

2014-2015 Year-End Committee Report Form

Committee:

Graduate Studies and Research

Chair: Michael Kimbarow

Chair-Elect for 2015-2016: Hillary Nixon

Number of Meeting held:

7

(Please include phone/zip/email if available)

Items of Business Completed 2014/2015

1. Modification of the Kalm Scholarship award availability.
Permitted doctoral students to be eligible for Graduate Equity Fellowship Scholarships.
2. Approved the Silicon Valley Center for Global Engineering Education
3. Approved the Silicon Valley Big Data and Cyber Security Center

Unfinished Business Items from 2014/2015

1. Review and approval of the KSVTC ORU Proposal
- 2.
- 3.

New Business Items for 2015/2016

1. N/A
- 2.
- 3.

Please return to the Office of the Academic Senate (ADM 176/0024) by July 6, 2015.



GRADUATE STUDIES & RESEARCH COMMITTEE

Meeting #1
September 15, 2014
12:00 – 01:30 p.m.
IRC 101

AGENDA

1. Committee member introductions
2. Procedural introduction
3. Review proposal for an MSSE with a Concentration in Cyber Security (previously forwarded to committee members)
4. Discussion of the reorganization of the Office of Graduate Studies and Research



GRADUATE STUDIES AND RESEARCH COMMITTEE

Meeting #1
September 19, 2014
12:00 – 1:30 p.m.
IRC 101

Present: David Bruck, Jeanne Dittman, Susan Kendall, Michael Kimbarow, Linda Main, Valeria Molteni, Rob Sibley (late), Mary Warner, and Katherine Wilkinson

Attending via conference call: Sigurd Meldal

Guests: Pamela Stacks, GS&R AVP and Research Foundation Interim COO, Nicole Loeser, Catalogue, Curriculum and Program Analyst, Undergraduate Studies

1. Introductions and Announcements. Elizabeth Weiss has stepped down from the GS&R Committee to take on other obligations. The Committee will search for a replacement within the College of Social Science. Katherine Wilkinson is taking over for Miri Van Hoven. Cheryl Cowan will be replacing Jeanine Jones as the Committee's note taker. AVP/COO Pamela Stacks and Nicole Loeser were introduced as guests.

2. Proposal for MSEE with a Concentration in Cyber Security.

David Bruck provided an overview of the concentration process. Concentrations are considered new programs and will need to go through the entire curricular process. He explained that what made the CSEE with a concentration was the 9-unit package of BUS 248, MARA 259 and CMPE 279, making it an interdisciplinary degree.

Sigurd Meldal provided a justification for the need of an MSEE with a Concentration in Cyber Security citing President Mohammad Qayoumi's directive to create an interdisciplinary cyber security program, the recent hire of new faculty, and the goal of creating the first such program at SJSU.

The committee sought clarification regarding advisor approved electives and recommended that the catalog description be changed to show that students are required to take 9 rather than six credits of electives.

The committee noted that accessible green sheets were not submitted with the proposal and recommended that they be submitted when the proposal moves forward to the Curriculum and Research Committee.

A motion to approve the proposal was unanimously approved by the committee. **M/S/P (Warner/Sibley/Approved 10-0-0)**

3. AVP/COO Pamela Stacks discussed the upcoming division of the Office of Graduate Studies & Research into an Office of Research (yet unnamed) and the Office of Graduate and Undergraduate Programs. There was a robust discussion about new research possibilities and the goals of the new Office of Research, as well as concerns about graduate programs lacking equal advocacy when combined with the current Office of Undergraduate Studies. Michael announced that Provost Feinstein would attend the next GS&R Committee meeting on September 29 and address questions and comments from the Committee for 30 minutes.

Action: Michael requested that members send him their questions and concerns about the upcoming division to him. He will send them to the Provost so that he has a general understanding of what the issues will be.

Meeting was adjourned at 1:21 p.m.

APPROVED WITHOUT CHANGES 10/13/2014



GRADUATE STUDIES & RESEARCH COMMITTEE

Meeting #2
September 29, 2014
12:30 – 01:30 p.m.
IRC 101

AGENDA

1. Discussion with the Provost regarding the reorganization of Academic Affairs.
2. Approval of the minutes from 9/15/14
3. Announcement of Hillary Nixon joining GS&R
4. Discussion of the implications of the AA reorganization for the charge and structure of GS &R.



GRADUATE STUDIES AND RESEARCH COMMITTEE

Meeting #2
September 29, 2014
12:30 – 1:30 p.m.
IRC 101

Present: David Bruck, Jeanne Dittman, Michael Kimbarow, Linda Main, Valeria Molteni, Rob Sibley, Mary Warner, and Katherine Wilkinson

Unable to Attend: Sigurd Meldal, Hilary Nixon, Susan L. Kendall

Guests: Provost Andy Feinstein, Dennis Jaehne, Acting Deputy Provost and AVP of Graduate and Undergraduate Programs, Pamela Stacks, GS&R AVP and Research Foundation Interim COO, Nicole Loeser, Catalogue, Curriculum and Program Analyst, Undergraduate Studies

Members introduced themselves and their college representation to the Provost and Acting Provost.

The Provost and Acting Deputy Provost were invited to explain the rationale behind the recent reorganization of Office of Graduate Studies & Research. The committee posed questions and stated concerns they had regarding the future of graduate studies at SJSU. After the Provost and Acting Deputy Provost left the meeting, a general discussion was held within the committee about the future Office of Graduate and Undergraduate Programs and potential restructuring of the GS&R committee. It was decided that before further discussion about the committee's reorganization and the Office of Graduate and Undergraduate Programs, the committee would monitor the progress of the transition and report to the Provost

The meeting was adjourned.



GRADUATE STUDIES & RESEARCH COMMITTEE

Meeting #3
October 13, 2014
12:00 – 01:30 p.m.
IRC 101

AGENDA

1. Introduction of new committee member Hillary Nixon
2. Approval of minutes from September 15 and September 29 meetings
3. Review Application to Establish an Organized Research and Training Unit for the Silicon Valley Center for Global Engineering Information



GRADUATE STUDIES AND RESEARCH COMMITTEE

Meeting #3
October 14, 2014
12:00 – 1:30 p.m.
IRC 101

Present: David Bruck, Jeanne Dittman, Susan Kendall, Michael Kimbarow, Linda Main, Sigurd Meldal, Hilary Nixon, Rob Sibley, Mary Warner, and Katherine Wilkinson

Absent: Valeria Molteni

Guests: Nicole Loeser, Catalogue, Curriculum and Program Analyst, Undergraduate Studies

1. Introductions. Hilary Nixon was introduced to the Committee as its newest member representing Social Science for a one-year term.
2. Minutes. Minutes for the meeting of September 15, 2014 and September 29, 2014 were brought up for discussion and approval.

M/S/P (Warner/Main/Approved 8,0-1 , to approve September 15, 2014 minutes. One member arrived after the vote.

M/S/P (Main/Warner/Approved 6-0-3 , to approve September 29, 2014 minutes. One member arrived after the vote.

3. Review of Application to Establish an Organized Research and Training Unit for the Silicon Valley Center for Global Engineering Education

David reviewed the criteria for ORTU approval. Using the checklist on pgs. 6-7 of the Guidelines for Organized Research and Training Units revised 9/6/2013, David discussed each item in the checklist as it pertained to the ORTU proposal at hand. The ORTU met the necessary criteria on the checklist except for these areas:

Checklist Item 4. The proposal section entitled "Need" should be reworded.

Checklist Item 6. The proposal needs to be amended to include the number of people on the steering committee and estimated number of faculty affiliates.

Checklist Item 10. The proposal should articulate the differences between it and the Silicon Valley Center for Global Studies.

Checklist Item 13. The letter from the Dean needs to be reworded to agree to take financial responsibilities for losses if money does not come in for faculty release time. The budget also needs to include built-in inflation.

Checklist Item 17. The proposal needs to state that the ORTU will not use college staff.

Additionally, David indicated that AVP Stacks expects ORTUs to be self-sustainable and that it would be an important component in future ORTU proposals.

It was **M/S/P (Meldal, Main, 8-0-0)** to approve the proposal following minor revisions as recommended by the Chair, David Bruck and Jeanne Dittman, before submission to the Curriculum & Research Committee.

4. Discussion of the organizational structure of the committee was deferred until the next meeting.

Meeting was adjourned at 1:25 p.m.



GRADUATE STUDIES & RESEARCH COMMITTEE

Meeting #4
November 3, 2014
12:00 – 01:30 p.m.
IRC 101

AGENDA

1. Approval of the 10/14/14 minutes.
2. Review of ORTU Proposal from the Silicon Valley Big Data and Cybersecurity Center (SVBCC).
3. GS&R committee structure



Graduate Studies and Research Committee

Meeting #4
November 3, 2014
12:00 – 1:30 p.m.
IRC 101

Present: David Bruck, Jeanne Dittman, Susan Kendall, Michael Kimbarow, Linda Main, Sigurd Meldal, Valeria Molteni, Hilary Nixon, Rob Sibley, Pamela Stacks, Mary Warner, and Katherine Wilkinson

Absent:

Guests: Nicole Loeser, Catalogue, Curriculum and Program Analyst, Graduate and Undergraduate Programs

1. Approval of the 10/14/14 minutes.

M/S/P (Approved 11-0-1 , Approve October 14, 2014 minutes.

2. Review of ORTU Proposal from the Silicon Valley Big Data and Cybersecurity Center (SVBCC).
 - a. 9 new faculty hired into this area of Big Data
 - b. Funding activities around this ORTU has been going on for a number of years, with over \$1.4 million being raised to date.
 - c. ORTU would support activities on campus around this initiative.
 - d. Interdisciplinary research for faculty and students around big data and other disciplines.
 - e. Organized structure has the ORTU as sitting under the president/provost due to the fact that this will run interdisciplinarily so proposers did not want to limit its approval capabilities under a specific dean/college leadership.
 - i. 3 advisory bodies: Academic Advisory Council, Faculty Council (includes PI's for projects), as well as an Industry and Community Advisory Council
 - f. Proposals will run through ORTU and then through Research Foundation. Creating a situation where monies will come through Center instead of colleges. It was noted that all research grant funding can be held in both areas.
 - g. Sigurd's own research grants have created the seed money to start the centers operating budget. Supplemental grants will assist with additional funding for center.
 - h. Once they [SVBCC] obtain Center for Excellence they anticipate additional funding being obtained.
 - i. Provost has agreed to support the Cybersecurity initiatives via assigned time through Fall 2015.

- j. Chair of ORTU will be from community advisory as a means to keep them engaged, but also because it seemed to make sense to have our industry assist with driving direction of group.
- k. No Classified research is allowed under senate policy.
- l. Support letters from Academic Advisory Council members (mostly deans) would be helpful. Specifically one from College of International Extended Studies dean Ruth Huard.
 - i. Sigurd feels chair support is more important than Dean support, as they are the administrators on the ground running the programs/classes.
 - ii. Minutes from meeting in which all the deans heard and agreed to proposal regarding support of resources to ORTU.

M/S/P (Approved 12-0-0, Approve ORTU Proposal for Silicon Valley Big Data and Cybersecurity Center (SVBCC) pending additional documentation of support from deans.

3. GS&R committee structure

- a. A very rough proposal was developed by Michael prior to meeting. He will send out for review and feedback.
- b. It would outline the current restructure and areas that need to be addressed.
- c. Thesis is on both committees as it is unsure where the right fit is for it.
- d. We could state that Research involves both undergrad and graduate programs and therefore should include representation from both
- e. Staffing another committee both with faculty and administrative staff could seem troublesome since senate already has difficulty filling current committee seats. However Michael sees it could be an interest area for faculty looking for specific service around research.
- f. Pam recommends that if we do go the two committee route, the thesis should stay with Graduate Studies portion as it more rightly deals with policies that come out from this committee then out of a research group.
 - i. Graduate Advisory Committee instead of Graduate Studies, this group would be policy based and be at the same level as C&R.
- g. David suggests removing the research portion out of the graduate studies committee. This would ease some of the workload and be able to move things to C&R quicker.
 - i. If a split then ORU's should definitely live with the Research Committee
 - ii. Could the type of ORU/ORTU proposal have to be reviewed by GS and/or Research depending on the level of research or training involved in proposal.
- h. This is just a starting point to conversation about whether this [split] move is required/necessary or not. The idea is to get this reviewed and passed forward so it could be decided upon before the next Academic Year to ensure it is put in place next Academic Year if approved/appropriate.

Adjourned at 1:30pm



GRADUATE STUDIES & RESEARCH COMMITTEE

February 2, 2015
12:00 – 01:30 p.m.
IRC 101

AGENDA

1. Approval of minutes
2. Reorganization of the GS&R committee
3. Outstanding Graduate Thesis Awards committee
- 4 CSU Student Research competition committee
5. Election of new chair for AY 15/16



GRADUATE STUDIES AND RESEARCH COMMITTEE

February 2, 2015
12:00 – 1:30 p.m.
IRC 101

Present: David Bruck, Jeanne Dittman, Susan Kendall, Michael Kimbarow, Linda Main, Sigurd Meldal, Valeria Molteni, Hilary Nixon, Rob Sibley, and Katherine Wilkinson

Absent: Mary Warner

Guests: Pamela Stacks, AVP Office of Research, Interim COO Research Foundation, Nicole Loeser, Catalogue, Curriculum and Program Analyst, Undergraduate Studies

1. Minutes. The November 11, 2014 minutes were brought up for discussion and approval. **M/S/P (Wilkinson/Main/Approved 9,0,1) November 11, 2014 minutes were approved as submitted.**

2. Reorganization of the GS&R Committee. Further discussion was held by the Committee concerning a possible reorganization and the Chair's rough proposal.

If the current committee were split into two committees, there were questions about the workload to justify another committee. GS&R currently handles both curriculum and new ORTU proposals. It was not clear that there would be enough of either to warrant two committees. It was further discussed that there might be a duplication of effort between the two committees. Additional comments were made concerning the role a new Associate Dean of Research would hold either in the GS&R committee or in a separate Research Committee. ORTU representation was discussed as a possible addition to a restructured committee, as were further training and best practices policies to be brought before a committee for discussion and implementation.

The committee recommends not splitting the GS&R committee structure at this time. The committee does realize that as the new administrative structure unfolds the committee may have the occasion to re-evaluate this decision

3. Outstanding Thesis. David Bruck announced the Outstanding Thesis Award deadline has been scheduled for March 20. He asked for three committee members to review the thesis and stated they would have a week to review and make their recommendations. Outstanding Thesis winners received a stipend of \$500, recognition at commencement and a WAGS regional award. Mary Warner has already volunteered. Katherine Wilkinson and Hilary Nixon volunteered to round out the committee of three.

4. Research Competition. Pamela Stacks announced the SJSU Research Competition which has been scheduled for Wednesday, March 11 (Group B – Sciences) and Thursday, March 12 (Group A – Arts & Letters). Colleges will provide names of participants to the Office of Research by March 2. The Research Forum will be held April 8 and the CSU-wide competition will be held May 1 and 2. Pam Stacks asked for three volunteers each day of competition to act as judges. Volunteered March 11: Valeria Molteni and Sigard Meldal. Volunteered March 12: Linda Main, Michael Kimbarow, Rob Sibley. David Bruck said he planned to attend both days. There is a need for another judge for the March 11 day of competition.

5. Election of New Chair AY15/16. The Chair reminded the committee that he would be stepping down as Chair after this academic year and outlined some of his duties as Chair so that members could begin to think about nominations. He suggested holding an election in mid-March.

Meeting was adjourned at 1:20 p.m.



GRADUATE STUDIES & RESEARCH COMMITTEE

February 23, 2015
12:00 – 01:30 p.m.
IRC 101

REVISED AGENDA

1. Approval of minutes from September 15 and September 29 meetings
2. Review Application to Establish an Organized Research and Training Unit for the Korea Silicon Valley Technology Center (KSVTC)
3. Discussion of GVAR policy
4. Additional judge needed for March 11 (Science) SJSU Research Competition.

GRADUATE STUDIES AND RESEARCH COMMITTEE DRAFT

February 23 ,2015

12:00 – 1:30 p.m.

IRC 101

Present: David Bruck, Susan Kendall, Linda Main, Sigurd Meldal, Valeria Molteni, Hilary Nixon, Rob Sibley, Mary Warner and Katherine Wilkinson

Absent: Jeanne Dittman, Michael Kimbarow,

Guests: Nicole Loeser- Catalogue, Curriculum and Program Analyst, Undergraduate Studies

Start: 12:07pm

1. Members decided
2. Agenda revised to approve minutes from last GS&R meeting on Monday February 2. Sigurd noted a change in verbiage understanding of discussion around GS&R future. The discussion was that the committee did not want to continue a discussion around whether or not we should divide the committee. Sigurd moves that committee decided, "The committee recommends not splitting the GS&R committee structure at this time. The committee does realize that as the new administrative structure unfolds the committee may have the occasion to re-evaluate this decision"

M/S/P (Meldal/Nixon/Approved 8-0-1) approve minutes as amended by Sigurd Meldal sas submitted.

3. Korea Silicon Valley Technology Center
 - a. There was a recommendation that they work with the Lee Chang ORTU, but the department stated they could not do so and be able to obtain the collaborations they need without having Korea included in the title.
 - b. It was a weakly written proposal. Some items appear to be missing, although it might be minor.
 - c. Two different documents were submitted as part of this package
 - d. Please ask they submit proper proposal, and budget information.
 - e. Move to have department submit with updated version. Committee will evaluate then.

M/S/P (Sibley/Main/Approved 9-0-0) Table until department can submit accurate/updated document for committee to review.

4. GVAR Policy Discussion
 - a. Very few Grad programs require GVAR.
 - b. TFOEL numbers were unknown, a system was identified that personnel did not know about and we should be able to start obtaining those numbers in the future. We need to know this so we can accurately discuss results with international students.

- c. Discussion about changing the GPA to 2.5-3.0 Science brought in departments and they were adamant about not changing the GPA as it would affect their numbers.
- d. Standards set that the course (200W) has to abide by. The bar we have set is 100w level. This helps meet any waiver process.
- e. Waivers include
 - i. Single-authored publication
 - ii. Masters Thesis or PhD Dissertation
 - iii. Previous Class that meets specifications
 - 1. English writing competency and Professional Standards
 - iv. CSU Bachelors Degree (100W)
 - v. GS office generally reviews over 50 waiver requests a year, mostly from Engineering.
- f. GVAR satisfying course
 - i. Any 200W course
 - ii. Methods Class
 - iii. Content Class (contains 3000 words)
- g. We should consider eliminating 100W for waivers, requiring WST for content courses.
- h. Policy could include a statement a course requires students to pass the GVAR with a C or better. Instructor will grade "These type" of assignments in order to meet the GVAR requirements.
- i. What percentage of graduate programs use 200W courses as methods vs content courses. Fewer use content than others.
- j. We should maybe set specific standards for the type of course (Methods/Content) that 200W GVAR courses need to meet in order to obtain the content we are looking for in the course. Beef up what needs to go into a course to get the GVAR component.
- k. What is the request being made of GS&R?
 - i. Ways to clean up policy. Remove/update Waivers, standards, etc.
 - 1. Remove some waivers
 - 2. Eliminate content classes
 - a. Not supported by a few departments on campus (LIS, currently uses content)
 - b. Some programs their fields don't require lengthy documentation, we could allow for some programs to use a content method, using parts to develop the overall total required words. They want the content assignments to relate to things they will do in the field (in some cases shorter letters/emails than lengthy research papers).
 - ii. What is the correlation between various fixes (ie. bad writing from 100w)
 - iii. What is the source of our GVAR policy acceptance/deny of waivers.
 - iv. If we are being asked to provide recommendations to policy we will need the data in order to make the appropriate decisions.

5. March 11 Research Competition needs one more person.
 - a. David will do it, there were no other faculty members available.

Meeting was adjourned at 1:30p.m.



Graduate Studies and Research Committee

March 2, 2015
12:00 – 1:30 p.m.
IRC 101

Present: Jeanne Dittman, Susan Kendall, Michael Kimbarow, Linda Main, Sigurd Meldal, Valeria Molteni, Hilary Nixon, Mary Warner, and Katherine Wilkinson

Absent: David Bruck, Rob Sibley

Guests: None

1. Minutes. The February 23 minutes were brought up for discussion and approval. Mary Warner noted that the date needed to be changed regarding approval of minutes from the February 2, 2015 meeting. **(Meldal/Warner/Approved 9/0/1) minutes approved as amended.**

2. Permission was sought by the chair to allow the AVP of Research to solicit a volunteer from the C&R Committee to judge the upcoming research competition since the GS&R committee was short one judge for the first day of competition. Without a formal vote, this was agreed to by all.

3. Review of ORTU Proposal from Korea Silicon Valley Technology Center (KSVTC)

The Chair asked the Committee if there were any concerns in general.

A question arose concerning the author of the redlined proposal. The Chair advised that David Bruck had done so because the proposal was not well written and was concerned that poor writing would interfere with content.

Several concerns were raised around the proposed budget. The budget is not on the recommended form which makes it difficult to review. There are more specifics on the template than the budget presented, which might help clear up some questions. An influx of \$17,000 from the Korean government (page 16) is shown for which the outflow is not properly spread. Training revenue is included in KSVTC's budget activities, but it is shown as wash against expenses without information in the proposal itself as an explanation. Agreements for research projects must be handled through the grant side of the ORTU. F&A and training efforts must be handled through the self-support side. Is the budget a projection rather than an accurate representation? The Chair expressed concern regarding the ability of the ORTU to successfully obtain all of the projected grants, and would like to see evidence from the dean to support the ORTU with financial resources until they become self-sustaining.

Separate from the budget, an additional letter of recommendation is needed from another chair.

Sigurd Meldal raised a question of the relationship with this ORTU and the more generic ORTU in Engineering. He suggested that in our internal documents, it would be helpful to explore other ORTUs and look for synergies that could be exploited even though they are separate centers.

The Chair recommended that the KSTVC ORTU proposal be sent back to the proposers for clarification of the budget questions and revisions. He suggested that a committee comprising of himself, David Bruck, and Jeanne Dittman meet with the proposers to assist them in this effort. The Committee agreed without a formal vote.

4. On a separate note relating to ORTUs in general, Jeanne Dittman suggested that Pam speak with the Provost regarding SJSU's overall stance regarding working with international companies who train businesses, as well as students, in other countries.

5. David Bruck received an application for the research competition from Interdisciplinary Studies. This entry stands alone and does not prevent other colleges from putting forward their candidates. **(Wilkinson/Kendall/Approved 10/0/0) approved acceptance of the Interdisciplinary Studies entry into the research competition.**

6. Hilary Nixon was nominated by Sigurd Meldal (seconded by Linda Main) for the position of Chair of the GS&R committee. The election was postponed until the next meeting so that any other candidates could put their names forward in addition to the nominee.

Meeting was adjourned at 1:05.



GRADUATE STUDIES & RESEARCH COMMITTEE

March 16, 2015
12:00 – 01:30 p.m.
IRC 101

AGENDA

1. Approval of 3/2/2015 Minutes
2. Announcement of Research Competition Winners
2. Review Application to Establish an Organized Research and Training Unit for the Korea Silicon Valley Technology Center (KSVTC)
3. Chair Election



Graduate Studies and Research Committee

March 16, 2015
12:00 – 1:30 p.m.
IRC 101

Present: David Bruck, Jeanne Dittman, Susan Kendall, Linda Main, Sigurd Meldal, Valeria Molteni, Hilary Nixon, Rob Sibley, Mary Warner, and Katherine Wilkinson

Absent: Michael Kimbarow

Guests: None

1. Jeanne Dittman met with the KSVTC principals but was unable to do so until the Friday before this meeting. She went over all of the issues brought up by the Committee, and expects they will be resolved in the next version. She was not sure when the Committee would receive the revisions.
2. Pam Stacks was unable to attend today's meeting to announce the Research Competition winners, but will do so at the next meeting.
3. David Bruck announced the winners of the Outstanding Thesis competition. Four theses were nominated. One was ruled invalid due to its publication date. The two winners were Sarah Aghazadeh (Interdisciplinary), and Chris Keith (Social Science). David thanked Mary Warner, Katherine Wilkinson and Hilary Nixon for their time and evaluation. It was also suggested that the Library put an article in the Provost's newsletter about ScholarWorks.
4. David Bruck announced he would be attending the upcoming Graduate Deans/Associate Deans conference and asked if anyone in the group wanted him to address any particular issues. He would like to discuss how other campuses are handling graduate fairs, and online recommendations. Rob Sibley asked if David could get more information about the campuses who utilize a graduate/undergraduate umbrella as recently adopted by SJSU, and those the separate the two.
5. David Bruck brought up GVAR wavers as a potential policy issue for the Committee to review. A lively discussion ensued. David Bruck believes graduate programs need to produce better writers. He does not want to allow 100W courses to fulfill the GVAR requirement, nor does he want writing components added to content courses. This would affect programs like Nursing and Physics. All agreed that a problem exists with students' writing, but there was no consensus about an approach to mitigate it. Linda Main stated it will be difficult to get consensus for a policy change within departments, particularly since the Committee could not come to a consensus. Her belief was that perhaps the group was over-focused on writing and



GRADUATE STUDIES & RESEARCH COMMITTEE

April 27, 2015
12:00 – 01:30 p.m.
IRC 101

AGENDA

1. Approval of 3/16/15 meeting minutes.
2. Discussion about the Bertha Kalm Scholarship and raising the amounts of individual scholarship awards.
3. Change current Graduate Equity Fellowship scholarship rules to include Ed.D. program participants.
4. Further review of the KSVTC ORU proposal.
5. Review material submitted by Linda Main for CASA rubrics.

Graduate Studies and Research Committee
Meeting Minutes
Monday, April 27, 2015
IRC 131 12pm-1:30pm

Present: David Bruck, Jeanne Dittman, Susan Kendall, Michael Kimbarow, Linda Main, Valeria Molteni, Hilary Nixon, Rob Sibley, Mary Warner, and Katherine Wilkinson

Absent: Sigurd Meldal, Pam Stacks

1. Approval of 3/16/15 meeting minutes.

****Action- Approve Meeting Minutes from March 16, 2015-** (M/Main, S/); 6-Yes, 0-No, 1 Abstention (Kimbarow)

2. Discussion about the Bertha Kalm Scholarship and raising the amounts of individual scholarship awards.
 - a. The principle interest in this fund has exceeded quite a bit and AD Bruck would like to increase the amount and number of scholarships we distribute.
 - b. Award at different quantities and level.
 - c. Current Reviewers are just Cheryl and David
 - d. Should there be faculty involvement? GSR had no response in taking part.
 - e. Hesitation is that there is already a challenge with faculty reading in different disciplines that they do not have experience. Criteria will need to be clear so that evaluators can be knowledgeable enough to make valid recommendations.
 - f. Committee will leave the scholarship at the discretion of the Associate Dean of Graduate Studies. Committee just suggests that department thinks critically about the impact of increases in awards as to not have to reduce those awards later or run out of funds to offer.

****Action- Move to permit Associate Dean for Graduate studies to determine the amount and number of awards distributed from the Kalm Scholarship,** and report to the Committee each year. 7-Yes, 0-No, 0-Abstain

3. Change current Graduate Equity Fellowship scholarship rules to include Ed.D. program participants.
 - a. Currently allows doctoral students, but distributes and publicizes as Masters.
 - b. 15-20 distributed annually
 - c. Should we set aside a specific amount for each area? A distribution ration to ensure equitability.

- d. Dependent on Financial Need that is completed via Financial Aid documentation. They are given a score based on need and they are reviewed on highest need. Most who apply are working professionals and may not qualify
 - i. Fewer or none if there aren't enough to qualify for doctoral applicants.
- e. Looking at more of a maximum not minimum amount for doctorate students. Not to exceed 25% of the available scholarships.
- f. Funding is from the CSU.

****Action- Move to permit doctoral students to be eligible for the Graduate Equity Fellowship Scholarship, available scholarships for doctoral students not to exceed 25% of available scholarships. 7-Yes, 0-No, 0-Abstain**

- 4. Further review of the KSVTC ORU proposal.
 - a. Group met with budget office to discuss issues in proposal and adjusted materials per the discussion with foundation finance office.
 - b. Page 3 outlines a who contributed the funds, they list it as a donation but it was not outlined that way in other places in the proposal. So they need to clarify/update appropriately per how they really obtained the funds from the Korean government.
 - c. Their budget outlines funding received for previous budget and what they anticipate coming in for a future project. They adjusted most of their documentation but not all the budget lines were updated appropriately and now it reads incorrectly and a bit confusing.
 - d. Page 14 now reflects page 15. They do not plan to pay themselves the first year.
 - e. They see the ORU to be funded by the Korean government and other subsidiaries that will cover projects.
 - f. The government stated it was easier for them to distribute funds to a center than to faculty as individuals. This will support the efforts and allow engineering to cultivate additional projects with Korea.
 - g. Would monitor individual projects and proposals.
 - h. Some concern over name so that it doesn't lock them in to Korean government being the only contributor to this center. (NOTE: A Concern we should note in moving this forward)
 - i. They faculty have said that they need to have the word Korea in the title in order for them to get the funding

****Memo to Dept- Issues that need to be addressed in Proposal (by first meeting in Fall)**

- 1. Budget Accuracy
 - a. That it has totals/numbers and they add up correctly
- 2. Support documentation from chairs and deans as requested.
- 3. Committee has worked with principles to ensure proposal could move forward and items requested to update proposal have not been done.

5. Review GVAR rubrics.

- a. Will continue to collect rubrics and bring this back to committee in fall.

- b. Associate Dean Bruck recommends:
 - i. When it is a content course, that we have rubrics for both written and other portion.
 - ii. Also think grad programs should drop 100W.
 - iii. The admit scores are should be proof they [student] are at a minimum to succeed in english requirement. (TOEFL, etc)
 - c. Once we gather all the rubrics we could develop a university Rubric that could be use as a resource.
 - d. Some departments in colleges are identifying a specific course to be taught across the college. This would be needed if you eliminate 100W from being accepted at the Graduate level.
 - i. Ask your college's what the issue would be if 100W was eliminated from option.
6. Michael thanked everyone for their contributions over the year and helping making GSR run and move smoothly over the years.

suggested that in today's job market writing is not as critical as it used to be. She suggested that we get more support to assist graduate students with their writing, including ESL support, rather than putting the burden on the departments.

Sigurd Meldal addressed the Committee and asked that it obtain more data. He thinks that the group needs a better sense about whether the poor quality writing is a result of a lack of capability or lack of students' willingness. After gathering the data, it would be possible to establish a special rubric for GVAR courses. This would be one way to determine if student's can write to the level the university expects. Linda Main saw this approach as time consuming with little result.

Hilary Nixon has a GVAR rubric. She would not be opposed to a double-grade system where students could pass a class, but not the GVAR component of that class. Rob Sibley would like rubrics that could be automatically graded in Canvas. Rob also wanted to know if this Committee had any authority to impose changes to the GVAR requirements. David Bruck responded that GS&R would write up a policy and recommendation to C&R.

After continued back-and-forth, Sigurd Meldal wanted the Committee to take some action. **(Meldal/Molteni/Approved 8/2/0) Committee members will go back to their colleges and ask for rubrics being used for the GVAR component of their classes, including 200W courses. Each member will summarize their college's findings for the Committee.**

8. Chair Election. **(Warner/Wilkinson/9/0/1) Hilary Nixon is elected Chair of the GS&R Committee for the 2015/2016 academic year.** Nixon abstained.

7. Minutes. The March 2, 2015 minutes were brought up for discussion and approval. **(Wilkinson/Warner/Approved 9/0/1) minutes approved,** Bruck abstained.