# MINUTES OF THE GRADUATE COMMITTEE

# CALIFORNIA STATE UNIVERSITY, FRESNO

# 5241 N. Maple, M/S TA 43

# Fresno, California 93740-8027

# Office of the Academic Senate Ext. 8-2743

December 11, 2012

Members Present: M. Wilson (Chair), S. Brown-Welty, N.P. Mahalik, T. Lopez, R. Raeisi, P. Trueblood, T. Wein, C. Fry Bohlin, D. Vera

Members Excused: N/A

Guests: Saeed Attar (Chair, Chemistry), Alam Hasson (Graduate Coordinator, Chemistry), Jim Prince (Associate Dean, College of Science and Mathematics), Andrew Hoff (Interim Dean, College of Science and Mathematics), and several students from the Doctoral Program in Educational Leadership (Kimberli Law, Darlene Murray, Marc Barrie, Stephen Morris, Cindy Matson)

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

1. Minutes. MSC to approve the Minutes of 12/4/2012.
2. Agenda. MSC to approve the Agenda with the addition of item #6: Recommendation for M.A. and Ed. S. in Psychology
3. Communications and Announcements.
	1. Reminder: Division of Graduate Studies Open House will be on Monday, December 17 at the University House
	2. Scheduling for next semester was agreed to be as follows:
		1. January 22 – Recommendations for M.S. in Chemistry; review of amended Dual-listed Courses Policy
		2. January 29 – Nursing
		3. February 5 – Bilingual Program proposal; PSM
4. Program Discussion: M.S. in Chemistry
	1. Chair Wilson welcomed the guests and everyone was asked to introduce themselves.

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* 1. Chair Wilson asked the invitees to provide any update or information for the committee in addition to the program review reports that came to the university graduate committee.
	2. Dr. Attar introduced the issue of the size of the program, which has grown in the last year to approximately 30 active students. The current average time to graduation is five semesters, at a rate of 3-5 graduates per year in recent years, which is at par with other CSUs percentage-wise.
	3. Dr. Hasson expanded on the issue of program growth, highlighting that the program was previously too small, which necessitated a renewed focus on recruitment. The main tool for this recruitment has been an NSF grant which, through the offering of financial assistant, incentivized students from outside Fresno State to attend the program. Dr. Attar brought up the precarious balance between the number of students in the program and the availability of research facilities, which are currently very limited. Dean Hoff pointed out the limits of the Science building, which is currently at its maximum capacity, both in terms of space and electrical output. He proposed considering looking for shared space across the college or outside in the community.
	4. Discussion also included the department’s involvement with the Jordan Research Center and industry partnerships.
	5. The current status of their SOAP was reviewed, as well as the GWR. In closing the discussion, Dr. Wilson commended the program faculty for working on re-prioritizing assessment and for their successful involvement in the NSF grant. Dr. Hoff commended the department chair and graduate coordinator for their energy and commitment to the program, and for their willingness to share concerns and seek help in improving it.
	6. The invitees left at 2:35.
1. Presentation on findings regarding the Program Review Process
	1. Chair Wilson welcomed the guests and everyone was asked to introduce themselves.

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* 1. Dr. Brown-Welty offered a summary of the issue at hand, recommendations to be made for changes to our current program review processes based on research done by the current Doctoral Program in Educational Leadership cohort.
	2. The students explained their research approach and quickly summarized their literature review.
	3. The first part of the presentation focused on their identification of nine successful criteria for assessing the quality of program review processes. These nine criteria (understanding of goals and objectives, collaboration between the different stakeholders, the use of results, reward/recognition of participants, institutional resources, coordination of processes, flexibility, addressing of barriers, and

evaluation of program review process) were summarized in a table handed out to committee members.

* 1. The second part of the presentation focused on the most effective Program Review timeline, as identified through their research. Based on the literature, this ideal cycle is a four year one, in which years 1-2 include data gathering and annual reports, year 3 is focused on the actual program review and the writing of the self-study, and year 4 includes an external review and strategic planning.
	2. Based on their investigation so far, the cohort recommended a number of changes to our current review process: 1) integrity and ethics must be built into the policy; 2) the term “outcomes-based” must be highlighted throughout; 3) a four-year cycle should replace our current five-year one; 4) the addition of WASC required proficiencies, which are currently missing from our policy; 4) the core outcomes focus of our review process must be shifted to student learning specifically; 5) guiding questions in each of the categories should be added; 6) the introduction of an outcomes-based yearly report to include project objectives, student outcomes, program demand/sustainability, program infrastructure and program trajectory; and 7) the self-study should be named

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Outcomes-Based Self Study to reflect the new focus on student learning outcomes.

* 1. Dean Brown-Welty concluded the presentation by clarifying that the investigation and subsequent recommendations were prompted by AP&P requirements, and that any proposed changes would need to be approved by the Academic Senate She noted there would be further consultation with other stakeholders within the university.
1. MSC: to adjourn at 2:58 pm.

The next scheduled meeting for the UGC is Tuesday, January 22 at 2:00 PM in TA 117.

Agenda:

1. Approval of the Minutes of 12/11/12
2. Approval of the Agenda
3. Communications and Announcements
4. Recommendations for the M.A. and Ed.S. in Psychology
5. Recommendations for M.S. in Chemistry
6. Review of amended Dual-listed Courses Policy