Minutes of the Graduate Programs Subcommittee
January 28, 2016
SF 329
12:00 pm – 1:50 pm

Present: Lynn Eudey, Cathy Inouye, Joanna Lee, Karen Mucci, Asha Rao, Mitchell Watnik, Donna Wiley (Chair), Ke Zou.
Absent: Linda Smetana, Holly Vugia.
Guests:

Wiley called the meeting to order at 12:08.

1. Approval of the agenda. (M Eudey/S Rao/P)
2. Approval of minutes from January 14, 2016 (M Lee/S Eudey/P) Wiley summarized the timeline for the subcommittee.

3. Reports.
   a. Semester Conversion Report. The directors were not present. Wiley noted that graduate program submissions were coming in. The deadline for graduate programs to the college committees are Feb. 12, 2016. She added that new submissions should be done through Curriculog. Lee noted that the course submission process is different than the program submission and encouraged her counterparts to attend both training sessions. Wiley indicated that the semester curriculum will be available to students in spring or summer, 2017. Watnik concurred, noting that advisors need this for the development of advising plans. There was additional discussion about unit conversion. Watnik was asked about time modules and discussed some features. Rao noted that one-day per week courses (particularly for Fridays) and Zou added evenings should be allowed. There were questions about graduate courses satisfying the writing skills requirement.

4. Action items
   a. Revision of Master’s Program Information section of Catalog. Wiley suggested concentrating on “time sensitive” Catalog copy and then coming back to the less pressing matters. Wiley asked Mucci to discuss the “policy and procedures” section with colleagues in the Registrar’s Office. The subcommittee deliberated thesis units, non-resident units. There was discussion about a clause regarding CR/NC (“no courses may be taken...”, where the current catalog allow 15 quarter units, with more for some programs). The speculation was that the courses were only offered as CR/NC and the proposal has an exception for that. There was consensus regarding the advancement to candidacy that the minimum number of units towards their degree...
program be 15 units. (M Watnik/S Lee/P) to send the degree program section to CIC for approval.

b. The subcommittee intends to meet every week in this time slot for the balance of the quarter. Feb. 11, 25, March 10 (unless that is finals week). Some subcommittee members are not able to make it Thursdays 12-2. So, there will have to be a different schedule in the Spring.

c. Request for suspension of admissions to Interdisciplinary Studies Master’s Degree. Wiley asked the subcommittee to endorse a proposal to suspend the interdisciplinary studies proposal. (M Watnik/S Lee /P) to pass. Zou noted that it is unfair to admit students who end up not being able to get advisors or courses.

5. Adjournment. The meeting was adjourned 1:48.

Respectfully submitted,
Mitchell Watnik, subcommittee secretary