# 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 3, 2013

Members Present: M. Wilson (Chair), S. Witte, A. Nambiar, P. Trueblood, T. Wein, C. Fry Bohlin, D. Vera

Members Absent: R. Raeisi (excused), M. Lopez (excused), H. Vang (excused)

Guests: Alam Hasson, Mamta Rawat, Julie Steele (student)

Chair Wilson called the meeting to order at 2:04 p.m. in TA 117.

Agenda:

1. Minutes. MSC to approve the minutes of 11/19/13
2. Approval of the agenda for 12/3/2013
3. Communications and Announcements:
   1. Graduate Dean Witte announced that the Division of Graduate Studies (DGS) Open House on December 18 will be on campus.
   2. Dean Witte shared that at the recent Provost's Leadership Team meeting, Dr. Oliaro announced that graduate program applications for 2014-2015 were up by 17% on our campus while down 17% overall systemwide.
   3. Dean Witte mentioned that she announced at the Graduate Breakfast that TAs or Graduate Assistants have to be enrolled in at least 6 units. Faculty Affairs is checking this closely and sending notices to students that they cannot teach any longer if they do not meet this minimum requirement.
   4. Dean Witte shared the CSU Budget Support document with the committee and discussed the money expected to be allocated as part of tuition and fee waivers.
   5. Graduate Committee Chair Marilyn Wilson announced that the proposal from Counseling is scheduled for January 28, 2014, which will probably be the first committee meeting of spring semester.
   6. Professor Wein proposed changing the policy on whether conditionally-admitted students could serve as Teaching Assistants. Dean Witte responded that Unit 11 CBA would have to be reviewed and that Michael Caldwell would be invited to address this topic. (We are not obligated to hire conditionally-admitted students as TAs.)
4. Reconsideration of proposal for Interdisciplinary M.S. CHEM/EES/ GEOG for Julie Steele
   1. Chair Wilson welcomed the guests, and everyone introduced themselves.
   2. Dr. Hasson noted that he had no concerns about Julie Steele's proposed program of study. In response to a question from the committee regarding the dual-listed course, he said that honors seminar students and graduate students are in the same room and at the same time. The undergraduates simply write a paragraph about the seminar, while the graduate students actually give the seminar if they are registered for credit. Dean Witte stated that APM Policy 207 requires that separate syllabi be provided for dual-listed courses and that this needs to be taken before the Graduate Curriculum Subcommittee.
   3. In response to a question about classification, it was clarified that if Julie had previously been classified under another program area, she would need to be classified through the interdisciplinary program as well.
   4. The committee voted to approve the requested program of study.
5. Reconsideration of College of Science and Mathematics (CSM) proposal on proposed fee waivers for graduate students.
   1. Chair Wilson introduced Dr. Rawat and stated that her committee has done a lot of impressive research and writing to develop this proposal. Dr. Rawat stated that she and Paul Crosbie had convened a Graduate Coordinator Task Force and that Dr. Hasson wrote the letter that was presented to the committee today.
   2. Dean Witte noted that DGS gives seven fee waivers a year but there is no system of giving fee waivers semester by semester. It was noted that tuition fees are all that is waived.
   3. Dean Witte stated that one approach could be to develop a source for fee waivers. The department also needs to be able to offer the student a TA-ship (requirement for fee waiver) and that criteria for hiring TAs are needed (e.g., at least a 3.0 GPA). Also, it needs to be clarified (perhaps by Michael Caldwell) whether a course taught by a part-time staff member could then be taught by a TA.
   4. Dr. Rawat said that graduate students support research and that the CSM always thought it would be good to have fee waivers. She noted that 49% of the campus's graduate assistants are from the CSM and that if the College had fee waivers, higher quality applicants could be attracted. She noted that because the TAs need to spend so much time in the lab, they do not have time to pursue outside work and that this fact, combined with relatively low TA compensation, results in significant financial hardship for the TAs.
   5. It was noted that it would be beneficial for CSALT to have more workshops just for TAs. Dean Witte stated that she wants to make sure that the TAs are well-supported.
   6. Dr. Rawat stated that she just wanted to inform the committee of the fee waiver request, and the committee wished her good luck.

MSC: to adjourn at 3:05 p.m.

The next scheduled meeting of the Graduate Committee is Tuesday, January 28, 2014 at 2:00 pm in Thomas 117.

Agenda:

1. Approval of the minutes of 12/3/13.

2. Approval of the agenda for 1/28/14.

3. Communications and announcements.

4. MA in Education, Counseling, and Student Services

5. GRE Scores for CAS I Homeland Security request