Chair), Gilles Muller, Rajnesh Prasad, Susan Snycerski, Mark Thompson, Jing Zhang

Absent: Emily Chan, Ngoc-Yen Tran,

Guests: Nicole Mendoza (GUP Staff)

1. Approval of Meeting Minutes from September 11, 2017
** **ACTION**- Approve Minutes from September 11, 2017: 7-Yes, 0-No, 2-Abstain

2. Curriculum
   a. MA Economics and MA Applied Economics Program Revision - Aligning curriculum with EO 1071 compliance
      i. ECON 104 is listed as a Core Course for both the general MA in Economics and the MA in Economics with a Concentration in Applied Economics. This poses an issue because it was brought to the GS&R Committee's attention that approximately 10% of students* admitted into this graduate program complete this course before being admitted and subsequently submit various course substitution requests through the GAPE office. (Note: This applies to both the MA in Economics and the MA in Economics with a Concentration in Applied Economics.) [*Note: Percentage as confirmed with GAPE on 10/27/2017. BKG]
         1. It is recommended that ECON 104 appear with another specific course in "choose from one of two courses" Core option.
         2. A second course option would need to be specified.
      ii. There doesn't appear to be a true distinction between the MA Applied Economics concentration from the general MA Economics degree.
         1. Campus policy (S14-9) states, "At least 30% of the units for the degree must be a unique set of requirements for that concentration." As currently proposed, there are two distinctions between the programs. Only one course (ECON 203B) listed in the "Additional Required Courses" clearly distinguishes the applied economics concentration from the general MA Economics degree. The second is a difference in the Culminating Experience option (ECON 298E vs. ECON 299).
         2. To clearly distinguish the applied economics concentration from the general MA Economics degree, there should be a minimum of 3 unique courses (although the GS&R Committee highly

recommends 4) be specified for the concentration in applied economics. These can be listed under the "Additional Required Courses" section.

    iii.   To clarify the asterisked "Electives" note at the bottom of the "MA - Economics, Concentration in Applied Economics" sheet, it should be clearly stated that only upper-division undergraduate courses can be approved as electives for the degree. A suggestion is to revert back to the "Approved 100- or 200-level courses" statement, and that the asterisked note state, "Courses from other departments can be taken with pre-approval of a Department Advisor."

    iv.   ECON 298E will need to be set up with grade mode of CR/NC/RP to ensure students can take 1290R in the event of not completing 298E and having no additional coursework to complete. (The "RP" helps ensure continuous enrollment.)

** ACTION- Vote to send back for necessary updates/revisions as outlined in minutes: 10-Yes, 0-No, 0-Abstain

  3. Other Items
    a. Process for using and voting in Curriculog
      i.   Committee members will read proposal(s) in Curriculog without entering comments and with follow-up discussion in GS&R meeting; voting will happen in meeting.
      ii.   If all approve, Chair will make vote for entire committee in Curriculog and add meeting notes in comments area.
      iii.   If a member does not agree with the vote, he or she has the option to post an individual vote and any comments in Curriculog.
    b. Discussion on Graduation Writing Assessment Requirement (GWAR)
      i.   Should the committee review the GWAR recertifications?
      ii.   Committee members provided history of GS&R reviews of student requests for GWAR waiver. Process was noted as lengthy, time-intensive, and prone to supplanting committee discussion of other issues including curriculum. Transfer of responsibility for GWAR to Graduate Studies was explained as optimal in terms of consistency and timeliness.
      iii.   Current GWAR enrollment cap of 25 was questioned as being too high, with focus on the amount of time instructors spend evaluating and responding to graduate student writing. Questions about GWAR course-certification criteria (3 units minimum, 3000 word requirement, term paper comprising 30% of course grade, and teaching of professional standards) can be viewed in the SJSU Catalog.

Adjourn: 1:10pm

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GRADUATE STUDIES & RESEARCH COMMITTEE

AGENDA

1. Discussion and approval of 10/23/2017 minutes.

2. Curriculum Review: Updated MA in Economics and MA in Applied Economics proposal

Graduate Studies and Research Committee
Meeting Minutes
Monday, November 6, 2017
ADM 144 12pm-1:30pm

Present: Mohamed Badawy, Guangliang Chen, Beverly Grindstaff, Linda Main, Gilles Muller, Mark Thompson, Ngoc-Yen Tran, Jing Zhang

Absent: Emily Chan, Dolores Mena, Rajnesh Prasad, Susan Snycerski,

Guests: Nicole Mendoza (GUP Staff)

Start: 12:04pm

1. Approval of Meeting Minutes from October 23, 2017
** **ACTION**- Approve Minutes from October 23, 2017: 6-Yes, 0-No, 1-Abstain

2. Curriculum
   a. MA Economics and MA Applied Economics Program Revision - Aligning curriculum with EO 1071 compliance
      i. A program description is now added
      ii. They have added concentration requirements to their catalog template that clearly outlines the course requirements for this specific concentration now.
      iii. They added two new courses, but they have not been approved yet. We will ask department to submit the new courses no later than November 20th.
      iv. They cleaned up the language on electives and how many upper division and outside of department approved courses are accepted.
** **ACTION**- Conditionally Approve the MA-Economics, Applied Economics Program Revision, pending two new courses being submitted to Curriculog: 8-Yes, 0-No, 0-Abstain

3. Other Items
   a. C&R is working on a new Curriculum Policy, they are open to feedback. Any ideas or thoughts you have about this you can send to Nicole.
   b. Student Research Competition dates will be February 28 and March 1st at 1:30pm, in MLK. GS&R committee members are welcome to participate both days or just one. Final details are being locked in and announcement will be coming around December. Will be open to all this year.

   Adjourn: 12:30pm

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GRADUATE STUDIES & RESEARCH COMMITTEE

AGENDA

1. Discussion and approval of 11/6/2017 minutes.

2. Master's degree in French discontinuation. Report by Dolores Mena.

3. Review 5-year ORTU report guidelines. Lead by Gilles Muller. Please review Senate policy S05-13, and the ORTU Policies and Guidelines available under the ORTU folder in Drive. Please also review the Office of Research website http://www.sjsu.edu/research/ortu/index.html

4. GWAR discussion. See http://info.sjsu.edu/web-dbgen/narr/policies/rec-15875.16038.16071.html

Graduate Studies and Research Committee
Meeting Minutes
Monday, January 29, 2018
ADM 144 12pm-1:30pm

Present: Mohamed Badawy, Emily Chan, Beverly Grindstaff, Linda Main, Dolores Mena (Chair), and Gilles Muller

Absent: Guangliang Chen, Rajnesh Prasad, Susan Snycerski, Ngoc-Yen Tran, Mark Thompson, and Jing Zhang

Guests: Nicole Mendoza (GUP Staff)

Start: 12:04pm

1. Approval of Meeting Minutes from November 6, 2017
** **ACTION**- No Quorum, table to next meeting: 0-Yes, 0-No, 0-Abstain

2. Updates
   a. GS&R Chair Dolores Mena approved MA French Discontinuation in Curriculog on December 5, 2017, on behalf of the GS&R committee. They have not had students in the program for quite some time. No teach out required.

3. Review 5-year Organized Research and Training Unit (ORTU) report guidelines
   a. Two requirements which are the annual report and a five-year report (obviously due every 5 five years)
   b. Annual reports are reviewed by SJSU Office of Research, but the five-year reports need to be reviewed by the GS&R committee.
   c. In the past, the GS&R Committee has assigned a few committee members to do this review on behalf of the committee and to write the review reports.
   d. The Research Office has specific guidelines for members to review and to base the written reports on.
   e. Generally, budget is where most issues are found in ORTU practices.
   f. Four ORTUs will be submitting five-year reports for the committee to review: Center for the Development of Recycling (CDR) - COSS, Global Leadership Advancement Center (GLAC) - BUS, Materials Characterization and Metrology Center (MC2) - ENGR, and Research Institute for Foster Youth Initiatives (RIFYI) - CoEd and CASA
   g. Research Office would like GS&R to assign at least one committee member to conduct the Liaison review, deadline as soon as possible.
   h. Reviews should be completed by Spring Break (late March) at the latest.
   i. Typically, the five-year review includes a summary of the annual reports. The content of the annual reports can be provided for reference.

j. Members (i.e., liaisons) will review and write a summary that outlines the success and weaknesses of the ORTU and how their practices align with the acceptable guidelines.

k. Gilles provided examples of Liaison reports written by former GS&R Committee members. Liaison reports are submitted as the recommendation to be made on behalf of GS&R to the Office of Research regarding the submitted five-year report by the ORTU being reviewed. Liaison reports are discussed at GS&R committee meetings for approval with revisions made accordingly if necessary.

4. SJSU and CSU Student Research Competition
   (http://www.sjsu.edu/research/docs/Student%20Competition%20Research%20Flyer.pdf)
   a. Each college must submit their final candidates to the Office of Research by February 19th.
   b. Two days of presentations at SJSU require support by GS&R committee members to serve as judges on February 28th and March 1st (1:30-6:00pm, but could end by 5pm). **A minimum of three GS&R members are requested per session.** Selections from these presentations will represent SJSU campus at the CSU wide competition at Sacramento State University.
   c. Not all colleges may be represented at statewide competition, but committee attempts to send one student from each college.
   d. Information will be sent to judges ahead of competition dates and each judge will submit review to Research Office following competition.
   e. SJSU merges grad and undergrad projects during competition, but they are typically split at the statewide competition.
   f. May 4th and 5th are the dates of the CSU Research Competition
   g. Need to get the 3-6 GS&R members'/judges' names to Gilles Muller by February 19th so they can be sent the materials in a timely manner. Judges/reviewers will provide written feedback to Gilles (Office of Research).
   h. Dolores and/or GS Office will send out dates/deadlines and request that GS&R members sign up.
   i. More information about the CSU research competition can be found here: http://www.sjsu.edu/research/funding/funding-opportunities/student-research-competition/

5. GWAR Discussion
   a. Issue around two items. First is the update to Grad Studies website and then similar update to the university catalog/policies & procedures. Second is the language around the various passages in the policy that alludes to assignments or how to substitute professional publications/writings to meet GWAR requirement.
   b. Submissions of final papers weren't meeting standards of GWAR.

c. What to do with students who had previously obtained a Master's degree from another institution where they published their Thesis; how that process would work for them is unclear.
d. The Graduate Studies Office can review non-CSU institution theses or other courses that a student completed that may meet GWAR requirements. (Waiver)
e. For those who want to waive due to other coursework taken, they should have enough proof from assignments to show the word count they have done to complete the written requirements necessary for the GWAR.
f. If we want to see updates to guidelines and standards required in Graduate-level GWAR, now is the time to update S94-7 via C&R's curricular policy update process, the 2014 university GE guidelines (specifically the GWAR section), as well as clarify/update all of our website and policy information.

Adjourn: 1:30pm

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GRADUATE STUDIES & RESEARCH COMMITTEE

February 12, 2018
12:00 – 01:30 p.m.
ADMIN 144

AGENDA

1. Approval of minutes from 11/6/17 and 1/29/18 meetings.

2. Discussion of Outstanding Thesis award and whether or not it should be extended to other works (dissertations, projects).

3. GWAR discussion with Scott Fosdick: Three-year recertification cycle for all GWAR courses; Petition to Waive GWAR form.

4. Review volunteer assignments.

Graduate Studies and Research Committee
Meeting Minutes
Monday, February 12, 2018
ADM 144 12pm-1:30pm

Present: Mohamed Badawy, Emily Chan, Guangliang Chen, Beverly Grindstaff, Linda Main, Dolores Mena (Chair), Gilles Muller, Susan Snycerski, Mark Thompson, Jing Zhang (via phone)
Absent: Rajnesh Prasad, Ngoc-Yen Tran

Guests: Nicole Mendoza (GUP Staff), Scott Fosdick (GWAR Coordinator)

Start: 12:05pm

1. Approval of Meeting Minutes from November 6, 2017
** **ACTION**-Approve Meeting Minutes from November 6, 2017: 7-Yes, 0-No, 1-Abstain

2. Approval of Meeting Minutes from January 29, 2018
** **ACTION**-Approve Meeting Minutes from January 29, 2018: 6-Yes, 0-No, 4-Abstain

3. Outstanding Thesis Award
    a. Should consideration for this award be extended to Ed.D. student dissertations?
        i. The director of the Ed.D. program inquired about this since their second cohort (approximately 15 students) is preparing to graduate in Spring 2018.
        ii. SJSU currently only awards 1-2 outstanding theses a year, which would mean a 1 in 75 chance of being selected for master's degree level students vs. a 1 in 15 chance for doctoral students.
        iii. There are 3 more doctoral programs in discussion/planning process, but when they come into existence is unknown.
        iv. Doctoral dissertations are different from theses and lend themselves to different expectations, requirements, rigor, and outcomes, and they would also create a larger workload for the committee to review.
        v. There needs to be a large competitive group of dissertations to have a university-wide award. At that time, this topic can be brought back to the GS&R Committee for discussion if need be.
        vi. Recommendation: The College of Education could propose to have their own Outstanding Dissertation Award.
    b. Should SJSU consider including an Outstanding Project Award for master's degree students?
        i. There are other CSU campuses that do this, with requirements and guidelines posted. As an example, see CSU Chico Outstanding Thesis/Project

      ii.   More departments and programs are moving away from theses and incorporating projects or creative works as culminating experiences. However, projects and creative works are not reviewed by the Graduate Studies Office. They are approved at the department level.

      iii. With the change in the campus commencement structure from a university-wide commencement to college commencements, perhaps thesis and project awards can be selected, awarded, and recognized at the college level to ensure students from each college are awarded/recognized.

4. GWAR Discussion - GWAR course recertification and waiver of GWAR for master's degree students

   a. GWAR course recertification process

      i.   GWAR courses are recertified every 3 years.

      ii.   Currently, new GWAR courses, once approved, go into a two-year review cycle before being locked into the three-year recertification cycle.

      iii. GWAR recertification does not assess whether it is a good course or not, the process merely involves reviewing the course syllabus to assess that the course: 1) is at least three units, 2) is letter graded, 3) has a paper that counts for 30% of final grade, consists of a minimum of 3000 words, is an individual project, is written according to professional standards (e.g., aligns with writing style manual), and have feedback allowance, 4) has an explicit statement on the syllabus that course satisfies GWAR, 5) and the syllabus follows most recent syllabus policy and template, and meets accessibility requirements. See
http://www.sjsu.edu/gup/gradstudies/policy/gwar/index.html

      iv. Scott Fosdick requested that the GS&R Committee vote to have new GWAR courses follow the same three-year recertification cycle as all other GWAR courses to ensure courses don't fall through the cracks.

** **ACTION**-Approve all GWAR courses being reviewed/recertified on a three year cycle: 9-Yes, 0-No, 0-Abstain

   b. Waiver of GWAR

      i.   Office of Graduate Studies (mainly Scott and Beverly) is designing a petition for waiver of GWAR (i.e., A student who comes from another campus and can demonstrate proof they have already taken a similar course or published a paper that allows them to waive course). There is no current process in place and students tend to not read guidelines on website.

      ii.   Form should help ensure email requests/approvals don't get lost and that all students follow the same process when submitting requests.

      iii. Some equivalencies need to be clarified on the petition draft. Also, the term "well-written" is subjective and could potentially lead to student grievances. Who determines what qualifies as a "well-written" thesis or

published peer-reviewed journal article? Is peer-reviewed and written in English enough to meet the "well-written" standard? Does the journal's impact factor need to be considered?

    iv.   This would be an official standardized process outlining materials that are required, etc. This form will be approved and signed off by various campus approval levels.

    v.   Scott Fosdick requested that the new "Graduate Petition to Waive the GWAR Requirement" form be approved pending revisions and that the form can be brought back to the GS&R Committee for review or he and Beverly can update the form without it needing to be reviewed again by the committee.

** **ACTION**-Approve implementing a GWAR waiver petition, pending Grad Studies Office appropriate language updates: 9-Yes, 0-No, 0-Abstain

5. Volunteer Assignments
   a. Thank you to those who have already signed up for the three GS&R volunteer assignments/opportunities (i.e., 5-yr ORTU Reviews, CSU Student Research Competition judging, & Outstanding Thesis Award Reviews).
   b. Need one more GS&R Committee member to review the MC2 ORTU (Engineering) five-year review report.
   c. ORTU reports are due by end of March, links will be shared after meeting.
   d. Outstanding Thesis Award, has 3 members signed up to review, more are welcome.

Adjourn: 1:15pm

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GRADUATE STUDIES & RESEARCH COMMITTEE

February 26, 2018
12:00 – 01:30 p.m.
ADMIN 144

AGENDA

1. Approval of minutes from 2/12/2018 meeting.

2. Follow-up discussion to two GWAR issues: the proposed Petition to Waive Graduate-Level GWAR form, and the proposed addition of the University GWAR statement to GWAR certification criteria.

3. MA, Science Education credential/MA program. NOTE: More details will be provided on this by Nicole on Thursday, February 22.

3. Multilingual writing coordinator.

4. ORTU reviews, if any reviewers have comments.

Graduate Studies and Research Committee
Meeting Minutes
Monday, February 26, 2018
ADM 144 12pm-1:30pm

Present: Mohamed Badawy, Emily Chan, Guangliang Chen, LanNgoc Duong (in place of Rajnesh Prasad), Beverly Grindstaff, Dolores Mena (Chair), Gilles Muller, Susan Snycerski, Mark Thompson, Ngoc-Yen Tran, Jing Zhang

Absent: Linda Main

Guests: Nicole Mendoza (GUP Staff)

Start: 12:05pm

1. Update to Agenda
   a. We will not get around to discussing the ORTU reviews since one member is out and the others have not had a chance to complete review write ups to date.
2. Approval of Meeting Minutes from February 12, 2018
   a. Item 5a.4- Note that due to changing all reviews to a 3-year review cycle, GAPE website (a line that outlines the GWAR review process) will need to be updated; GS&R Committee Chair will need to send a memo to GAPE asking them to update the info. on their site.

** **ACTION**-Approve Meeting Minutes from February 12, 2018 with revision: 9-Yes, 0-No, 2-Abstain

3. GWAR Discussion
   a. Beverly and Scott have been reviewing GWAR practices at other CSU campuses to ensure we develop the right process for petitions and such related to GWAR.
   b. It was noted that the passage that was going to be listed on the Curriculog GWAR Recertification form is aligned with the undergraduate GWAR word count, but it does not necessarily align with graduate level work so it needs to be updated to reflect the graduate level rigor that is expected from this type of requirement.
   c. Discussion points made included:
      i. If changes are made to GWAR requirements, how will those changes be communicated to departments so they can adjust their current approved GWAR courses to meet the new criteria?
      ii. In-class writing work may be hard for some departments to require in courses that are "content" rather than "writing" focused; there may also be issues with quantifying how in-class writing is happening.

   iii. If faculty are required to increase word count and/or feedback and response time to written work in GWAR courses, this will increase faculty workload so class size caps may need to be lowered.

  d. Beverly and Scott will propose a write up of "what constitutes a GWAR course."

4. MA Science Education & Teaching Credential Integrated Program Proposal
  a. SCED 375 listed as two units and appears to be missing off the roadmap; there is a blank so it may have been accidentally omitted as it makes sense with the missing unit (54 instead of 55).
  b. A few of the semesters are 17 units instead 16. Would students need to petition to take excess units during those semesters?
  c. Inquire with GAPE on how graduate change in major affects a student's financial aid, and would a student in this type of program encounter that issue?
  d. Concern over third semester workload being quite heavy for "Fall Starters."
  e. Cost of summer courses -- will "Summer Starters" be okay with paying varying fees?

** **ACTION**-Approve MA Science Education as integrated program with Single Subject Teaching Credential with housing keeping issues cleaned up: 11-Yes, 0-No, 0-Abstain

5. Multilingual Writing Coordinator
  a. A graduate level writing center staffer who is able to assist graduate students who speak multiple languages with their writing
  b. Will provide resources for graduate students to learn how to approach and improve their writing; will also develop workshops geared for graduate level students
  c. There are two finalists for the position
  d. Position will be under the SJSU Writing Center (H&A)

6. ORTU
  a. Still need one more reviewer for MC2 project.
  b. Will look at reports at next meeting.

7. Volunteer opportunities
  a. Student research competition is this week (Wednesday and Thursday).
  b. Outstanding Thesis is coming up as well.

Adjourn: 1:10pm

SJSU

GRADUATE STUDIES & RESEARCH COMMITTEE

March 12, 2018
12:00 – 01:30 p.m.
ADMIN 144

AGENDA

1. Discussion and approval of 2/26/2018 minutes

2. ORTU Liaison Reports – See ORTU folder in Drive

3. Research Competition results

4. Outstanding Thesis deadlines

Graduate Studies and Research Committee
Meeting Minutes
Monday, March 12, 2018
ADM 144 12pm-1:30pm

Present: Mohamed Badawy, Guangliang Chen, LanNgoc Duong (Rajnesh Prasad proxy), Beverly Grindstaff, Linda Main, Dolores Mena (Chair), Gilles Muller, Mark Thompson, and Ngoc-Yen Tran

Absent: Emily Chan, Jing Zhang, and Susan Snycerski

Guests: Nicole Mendoza (GUP Staff)

Start: 12:05pm

1. Approval of Meeting Minutes from February 26, 2018
   a. GWAR Discussion (3.B)- GWAR across the CSU will be addressed at the GRAD Associate Dean meeting April 12 (while this was not directly mentioned in the previous meeting, was asked to note in minutes as GS Office will await that discussion before moving forward)

** **ACTION**-Approve Meeting Minutes from February 26, 2018 with revision: 8-Yes, 0-No, 0-Abstain

2. ORTU
   a. Reasons for Review/Feedback process
      i. In accordance with University Policy S05-13, large ORTUs (with budgets greater than $10K) must be reviewed by the GS&R Committee every five years.
      ii. GS&R Committee reviews the five-year reports, as part of the overall ORTU review.
      iii. GS&R Committee makes a recommendation to the Office of Research to either approve continuation of or terminate the ORTU if it is not adhering to the ORTU policy guidelines and requirements.
      iv. Office of Research will contact ORTU directors directly about status and recommendation.
      v. List of all active ORTUs are available on the Office of Research website.
      vi. Suggestion was made to update five-year report guidelines provided to ORTU directors to reflect required criteria and that a template be provided for all ORTUs to use.
      vii. The following four ORTUs were reviewed by GS&R Committee members and discussed at the meeting.
   b. Global Leadership Advancement Center (GLAC) ORU
      i. Missing one annual report.

    ii.   Certificate program lists GLAC Director as contact person and web site lists various courses. Because ORTUs cannot offer curriculum, wording needs to be changed so that it's clear the GLAC does not award the certificate or develop curriculum.

    iii.   Other information on website needs updating; lots of old information and nothing current about events or people involved.

c. Materials Characterization and Metrology Center ORU

    i.   Used a multi-year (rather than a five-year) reporting template and did not address all required criteria.

    ii.   Missing four annual reports.

    iii.   Need to update website to include the ORU's current activities, programs, and achievements. Also need to specify the relation between the instruments listed on the ORU website and how they support the ORU's mission, activities, and/or coursework specified.

    iv.   ORU report did not include future plans. Appears that the ORU was struggling due to lack of tenured/tenured-track faculty to lead research efforts and to attain external funding.

    v.   Funding transfers are unclear and need more clarification on how the money is keeping them self-sustaining. Need to be more specific about funding sources (e.g., what is "Other"?). Also, ORU appears to be renting space for a fee as a means to create a revenue stream to keep labs open.

d. Research Institute for Foster Youth Initiatives (RIFYI) ORU

    i.   Missing two annual reports.

    ii.   This ORU has a Tower Foundation rather than a Research Foundation account, but that's not an issue. An ORTU can have either depending on funding source(s).

    iii.   Working specifically with Social Work graduate students, even though they are an interdisciplinary program.

    iv.   Five-year report lists involvement in five main projects since 2011, with two projects still ongoing, and two presentations by 2-3 ORU faculty and Social Work graduate students.

    v.   They have applied for federal funding with no success, but continue to seek grant funding. Main source of funding has been from in-kind donations ($30K) and a $20K grant.

    vi.   Not a lot of expenditures.

    vii.   ORU web site lists faculty who may not be active in ORU. Suggest updating faculty list to represent faculty who are still active in ORU.

e. Center for the Development of Recycling ORU

    i.   Five-year report was well-organized and detailed.

    ii.   ORU was missing two annual reports.

    iii.   Website and all materials seem to represent current activities and practices.

  iv. Outstanding commitment to service-learning activities for students - over 5,500 volunteer hours documented. However, this raises the question of, is this a valuable experience for students or are students being used merely for volunteer hours? (Looking at possible issue of commitment of time and type of involvement). How might students be engaged within this ORU in other ways (e.g., research) that would benefit students' development?

  v. The report submission was nicely put together and could be used as a model for other ORTUs.

** **ACTION**-Approve moving forward the four reviewed ORTUs with feedback to Office of Research: 9-Yes, 0-No, 0-Abstain

3. Student Research Competition
   a. Took place on February 28th and March 1st.
   b. There was a communication issue with notifying students; one student did not receive notification of presentation date so was allowed to present on a different date.
   c. 8 of the 10 students were selected to move forward to the CSU-level competition, which will take place on May 4th and 5th at Sacramento State University.
   d. Students only have 10 minutes to present at both the SJSU and CSU-wide competition.
   e. The selected students' projects will be posted on the Office of Research website, and the 8 finalist will be celebrated on April 17th, from 12-2pm in MLK.
   f. Fewer students than expected participated this year. Deadlines were adjusted to accommodate changes by Chancellor's Office. Will begin announcing earlier to ensure students have opportunity to get projects submitted.

4. Outstanding Thesis
   a. Outstanding Thesis deadline was March 5th. Three submissions were received - 2 are in the GS&R Committee Google Drive folder, the third will be uploaded shortly.
   b. Winner(s) need to be selected by March 23rd.
   c. Three GS&R Committee members have volunteered to review nominated theses. Reviewers need to provide recommendations to the GS&R Committee at the March 19th meeting.
   d. Fewer submissions than expected were received.
   e. Comments and ideas related to increasing submission numbers included:
      i. Should deadline and announcement go out earlier or be more pronounced (visible)?
      ii. Allowing students to ping faculty of interest in having their thesis submitted.

      iii.   Do students who graduate and have thesis recommended after they graduate care or even see/receive emails regarding Outstanding Thesis Award?

      iv.   Could the faculty member recommend at time of thesis submission to Graduate Studies Office and then it is on "hold" until award review period rolls around (i.e,. a faculty submits in May, and it is ready to be included March of the following year)?

5. Other Business
   a. Bertha Kalm Scholarship- The monetary distribution has changed; has gone up.
      i.   How do we now want to redistribute awards, percentage wise?
      ii.   Last year, 6 scholarships of $5,000 each were awarded.
      iii.   Could potentially give out more awards or do we evaluate at what point this is a monetarial award.
      iv.   Suggestion was that we distribute 5 awards at $5,000 and 2 at $7,000, or award 7 equal awards of $5,000 each.
      v.   How do you qualify what or who deserves higher award?
      vi.   Scholarship application closes May 4th - will need to get GS&R Committee volunteers to review Bertha Kalm Scholarship (as well as Graduate Equity Fellowship applications) in May/June.
      vii.   Committee vote to offer equal amount to all students awarded Bertha Kalm scholarships versus deciding who would deserve more qualifying of additional award.

** **ACTION**-Approve distributing Bertha Kalm Scholarship at equal amounts to all students awarded: 8-Yes, 0-No, 0-Abstain

Adjourn: 1:25pm

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GRADUATE STUDIES & RESEARCH COMMITTEE

March 19, 2018
12:00 – 01:30 p.m.
ADMIN 144

AGENDA

1. Discussion and approval of 3/12/2018 minutes

2. Outstanding Thesis award winner(s)

3. M.S. Informatics - Curriculog

4. Certificate in Facilities Management Program Review - Curriculog

Graduate Studies and Research Committee
Meeting Minutes
Monday, March 19, 2018
ADM 144 12pm-1:30pm

Present: Emily Chan, Guangliang Chen, Linda Main, Dolores Mena (Chair), Susan Snycerski, Mark Thompson, Ngoc-Yen Tran, and Jing Zhang

Absent: Mohamed Badawy, LanNgoc Duong (Rajnesh Prasad proxy), Beverly Grindstaff, and Gilles Muller

Guests: Nicole Mendoza (GUP Staff)

Start: 12:02pm

1. Approval of Meeting Minutes from March 12, 2018
** **ACTION**-Approve Meeting Minutes from March 12, 2018: 5-Yes, 0-No, 3-Abstain

2. Outstanding Thesis Award
   a. There were three Outstanding Thesis nominees.
      i. Boersma, Catherine - "A Method for Detection of Local Dimension in Point Cloud Data" (Math Department)
      ii. Moffitt, Emily - "Using Stable Isotope Analysis to Infer Breeding Latitude and Migratory Timing of Juvenile Pacific-Slope Flycatchers" (Environmental Studies Department)
      iii. Wagstaff, Kiri - "Automated Classification to Improve the Efficiency of Weeding Library Collections" (School of Information)
   b. Susan, Mark, and Jing served as reviewers for the Outstanding Thesis Award submissions; they felt all three submissions were very well written and presented, and recommended all three be awarded - would need some criteria in order to prioritize down to one or two.
   c. It's not clear if there is a maximum number of awards that can be given so reviewers were asked to rank the three submissions and email their ranking to GS&R Committee Chair within a day or two.

3. MS Informatics Program Proposal
   a. New 30-unit fully online master's degree program in Informatics offered through the School of Information and only through special session.
   b. Linda Main, Associate Director of the School of Information, provided an overview of the proposed program.
      i. Informatics is about collecting, analyzing, and creating databases for user groups.

    ii.   18 units will be in Foundations and Skills areas, 9 units in a given specialization (e.g., health, sports, cybersecurity/privacy), and a 3-unit culminating experience project course.

    iii.   An extensive assessment process, with program learning outcomes and student learning outcomes that are directly aligned with course learning outcomes was detailed in the proposal.

c. Questions and comments were raised and discussed related to the following:

    i.   Why are SLOs not being assessed through any of the specialization courses? Specialization courses will be offered on a rotating basis, so not all may be offered during any given cycle.

    ii.   Since it's a fully online program only offered through Special Sessions, will students have access to university resources (e.g., library collections)? The fees include a "tax" that allows students access to campus support resources (like the library).

    iii.   Being able to offer the program online and through special sessions allows the program to draw candidates from across the nation and globally.

    iv.   User experience - Will the program work with Human factors faculty and faculty from other programs to assess user experience? No, since they have the faculty to support this area, however, they are not opposed to collaborative efforts.

    v.   Since all courses are offered completely online, what teaching/interface platform is used? *Panopto*, an online video platform is used; makes lecture and video captioning easy.

    vi.   Why are some courses only 1 or 2 units instead of 3? Variable course units will help adjust schedule to accommodate student schedules (full-time vs. part-time).

    vii.   Have all courses already been approved? The courses will be added to catalog as the approval process moves through the system process. Health Science will be first specialization to roll out, then the Kinesiology; Cybersecurity courses will roll out in Fall (i.e., be proposed).

    viii.   Although program will be open to students who have a bachelor's degree (in any major) from a regionally accredited institution and who have a minimum 2.80 GPA, they will need to demonstrate skill with HTML5 and CSS3. What if an applicant does not have these skills, will students be able to complete this "prerequisite" while in the program? No, but HTML5 and CSS programming requirements can be taken in any way that is available to students (i.e., community college, Udacity, Udemy, etc) before entering the program or during.

d. Overall, this is a great proposal. It is very well written and organized. Don't see any issues with recommending that it be approved.

** **ACTION**-Approve moving forward MS Informatics program proposal: 7-Yes, 0-No, 1-Abstain

4. Engineering Certificate in Facilities Management
    a. Program will provide students with an Advanced Certificate in Facilities Management - 4 courses/12 semester units, 1-year program
    b. Program will be offered as a cohort model with a hybrid delivery mode.
    c. Program prerequisite is a BS or BA degree
    d. Questions and comments were raised and discussed related to the following:
        i. A statement may need to be added (to the proposal and/or course syllabi) about what constitutes a passing grade for each course to be used for the Certificate, particularly because up to 3 of these courses can be applied towards a future MS degree.
        ii. Incorrect units are listed for ENGR 233 within the table on page 3.
        iii. Spelling of the word "maintenance" needs to be corrected throughout the proposal (starting on page 3).
        iv. Assessment needs some work (page 5). It is very vague and this will be an issue when reviewed during program planning. Need to include more specific details regarding the assessment plan for each course in addition to how the Certificate program as a whole will be assessed. It doesn't need to be hugely detailed, but should outline what outcomes the Certificate will need to meet, as part of the assessment process/review.
        v. Market Research and Analysis section (page 6) is very brief. It does not state where the information related to the "demand for FM talent" comes from. It also does not state where the "hundreds of unfilled positions" are listed nor what qualifications are required for those positions that align with the skills that this Certificate program will provide to candidates.
        vi. Top of page 7 states "$750 fee **per course**" [bold added], but tables below that show $750 **per unit**. Which is it?
        vii. Specific concerns related to the course syllabi:
            1. Need to specify mode of instruction is "hybrid" on syllabus
            2. Course schedule follows 13-week rather than 8-week format
            3. Course assignments are listed, but not described
            4. Assessment information is not included or vague. For example, how are the Course Learning Outcomes addressed and assessed across course assignments?
            5. Need to check that information related to university policies and resources is updated (e.g., Disability Resource Center is now Accessible Education Center)
            6. Need to check that each syllabus meets the CSU/SJSU accessibility criteria
            7. There's lots of overlap of Textbooks/Readings across the four courses
        viii. Request that Certificate program proposal be revised and resubmitted per the recommendations above

Adjourn: 12:48pm

SJSU

GRADUATE STUDIES & RESEARCH COMMITTEE

April 30, 2018
12:00 – 01:30 p.m.
ADMIN 144

AGENDA

1. Discussion and approval of 3/19/2018 minutes

2. Discussion of Senate Organization and Government Committee's request for input concerning splitting GS&R committee into two different committees for Graduate Studies and Research.

3. Additional Bertha Kalm scholarship reviewers: Currently Beverly, Cheryl, Susan, and Dolores.

4. Graduate Equity Fellowship scholarship review will begin in late June. Volunteers?

5. Discuss the arrival and duties of the new Multilingual Writing Coordinator.

6. Discuss need for dissertation policy to be crafted for Senate approval.

Graduate Studies and Research Committee
Meeting Minutes
Monday, April 30, 2018
ADM 144 12pm-1:30pm

Present: Emily Chan, Guangliang Chen, Cheryl Cowan, LanNgoc Duong (Rajnesh Prasad proxy), Beverly Grindstaff, Linda Main, Dolores Mena (Chair), Gilles Muller, Susan Snycerski, and Mark Thompson

Absent: Mohamed Badawy, Ngoc-Yen Tran, and Jing Zhang

Guests: Nicole Mendoza (GUP Staff)

Start: 12:02pm

1. Approval of Meeting Minutes from March 19, 2018
** **ACTION**-Approve Meeting Minutes from March 19, 2018: 7-Yes, 0-No, 1-Abstain

2. Updates on Outstanding Thesis Award & Facilities Management Certificate
   a. Outstanding Thesis Award will be awarded to Emily Moffitt (Environmental Studies Dept.) for her thesis on bird migration.
   b. Revisions for the Facilities Management Certificate were submitted by Ping Hsu (General Engineering) on April 6th to GS&R Chair
      i. Proposal was forwarded on in the process

3. GS&R Committee Restructuring Discussion
   a. O&G asked committee to provide input on the idea of splitting GS&R Committee into two committees (Grad Studies --- Research), each still reporting to C&C Committee.
   b. Research Office (RO) had not heard about this, but would support whatever decision the committee recommends.
   c. Research Office currently only see ORTU reviews and Student Research Competition support as being committee business.
   d. Research Office does have an advisory committee on RSCA activities on campus. This could fold into the work that their "own" committee could take on.
   e. With the unknown future of the Graduate Studies and Research Offices, making a decision around this may be too early; would be best to wait until that decision has been made to figure out if this split would make sense or not.
   f. Would recommend holding off on making a recommendation until a decision about the future of the Graduate Studies and Research Offices has been determined.

4. Bertha Kalm Scholarship - Need additional reviewers

a. Up to 6 scholarships of $6,500 will be awarded to master's degree students who demonstrate "a desire to make a difference for humanity."
b. There is no rubric for this scholarship.
c. Evaluators meet and discuss which candidates are top candidates and why.
d. This is not a financial-based scholarship, which means there is a tendency to see student applicants who have different backgrounds in getting to their graduate work.
e. Currently only two applications have been submitted, but more are expected. Deadline is May 4, 2018.
f. Scholarship applications will be reviewed some time in mid to late May. Decisions are made by consensus, and scholarship decisions will be made by June 1st.
g. Need at least one more GS&R Committee member to assist with scholarship reviews. Current reviewers include Beverly, Cheryl, and Susan.
h. Dolores and Guangliang volunteered to review.

5. Graduate Equity Fellowship
    a. For master's degree candidates, and is financial-based
    b. Has a distinct rubric and is easy to determine awardees
    c. Awards range from $1,000-$4,000; State provided $60,000 to be awarded
    d. Financial Aid Office determines financial need based on category levels (e.g., low, medium, high, extremely high).
    e. Students have two parts to complete for the application. There is always a few who fall out due to not completing the second part.
    f. Applications are due June 15; award announcements will be made by end of August.
    g. Reviewers needs to decide how much money is distributed and how (more to higher needs base? etc.).
    h. Reviews and decisions need to be made when faculty are not on contract (i.e., summer).
    i. Sixty applications were received last year.
    j. Need more reviewers. Current reviewers include Beverly and Cheryl.
    k. Dolores volunteered to review; Susan and Mark volunteered to review during July.

6. Multilingual Writing Coordinator - Arrival & Duties
    a. May 7th will be the first day of this new staffer; her office will be in MLK 202; position is under Grad Studies.
    b. Will augment the Writing Center's resources as they are now, and support graduate students regardless of other situations (i.e., multilingual students will be able to obtain support). Will proved writing tutors specifically for graduate students.
    c. Looking for what exact skills or focus of support graduate students need that is different than what an undergraduate would need from a writing center.

d. First year phase-in: looking at the needs of current graduate students and provide workshops (e.g., on writing proposals)
e. The second year phase will focus on thesis and project specific needs; 20% of theses are rejected each academic year.
f. Suggestion was made to create video recordings of any presentations to post on website for students who can't attend or are in online programs
g. Workshops can also be created for faculty around GWAR courses and what should be taught regarding writing and how to support students in the GWAR courses.

7. Discussion of Need for Dissertation Policy to be Crafted for Senate approval
   a. SJSU has two doctoral programs, and may be expanding to more.
   b. SJSU has guidelines for master's theses, but dissertations are not outlined to abide by those guidelines.
   c. C&R is reviewing S14-10 policy, which pertains to Thesis Committee Guidelines. Perhaps this policy could be revised to include language about dissertation guidelines and committee structure. If doctoral dissertation committees are charged with the same criteria/guidelines as master's thesis committees, then perhaps doctoral candidates should also abide by the same or similar guidelines/requirements.
   d. Dolores and Beverly will look into S14-10 policy to see if this topic can be included there.

Adjourn: 1:07pm