Minutes of the Graduate Programs Subcommittee  
December 8, 2014  
LI 2250  
12:00 pm – 1:50 pm

Present: Lynn Eudey, Joanna Lee, Eve Lynch, Asha Rao, Angela Schneider, Mitchell Watnik, Donna Wiley  
Absent: Cathy Inouye, Peter Marsh.

The Convener called the meeting to order at 2:03.

1. Approval of the agenda. (M Eudey/S Wiley/P)

2. Introductions. Subcommittee members introduced themselves.

3. Elections
   a. Chair. Donna Wiley was elected chair by acclamation.
   b. Recorder. Mitchell Watnik was elected recorder for Winter by acclamation.
   c. The subcommittee tentatively decided to meet second and fourth Wednesdays 12-1:50 during the Winter. (Members who were unable to attend will be asked to confirm.)

4. Master’s Residency Requirement  
The Chair informed the subcommittee that the system is considering a change in Title 5 to make the residency requirement 70% of units required. There was some debate over rounding of values. It was suggested that boilerplate language be added to all programs in the Catalog. There was some question as to whether the specific number of units (as opposed to 70%) be listed. This document was postponed to the next meeting.

5. Requirements for University Thesis Committees  
There was a recent survey of graduate deans in the system that outlines the requirements for thesis committees. CSUEB doesn’t have much codified in that respect. There was discussion about whether FERP and/or lecturers should chair the committee. At the next meeting, the Chair will propose a first draft based on discussion during the meeting.

6. Minimum grade policy  
The Chair pointed out that numerous campuses in the system have a minimum grade policy for a course to count towards graduation. CSUEB has none. Most campuses have “C”, but one has “B-” and another has “C-“. There was consensus that “C” would be reasonable. It was noted that departments can always have more stringent requirements than the campus-wide requirement. The Chair will draft a policy proposal.
7. Revision of Probation/Disqualification policies
   There have been issues with probation and disqualification for graduate students.
   The current policy indicates that the 3.0 standard is for the GPA “in their degree
   coursework”. The problem is outsiders might not be able to determine what is
   applicable to the degree. In addition, Title 5 reads “all units attempted subsequent
   to admission to your graduate program….”. The draft document proposes to alter
   the language to better align with Title 5. (M Eudey/S Lynch/P).

8. Potential changes in Title V regarding percentage of graduate courses/dual-listed
   courses.  
   The graduate deans system-wide are poised to propose a change to Title 5.
   Currently, 50% of the courses must be graduate courses. The requirement is
   likely to be changed to 60%. Another issue is whether “tiered” or “paired”
   undergrad/grad courses should count. The consensus of the graduate deans is that
   these courses should not count. The tentative proposal is to phase this in, with,
   beginning Fall ’17, the 50% would be in stand-alone graduate-level courses (no
   tiered courses). Beginning Fall ’19, the percentage would rise to 60%. Some
   concerns were aired about whether some programs might be hit hard by this
   requirement. The Chair will again distribute the proposed Title 5 change to
   graduate advisors and deans and the subcommittee will revisit this at the next
   meeting.

9. Quarter to Semester Conversion.
   The Chair wants to invite one or more of the directors to one or more of the
   subcommittee meetings in the future. There was some discussion about what to
   do for students who take courses under both quarter and semester regimes (a
   “teach out” plan). One suggestion was that graduate programs write a transition
   requirements list for the students who start under quarters and end under
   semesters. The Chair showed the committee some drafts plans from Pomona and
   LA that provide rough guidelines for developing graduate programs.

10. Continuous Enrollment Policy.
   Most campuses (perhaps all but CSUEB) have a continuous enrollment policy,
   meaning that a student has to be enrolled every term up until graduation. Our
   campus charges $78 for the “continuous enrollment” courses, whereas most
   campuses charge $200-$300 for their courses. Due to time concerns, this topic
   could not be sufficiently discussed.

11. Interdisciplinary Studies Master’s Degrees.
   Due to time, this issue was not discussed

12. Adjournment (M Eudey/S Lee/P).
   The meeting was adjourned at 1:56.

Respectfully submitted,
Mitchell Watnik, subcommittee secretary