

**2015-2016 Year-End Committee Report Form**

**Committee:**

**Chair:**

**Chair-Elect for 2016-2017:**

**Number of Meeting held:**

(Please include phone/zip/email if available)

**Items of Business Completed 2015/2016**

- 1.
- 2.
- 3.

**Unfinished Business Items from 2015/2016**

- 1.
- 2.
- 3.

**New Business Items for 2016/2017**

- 1.
- 2.
- 3.

**Please return to the Office of the Academic Senate (ADM 176/0024) by May 31, 2016.**



## **GRADUATE STUDIES & RESEARCH COMMITTEE**

September 21, 2015  
12:00 – 01:30 p.m.  
ADM 250

### **AGENDA**

1. Introductions
2. Google Drive review
3. Name change of Management Information Systems Department to School of Information Systems and Technology
4. New MS-HF/E Concentration in Applied Experimental Psychology
5. Approval of 4/27/2015 Minutes

**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, September 21, 2015**  
**ADM 250 12pm-1:30pm**

Present: Thalia Anagnos, David Bruck, Jeanne Dittman, Susan Kendall, Linda Main, Gilles Muller, Hilary Nixon, Cassandra Paul, Rob Sibley

Absent:

Start: 12:05pm

1. Introductions
  - a. Gilles Muller, Associate Dean of Research, referral has been sent to Academic Senate to add role as an official Ex officio member of the GS&R committee
2. Google Drive Review
  - a. David will meet with new members individually if they have any issues accessing documents in the shared google drive. If any member encounters issues with accessing drive folder please contact Grad Studies staff.
3. Approval of meeting minutes from last Spring, April 27, 2015

**\*\*Action- Approve Meeting Minutes from April 27, 2015 - (M/Rob Sibley, S/Susan Kendall);**  
6-Yes, 0-No, 1-Abstention

4. Name change of Management Information Systems Department to School of Information Systems and Technology
  - a. What is the benefit of changing from a department to a school? Perception for naming opportunities. CASA used to determine the difference between school and department by size.
  - b. Work with GUP to have departments develop documentation that is clear on how they will market their program so that students can easily identify who they are and what they teach.
    - i. Add to process a table that requires a comparison of naming conventions similar to requested change with other programs around campus.

**\*\*Action- Approve Name Change to School of Information Systems and Technology -**  
(M/Rob Sibley, S/Linda Main); 7-Yes, 0-No, 0-Abstention

**\*\*Action Item:** Prepare a referral for looking at Name Change policy.

5. New MS-HF/E Concentration in Applied Experimental Psychology
  - a. Has historically been an interdisciplinary major under Industrial Systems and Engineering. They partnered with psychology for portions of their Human Factors program to provide the additional content in psychology.

- b. They intend to break out the rest of their specializations in to concentrations.
- c. Is this going to be confusing for students, a Psychology concentration under Engineering.
- d. Recommend that they are clear on their website what they (ISE) are offering so those who are looking for Psychology can be directed to the right program.

**\*\*Action- Approve ISE MS Human Factors and Ergonomics, Concentration in Applied Experimental Psychology - (M/Rob Sibley, S/Linda Main); 7-Yes, 0-No, 0-Abstention**

6. Other Business

- a. A couple of CoEd proposals (masters and certificate) came in with poor grammar, budget, etc. Should we send them back for them to update or should we (grad studies office) update on their behalf.
- b. Office of Research has been reviewing references to the old GS&R office to identify fixes to policies and procedures. They will be bringing various policies and such to GS&R Committee this year for clean up/updating.
  - i. The various requests will start appearing on the agenda after the November 1st catalog deadline
- c. Thesis policy is being reviewed. Trying to identify how many errors will be acceptable
  - i. During this year's review, we will be noting the types of errors and how many we find.

Adjourn: 1:13pm

Upcoming Meetings: October 5, October 19, November 9, December 7, February 8, February 22, March 7, March 21, April 4, April 11, and May 2 (If needed);



## **GRADUATE STUDIES & RESEARCH COMMITTEE**

October 5, 2015  
12:00 – 01:30 p.m.  
ADM 167

### **AGENDA**

1. Discussion and approval of 9/21/2015 minutes
2. Geology Department name change.
3. Elevation of Concentration in Engineering Management to an MS degree program.
4. MA in Child Development Name Change

**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, October 5, 2015**  
**ADM 167 12pm-1:30pm**

Present: David Bruck, Jeanne Dittman, Susan Kendall, Linda Main, Dolores Mena, Hilary Nixon, Cassandra Paul, and Rob Sibley

Guests: Gilles Muller

Start time: 12:05

The chair welcomed everyone to the meeting and requested they each introduced themselves.

1. The minutes of the September 21, 2015 meeting were brought up for discussion and approval. **M/S/P (Kendall/Main/Approved 6/0/1) September 21, 2015 minutes were approved as submitted.**

2. Geology Department name change. The Geology Department would like to change its name to "Earth Science." A short discussion was held. The name change will not affect the degree names. **M/S/P (Sibley/Paul/Approved 8/0/0) approved Geology's proposed name change to Earth Science.** The proposal will be forwarded to C&R.

3. MA in Child Development name change. The faculty for the Department of Child and Adolescent Development requested an MA degree title change from "Child Development" to "Child and Adolescent Development." A short discussion followed. ChAD changed the title of its undergraduate degree to Child and Adolescent Development some time ago and assumed that the degree name change had followed through to their master's program. **M/S/P (Sibley/Bruck/Approved 8/0/0) approved ChAD's proposed MA degree title change from "Child Development" to "Child and Adolescent Development."** The proposal will be forwarded to C&R.

4. Elevation of Concentration in Engineering Management to an MS degree program.

### **History**

a. Engineering Management is currently a concentration under the direction of Minnie Patel for the past year. Engineering would like to elevate it from a concentration to an actual degree program on its own.

b. The Chancellor's Office is particularly tough on approving new majors for SJSU since it believes the university already has far too many programs.

c. There are three other campuses that have Engineering Management as a degree program and the Chancellor's Office suggested that our Engineering Management degree program submit a one page defense to elevate the program in an attempt to avoid the extensive proposal paperwork. That effort is ongoing but not yet successful.

d. Engineering decided to do a full proposal in the event the simple defense did not work.

## **Proposal**

e. Concerns about the proposal

- There are too many typographical errors in the document
- The program indicates it suitable for part-time working professionals, but gives a full-time student roadmap.
- The pages with classes offered and the roadmaps associated with them are not aligned.
- References to ISE 213 should be changed to ISE 216.
- Dr. Patel's CV has a typographical error on the page.
- Both Pomona and East Bay are misspelled.
- Remove the Eng 486 paragraph in its entirety.
- Update all of the statistical data.
- Note that formatting in a column is incorrect on page 33.

f. There was a discussion about the inclusion of several business electives in the proposal, when in fact an MOU between Engineering and Business only pertains to two of the classes. **Action:** Rob Sibley will get a copy of the MOU for review.

g. The committee believes this proposal will not be looked upon favorably by the Chancellor's Office. **M/S/P (Bruck/Sibley/Approved 9/0/0) that the proposal to elevate the concentration of Engineering Management to an MS degree will not be forwarded to the C&R Committee at this time. The Chair will address GS&R's concerns with the proposers.**

Meeting adjourned at 12:53



## **GRADUATE STUDIES & RESEARCH COMMITTEE**

November 9, 2015  
12:00 – 01:30 p.m.  
ADM 250

### **AGENDA**

1. Discussion and approval of 10/06/2015 minutes
2. New ORTU proposal for Organizational Resilience from the College of Business
3. RP policy revision



Present: David Bruck, Jeanne Dittman, Susan Kendall, Linda Main, Dolores Mena, Gilles Muller, Hilary Nixon, Cassandra Paul

Absent: Rob Sibley

Start: 12:06pm

1. Approval of October 5, 2015 Meeting Minutes

**\*\*ACTION ITEM: Approve Meeting minutes 10/5/15 Approved 6-Yes, 0-No, 1-Abstain**

2. Updates

- a. Khoi Nguyen will be taking Jeanne's place on GSR, today is Jeanne's last meeting as she is heading up to East Bay.
  - b. EPICS Masters program will be coming to the committee next meeting, a certificate is also being proposed and will go to GS&R Chair.
  - c. Engineering Management full program elevation proposal will go straight to the Chancellor's Office with no approval from campus committees, due to the concentration already being approved by campus. The campus leadership and Chancellor's office was okay with us submitting directly, so AD Bruck submitted it at the end of October (10/29/15). Biology will be next to attempt this process.
  - d. HFE proposals for a concentration in Research has been withdrawn. We passed it, C&R had issues with the undergrad courses and the hidden prerequisites that were included. Since the proposal was submitted, the psychology faculty who were going to take part have left, so the resources being supported by psychology were no longer there.
  - e. There is a MA in Secondary Ed looking to be proposed that will include a elementary and secondary credential. This may be a competing program to other education masters programs being offered on the campus.
  - f. Geology name change was put on hold until they could discuss the concerns by another department.
3. ORTU- Center for Organizational Resilience
- a. Usually we request a letter from Dean that states they will assist with any downturn in finances should anything financial happen to ORTU. Committee should consider recommending they submit a memo addressing the any possible financial issues.
  - b. Budget concerns. They need to submit a five year budget and we know they are generally guesses. However their workshop gross does not appear to take into account expenses. It appears they may be increasing expenses to provide excess funds/revenue. This is acceptable to do if they disclose that this is what their plan is, and what they plan to do with it. Needs to be disclosed in proposal

and during workshop. Verbiage needs to be adjusted as well, for instance stipend should be called salary. It can't just be called a stipend.

- c. Gilles (Research Unit) will work with department to clear up the concerns GS&R has with proposal.
- d. This proposal seems very similar to the one we saw from Sigurd last year. Is this a collaboration or competing programs?
  - i. Linda discussed that there has been issues with developing cohorts in order to run the programs (certificates or concentration) for cybersecurity. We are much higher priced than competing programs at Stanford and MIT. So this proposal should not be held up since the other program seems to be on hold.
- e. Hillary will work with Research Foundation and Office of Research to update budget and other terminology issues of proposal.

**\*\* ACTION ITEM:** Approve moving forward once the proposal has been updated per changes requested by GS&R: **7-Yes, 0-No, 0-Abstain**

4. RP policy- Discussion on Update (documents missing in shared folder)
  - a. New policy includes projects and dissertations for doctoral programs.
  - b. All Graduate programs will need a 290R
    - i. The 290R's will be called 1290R's due to non-degree credit courses needing to be numbered differently than degree credit courses, per Chancellor's Office. GUP has taken care of the update for departments.
  - c. The 1290R's are courses that allow students to continue to work on their culminating experience and still be tracked by department. This was created because departments were allowing various options for students to complete their culminating work. This also helps departments with compensation.
  - d. There should be a difference between plan, and program.
  - e. If the issue is to prevent students from sitting and waiting to finish, couldn't the fee to take the R course possibly do the same? Should we look for something that encourages students to finish, to support university efforts for retention and graduation.
  - f. There is no step out, there would be a reapply as well as retro pay for course.
  - g. Wants to revise to include the "Plan", also need to update appeal area.
  - h. AD Bruck would like to bring the updated policy proposal to the committee next time.
5. Announcements
  - a. AD Bruck will plan to retire next December (2016).

Adjourned: 1:30pm



## **GRADUATE STUDIES & RESEARCH COMMITTEE**

November 16, 2015  
12:00 – 01:30 p.m.  
ADM 250

### **AGENDA**

1. Discussion and approval of 11/9/2015 minutes
2. Proposal by Communicative Disorders & Sciences for new special session EPIC Master's Program
3. Discussion of RP Policy revisions
4. Possible consideration of name change of Clinical Lab Scientist program

**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, November 16, 2015**  
**ADM 250 12pm-1:30pm**

Present: David Bruck, Delores Mena, Hilary Nixon, Cassandra Paul

Absent: Susan Kendall, Linda Main, Sandeep Muju (Research Foundation), Gilles Muller, Rob Sibley

Guest: Nicole Loeser, Curriculum and Academic Programming

1. Due to lack of a quorum, approval of the November 9, 2015 minutes was tabled until the next GS&R meeting.

2. EPICS Proposal for Graduate Distance Learning Program, proposed by Communicative Disorders & Sciences.

a. The committee discussed that this program will operate a loss, and questioned if there was some altruistic or political gain to its creation. If there is not, programs that run at a loss are rarely approved.

b. Although initially unclear as to whether funding had been granted for this program, it was determined a grant had been awarded. Question about overload and release time. Wording on page 2, p. 5 lacks clarity.

c. Concern was expressed about taking on an entirely new program considering that speech pathology is a highly popular program with a huge number of applications, and how this program will affect the present program.

d. Page 5. Proposal mentions "research." Should be removed or clarified.

e. Page 5. Note requirement to attend a required workshop. Does it have units attached to it, and if so, are they hidden units?

f. Page 6. The date of the program has to be changed. It appears that the date of the program needs to be changed throughout.

g. Page 7. The table refers to classes being taught online or onsite. However, the first paragraph of that page also includes hybrid classes. Need to be consistent.

h. Page 9. The admissions process needs to be clearer about what the graduation requirements are, including university requirements.

i. No mention of the TOEFL requirement in the proposal, and students will be required to take the TOEFL exam. This should be made clearer in the admission section.

j. Although GS&R does not formally review the financial information in the proposal, the committee has concerns that the costs are too low for the program. If the classes are being

taught by normal faculty, the costs are underestimated. Questions were raised about how faculty would teach on the onsite portion of the program?

k. It appears that the program does not have all of the requisite letters of approval.

The Chair will discuss these issues with Communicative Disorders and Sciences and request that they resubmit their approval.

3. The RP Policy was tabled until a meeting with a full quorum.

Adjourned: 12:30 p.m.

Upcoming Meetings: December 7, February 8, February 22, March 7, March 21, April 4, April 11, and May 2 (if needed);



## **GRADUATE STUDIES & RESEARCH COMMITTEE**

December 7, 2015  
12:00 – 01:30 p.m.  
ADM 250

### **AGENDA**

1. Discussion and approval of 11/9/2015 minutes
2. Discussion and approval of 11/15/2015 minutes
3. Proposal for MS-Justice Studies, Concentration in Global Criminology, Law and Justice
4. New ORTU proposal for the Center for Service Systems Engineering and Innovation (College of Engineering)
5. RP Policy

**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, December 7, 2015**  
**ITC 12pm-1:30pm**

Present: Hilary Nixon, David Bruck, Linda Main, Gilles Muller, Khoi Nguyen, Cassandra Paul

Absent: Susan Kendall, Delores Mena

Guest: Sandeep Muju, Executive Director, Research Foundation

Introductions were made welcoming Sandeep Muju and Khoi Nguyen from the Research Foundation. Khoi Nguyen will be replacing Jeanne Dittman on the GS&R committee for the time being, while her replacement is being sought.

1. Minutes from the November 9, 2015 meeting were brought up for discussion and approval. Without a quorum at the last meeting, they were tabled until this meeting. **M/S/P (Bruck/Paul/Approved 6/0/0) November 9, 2015 minutes were approved as submitted.**

2. Minutes from the November 16, 2015 minutes were brought up for discussion and approval. **M/S/P (Bruck/Paul/Approved 3/0/3) November 16, 2015 minutes were approved as submitted.**

3. Committee updates: EPICS returned a letter to Hilary Nixon instead of a revised policy. Since that letter was received from June McCullough late on December 4, this issue was tabled to the next meeting. Gilles reported that the Center for Organization Resilience pr was positive.

4. Proposal for MS-Justice Studies, Concentration in Global Criminology, Law and Justice. David Bruck informed the committee that this concentration has been in the works for a long time and he felt certain, if the proposal is adjusted slightly, that it will be approved. They want to have an entirely online program that is meant to be very similar to their existing program, but have a global perspective. The biggest issue is that the concentration has only 30 units when the core program has 36. They can't create an entirely new masters' program because it would have to go through the Chancellor's Office with unlikely success. The Chancellor's Office is less concerned about special session programs. David is concerned there will be a political battle within the department if the committee asks them for either a reduction of units in their core program or an increase in units for their special session concentration. After a robust discussion, approval of the concentration was withheld pending clarification from different sources about potential problems with in the incongruent unit structure.

5. New ORTU Proposal for the Center for Service Systems Engineering and Innovation. Gilles Muller told the committee that this ORTU proposal was the result of a competition within the College of Engineering and was one of two projects that have the Dean's support. It went through several revisions prior to submission to the committee. An updated budget reflecting fringe benefits and release time was requested. Additionally some minor editorial and formatting changes were requested. **M/S/P (Bruck/Paul/Approved 6/0/0) to approve the ORTU proposal for the Center for Service Systems Engineering and Innovation with the changes proposed by the committee.**

6. RP Policy. David Bruck brought a revised RP Policy to the GS&R. It has three levels of cost to the student. He said he thought this would implemented 1-1/2 years from now, allowing programs to figure out what level they want to charge. The levels would be set by the Provost's Office. **M/S/P (Paul/Main/6/0/0) approving the RP policy recommendation as submitted.**

The meeting was adjourned at 1:18





## **GRADUATE STUDIES & RESEARCH COMMITTEE**

February 8, 2016  
12:00 – 01:30 p.m.  
IRC 101

### **AGENDA**

1. Music and Dance degree designation change from MA to MM
2. Justice Studies Online Global Masters Program
3. Project EPICS Masters Program
4. ORTU Review: The Center in Smart Technology and Computing for Complex Systems
5. SJSU Research Competition Judge assignments
6. Outstanding Thesis review committee assignment
7. Approval of minutes of December 7, 2015

**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, February 8, 2016**  
**ITC 12pm-1:30pm**

Present: Hilary Nixon, David Bruck, Susan Kendall, Linda Main, Delores Mena, Gilles Muller, Khoi Nguyen, Cassandra Paul, Carlos Sanchez, Rob Sibley,

Absent: None

Guest: Nicole Loeser, Curriculum and Academic Programming

Committee introductions were made to Carlos Sanchez, the committee's new representative from the College of Humanities and the Arts.

1. Music and Dance degree designation. Music and Dance would like to change their degree from an MA to an MM. They believe this is a more accurate portrayal of what they do, and they believe the MA degree hurts their ability to draw students. The designation of degree change has to go through all of the channels up to the Chancellor's Office. The process takes approximately six months to a year. **M/S/P (Paul/Nguyen/Approved) the School of Music & Dance's proposal to change the title of their existing degree from a Masters of Arts to a Master of Music is approved.** The proposal will be forwarded to C&R.

2. Justice Studies Online Global Masters Program. The committee, after their last meeting on December 7, 2015, returned Justice Studies' proposal after for a new concentration requesting they either decrease the units of their base degree to 30 units, or increase the units of their proposed concentration in Global Criminology, Law and Justice to 36 degrees so that the programs would have equal units. Their decision was to remove three units from one program and add three units to the concentration. Each now has 33 units.

a. The current issue is that the Academic Senate recently signed off on a policy that any new concentration must have a 30% overlap in core courses. By increasing both programs to 33 units, they will not be able to have a 9-unit core class overlap. They will have to increase it to a 10-unit overlap. Hilary Nixon suggested that Justice Studies needs to fix this issue to allow them better success with the C&R committee.

b. Susan Kendall also noted that no assessment of library resources was done, regardless of what Justice Studies' indicated in their proposal. She said that there were some gaping holes in resources that the library does not have to support the new concentration. She wants this assessment done before the concentration is approved.

c. Justice Studies provided a two-page proposed revision to their earlier proposal. This needs to be incorporated into a single proposal and re-submitted to the GS&R committee.

The committee asked Hilary Nixon to get back to Justice Studies and request these changes, explaining in particular that with the new Senate policy, C&R is unlikely to approve anything less than a 30% overlap in core courses for their concentration. Nicole Loeser requested that Justice Studies return the rewritten proposal to GS&R by our next meeting in order to meet upcoming deadlines.

3. Projected EPICS Masters Program. Although the committee returned the proposal to EPICS with several edits, those edits were addressed in a letter to Hilary Nixon, rather than incorporating them into a new and improved proposal. They have a grant from the DOE of \$1.2 million, so it appears the program is operational without approval. A question arose about whether or not the university will give back the money if GS&R does not approve the proposal. There are still further complaints that the proposal remains poorly written, and that the budget is still unclear. **M/S/P (Bruck/Sibley/Approved 10/0/0) a motion to send the EPICS proposal back, thank them for their letter, but request an updated revised proposal that incorporates the changes in the letter. Further, and as a part of the motion passed, GS&R would like an explanation of the timing of the delivery of the master's and certificate programs.**

4. ORTU Review of The Center in Smart Technology and Computing for Complex Systems. The document presented to the committee did not have all of the changes that Gilles Muller and Khoi Nguyen knew had been incorporated into a newer version. The review of this ORTU was tabled until the committee's next meeting.

5. Outstanding Thesis Review Committee Assignments. David Bruck explained for the benefit of new committee members what the responsibilities and timelines were for choosing the annual Outstanding Thesis. Delores Mena, Hilary Nixon, and Cassandra Paul volunteered to review the submitted theses and select a winner (or possibly two).

6. SJSU Research Competition Judge Assignments. Gilles Muller gave a brief explanation of the responsibilities of judging students in the research competition, as well as the types of research that would be presented on each day of the two-day event. The following members volunteered their time.

March 2: Khoi Nguyen, Gilles Muller, Carlos Sanchez, and possibly Rob Sibley.

March 3: Linda Main, Rob Sibley, Khoi Nguyen, and Gilles Muller.

The meeting was adjourned at 1:15.





## **GRADUATE STUDIES & RESEARCH COMMITTEE**

February 22, 2016  
12:00 – 01:30 p.m.  
IRC 101

### **AGENDA**

1. Justice Studies Online Global Masters Program
2. Project EPICS Masters Program
3. ORTU Review: The Center in Smart Technology and Computing for Complex Systems
7. Approval of minutes from 8, 2016

**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, February 22, 2016**  
**ITC 101 12:00 – 1:30**

Present: David Bruck, Carlos Sanchez, Susan Kendall, Linda Main, Gilles Muller, Hilary Nixon, Cassandra Paul, Khoi Nguyen, Rob Sibley

Absent: Delores Mena

Guests: Rajnesh Prasad, Director of Sponsored Programs, Research Foundation, and Nicole Loeser, Curriculum and Academic Programming

Start: 12:06pm

1. Justice Studies, Global Criminology Online Program
  - a. David spoke with JS Chair Lee to discuss that GSR wanted to ensure that the program sailed through the process successfully and is there anyway they can make it happen.
  - b. The department decided to add a completely new course to their core requirements to meet policy requirements.
  - c. Working with the library on the resource issue. Susan believes that will move forward with no issues.

**\*\* ACTION ITEM:** Approve JS Online Concentration in Criminology: **9-Yes, 0-No, 0-Abstain**

2. MA EPICS proposal for Guam
  - a. Department re-submitted the entire proposal to address the various concerns that GSR has had with their proposal. They updated it in its entirety to include all requested edits.
  - b. The current “enrolled” students are taking courses through Special Session and there will be no exodus of faculty heading to Guam (concern of committee)

**\*\* ACTION ITEM:** Approve MA EPICS Proposal: **9-Yes, 0-No, 0-Abstain**

3. ORTU Center for Smart Technology and Computing for Complex Systems
  - a. Submitted late, should it be considered? Other documents discussed today did not arrive on time, but the agenda wasn't sent out yet. This arrived after the agenda was sent. (Main(m), Muller(s))
  - b. Motion to: Waive the fact it is late and consider it today as to not hold it up.
- i. Friendly amendment: Committee should ensure this does not occur in future. In future, agendas will hold for documentation being in hand in order to be on the agenda. (amended by Bruck).
  - \*\* ACTION ITEM:** Waive fact it is late, consider it today: **4-Yes, 2-No, 3-Abstain**
  - c. Basic idea is sound and justified. They have enough funding to sustain their plans. **Lots of typos if we care, they however should be more diligent about double checking spelling errors. Like the fact Pam Stacks name is spelled incorrectly in two places.**
- d. **Why do they need an academic advisory board? Don't see that it is needed or add anything to their structure.**
- e. **Smart Advisory Committee did not make sense. Not clear and does not make sense on why it is part of their structure.**
- f. **Contradiction with early passages about release time for director. It changes from year one to year two. It is not included in budget.**

- g. Student Assistant costs are pretty high at \$5700 a semester.
  - h. Faculty will seek grant funding for additional projects within the center.
  - i. **The summer camps are a bit of an issue and should be defined more as to what will occur with these campers while they are here on campus.**
  - j. **Also clarify who is the target audience on professional development.**
  - k. **Missing the statement on how this center's mission matches the mission of SJSU.**
  - l. **There is no discussion about similar ORTU's in the region. Or at least a note about how or why they do not compare to similar programs in region.**
  - m. Dean is supporting this ORTU with over \$200,000, so there is an anticipated return from COE. Is this going to take off or will this be a program that is not as successful as other ORTU's we have seen from the college.
  - n. Will ask department to re-submit proposal, cleaned up and addressing issues, by March 29th for review at the March 7th meeting.
  - 4. Meeting Minutes from February 8th
- \*\* ACTION ITEM: Approve Meeting minutes from February 8th: 8-Yes, 0-No, 0-Abstain**

Adjourned: 1:15pm



## **GRADUATE STUDIES & RESEARCH COMMITTEE**

March 7, 2016  
12:00 – 01:30 p.m.  
IRC 101

### **AGENDA**

1. Approval of February 22, 2016 minutes
2. Review of proposed Family Nurse Practitioner Concentration in School of Nursing
3. Review of ORTU Guidelines



**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, March 7, 2016**  
**ITC 12pm-1:30pm**

Present: Hilary Nixon, David Bruck, Susan Kendall, Linda Main, Delores Mena, Gilles Muller, Khoi Nguyen, Cassandra Paul, Carlos Sanchez, Rob Sibley

Absent: None

Guest: Nicole Loeser, Curriculum and Academic Programming

1. The minutes of the February 22, 2016 meeting were brought up for discussion and approval. **M/S/P (Nguyen/Muller Approved 6/0/2) February 22, 2016 minutes were approved as submitted.**

2. FNP Concentration. David Bruck provided the history behind the current proposal. Susan Kendall questioned whether or not this special session would be a feeder program into the DNP program. Page 4 of the proposal indicates that it is indeed a pipeline to the DNP program. Cassandra Paul brought up the inconsistencies between the numbers of people expected to have health insurance between pages 12 and 13. Gilles Muller wanted a rephrasing of these numbers referencing how they were determined. **M/S/P (Bruck/Kendall/Approved 10/0/0) approved the FNP Concentration proposal with clarification and inclusion of references regarding health insurance numbers.** The proposal, once those changes have been made, will be forwarded to C&R.

3. Hilary Nixon previously sent to all of the committee members a list of the students selected from SJSU's Research Competition to attend the CSU Research Competition at Bakersfield. There were 13 participants, 6 of whom were chosen to move forward: 1 from the College of Engineering, 3 from the College of Science, 1 from CASA, and 1 from the College of Social Sciences. She thanked the members for their service as judges. She also announced that there would be a celebration for the finalists on April 7 and members of GS&R were invited to attend.

4. Review of ORTU Guidelines. There is a subgroup of people charged with revising and updating policies concerning ORTUs. They seek input from GS&R concerning suggested changes to the ORTU Guidelines. There was a robust discussion among the committee members pointing out the following:

- Changes to guidelines have to be made because of institutional changes.
- Termination: Rob Sibley wanted more teeth to terminate non-compliant ORTUs, but Gilles Muller and David Bruck pointed out that the rules exist for terminating recalcitrant ORTUs. David Bruck thought the process was too cumbersome. He suggested that the termination process be simplified to demonstrate that any money remaining in an ORTU's accounts were being spent in the manner for which the funds were intended, and receive the Dean's approval for termination.
- Need to add the Tower Foundation as a choice for housing ORTU funds, but also add a distinction between the two for people to understand.
- Guidelines need clarification (or they are possibly contradictory) that the probationary period is two years to be self-funding. Thereafter, an additional year of probation is possible. There was no mention of who approves that additional year.
- Review of all reports is supposed to be before GS&R. Historically, this became too much of a burden for the committee, and David Bruck did the review as a representative of the committee and as AD of Grad Studies. The GS&R Committee can vote to have the AD of the Office of Research be the point of contact for ORTU proposals, and the AVP of Research be the person who receives the reports after the ORTU is established. Any problems that arise with the reports that need committee backing could be brought to the committee.
- David Bruck wanted some language that departmental personnel were not to be used by ORTUs, even with their permission and the permission of the department chairs. ORTU duties would add to the workload of those personnel and be uncompensated. Those kinds of work should be assigned to ORTU personnel and be budgeted for in the proposal for establishment of the ORTU. Departmental resources, such as copying and faxing, could be used if the department is reimbursed.
- Hilary Nixon suggested that policy should reflect that ORTUs can have multiple dean involvement.
- Clarify #13 in the checklist to reflect that the business plan required is to show how the ORTU will be self-sustaining in two years.
- David Bruck wanted some language requiring the chairs to manage the resources of the ORTUs through reimbursement for staff, etc. It was agreed that funds are allocated in ORTUs for staff and other resources and it is the department's responsibility to seek reimbursement.
- The committee wanted policy that gives Gilles the power to enforce termination (which is currently does) but also to grant him the power to extend deadlines.

No motions were made.

Meeting adjourned at 1:\_\_\_



## **GRADUATE STUDIES & RESEARCH COMMITTEE**

March 21, 2016  
12:00 – 01:30 p.m.  
IRC 101

### **AGENDA**

1. Review and approval of minutes from March 7, 2016
2. ORTU Review: Review revised proposal for STCCS)

**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, March 21, 2016**  
**ITC 12pm-1:30pm**

Present: Hilary Nixon, David Bruck, Susan Kendall, Linda Main, Gilles Muller, Khoi Nguyen, Rob Sibley

Absent: Cassandra Paul, Carlos Sanchez, Dolores Mena

1. The minutes of the March 7, 2016 meeting were brought up for discussion and approval. **M/S/P (Kendall/Bruck/Approved 7/0/0) March 7, 2016 minutes were approved as submitted.**

2. STCCS ORTU resubmitted proposal. There was a general discussion about approval of ORTUs and due diligence concerning the activities they propose to support themselves. David Bruck and others had concerns about the viability of STCCS. Gilles Muller stated that STCCS appeared to have potential and proposals were already being made. STCCS started advertising on their website and garnered interest; however, they were instructed to take down the site (and did so) pending approval of their ORTU. Engineering has committed \$400k.

Rob Sibley would like to see more “teeth” at the 2-year probationary review. David Bruck wants much clearer and supported evidence that the activities of an ORTU (teaching classes, doing research proposals, and bringing students to a program during the summer) will be successful. He believes that, as the guidelines currently stand, due diligence is lacking. He would like to see evidence of real partnerships. He also had a concern that poorly written ORTU proposals produced poorly written research proposals. Gilles Muller advised that the STCCS proposal had gone through many rewrites, and that the dean appointed someone other than Dr. Gao to rework the proposal. The committee agreed that until a new dean for Engineering is chosen, they must work with the current dean and his plans, and within the existing ORTU policies and guidelines.

Jerry Gao sent a memo to the committee addressing the concerns brought by the committee at its February 22, 2016 meeting. Hilary Nixon said that the issues were mostly addressed in that memo, however Gong Chen’s name continued to be misspelled. After further discussion, the committee brought the approval of STCCS’ ORTU to a vote. **M/S/P (5/0/2) the ORTU proposal for STCCS is approved, with name corrections, and may be sent forward to the C&R committee.**

3. Further ORTU business. Gilles Muller let the committee know that the Biodiversity Center ORTU is going to request termination. Hilary Nixon advised that those documents

needed to be received by her no later than midnight on March 28 to be included in the next agenda.

4. Although not on the agenda, David Bruck brought the committee current on his efforts, along with Stephen Branz, to revise the probation and disqualification policy. He discussed the question of whether or not students should be allowed to substitute electives if a student has already (earlier in the course of their graduate career) repeated 9 units in their program. He also asked for the committee's thoughts about whether or not a proportion of units in a program or the 9 units currently allowed should be written into the revised policy. Hilary Nixon mentioned that her program is 42 units instead of the usual 30, and preferred the percentage method. David Bruck said that the committee would have the opportunity to review this policy when the revisions were complete.

The meeting adjourned at 12:45.



## **GRADUATE STUDIES & RESEARCH COMMITTEE**

April 4, 2016  
12:00 – 01:30 p.m.  
IRC 101

### **AGENDA**

1. Approval of March 21, 2016 minutes
2. Review of ORTU proposal Center for Aquaculture at Moss Landing Marine Laboratories

**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, April 4, 2016**  
**ITC 12pm-1:30pm**

Present: Hilary Nixon, David Bruck, Susan Kendall, Linda Main, Gilles Muller, Rajesh Prasad, Rob Sibley, Cassandra Paul, Carlos Sanchez

Absent: David Bruck, Dolores Mena

1. The minutes of the March 21, 2016 meeting were brought up for discussion and approval. **M/S/P (Main/Kendall/Approved 8/0/1) March 7, 2016 minutes were approved as submitted.**

2. Gilles Muller announced the Student Research Forum on April 7 for the students who will represent us at the CSU research competition. Linda Main and Rob Sibley will try to attend the event.

3. Review of Center for Aquaculture at Moss Landing Marine Laboratories ORTU proposal.

Gilles Muller explained that he had worked extensively with Director Jim Harvey to assist him in structuring the ORTU to do different activities such as research, policy and training. The ORTU wishes to be known for its expertise, and realizes it cannot deliver degrees or certificates. It appears that it can be successful. They have to demonstrate they can be self-supporting.

There was concern that MLML would migrate to Cal State Monterey Bay. There have discussions but no commitment, and no timeline. We have to wait for the new SJSU President to be installed to make the decision. The question became what happens to the ORTU if we approve it, and MLML moves to Cal State Monterey Bay. The Committee will note their concerns.

There were some questions concerning the proposed organizational structure with an Executive Director and two other director positions (Director for Education and Policy, and Director of Research and Development), and the ability to fund those directorships. Additionally, there were questions about the need to escalate costs in years 3-5 to account for inflation.

Hilary Nixon reached out to Jim Harvey in a conference call to talk through any Committee concerns.

Jim Harvey agreed to eliminate the sub-positions of Director for Education and Policy and for the Director of Research and Development. Both Scott Hamilton and Michael Lee will be actively involved with the center, and with those particular areas of interest, but will not be paid. He further agreed to increase travel and personnel costs. Regarding in-kind contributions, Dr. Harvey felt that the proposal was conservative. He said there were several industry partners interested in partnering with them that would involve discussions regarding in-kind contributions. Generally these contributions come in the form of tanks and electrical equipment. He will modify his letter of support to clarify in-kind support and the role of the Tower Foundation. Rob Sibley had some concerns with the Org Chart and suggested that the blocks be flipped to reflect that, ultimately, Jim reports to the dean. Jim understood the concern, and agreed to make that change. The Committee further wanted the proposal to reflect that seed funds are available from the Tower Foundation. All of the 40k presently in a Tower Foundation account will be used as start-up funds. Jim agreed to make that change in the proposal.

**M/S/P (Sibley/Approved 9/0/0) that the ORTU Proposal for the Center for Aquaculture at Moss Landing Marine Laboratories be approved to move forward to C&R pending these proposed changes: revisions to the budget working in conjunction with the Research Foundation, remove the reference to the “College of Engineering” on the first page, the org chart needs to be updated, supporting text to remove the subdirectors and clarify the advisory board roles needs to be added, and clarification is needed of in-kind donations and Tower Foundation seed money. The committee further agreed that Hilary Nixon could work with Jim Harvey to get a letter of clarification and no need for a further review was necessary.**

Meeting adjourned at 12:45.





## **GRADUATE STUDIES & RESEARCH COMMITTEE**

May 2, 2016  
12:00 – 01:30 p.m.  
IRC 101

### **AGENDA**

1. Review and Approval of April 4, 2016 Minutes
2. Review of Proposed Thesis Guidelines
3. Election of Committee Chair

**Graduate Studies and Research Committee**  
**Meeting Minutes**  
**Monday, May 2, 2016**  
**ITC 12pm-1:30pm**

Present: Hilary Nixon, David Bruck, Susan Kendall, Khoi Nguyen, Linda Main, Rob Sibley, Cassandra Paul, Carlos Sanchez, Dolores Mena,

1. The minutes of the April 4, 2016, meeting were brought up for discussion and approval. It was pointed out that David Bruck was absent from the meeting and Dolores Mena was present, requiring a change in text. **The minutes were approved with the friendly amendment above. Rob Sibley moved, Cassandra Paul seconded 7-0-2**
2. Bruck brought the committee up to date on the revision of the certificate policy that had a first reading in the Academic Senate on the previous Monday. The revision restricts advanced and basic certificate programs from allowing more than 6 units through Open University. Both GAPE and small programs with substantial Open U students in their certificate programs, such as Urban & Regional Planning, oppose. The revision is being re-reviewed by C&R today to seek a compromise.
3. Bruck reviewed the new probation and disqualification policy, describing all of the provisions that are new (have not been in practice before). Those included the procedure for students finishing their graduate programs on probation, the disregard of previous work under the Special Considerations option for reinstatement, the academic standing determination after each term, and the stipulation of immediate disqualification for student behavior that does not meet the professional standards of a profession.
4. Bruck related the state of the funding for graduate student orientations, including the latest rejection by President Martin of a mandatory fee with a enrollment hold for failure to pay.
5. The revised SJSU Master's Thesis and Doctoral Dissertation Guidelines were reviewed. Two major suggestions were made by Linda Main: (a) to move the writing error section to an appendix, and (b) to have the guidelines appear online with jumps from the table of contents to the pertinent section. Cassandra Paul displayed a web site from another university where all information in their guidelines would be highlighted by selecting a topic. **The committee voted unanimously to use allow the use of the guidelines at this point (starting summer term) as a test case, with a report from Graduate Studies to come back to the committee in next academic year. Rob Sibley moved, Cassandra Paul seconded 9-0-0**
6. **Hilary Nixon was reelected chair of the committee by acclamation** (unanimously without opposition).

Meeting adjourned at 1:15 pm.