Minutes of the Graduate Programs Subcommittee  
February 11, 2016  
UU 2002A (Oakland Room)  
12:00 pm – 1:50 pm  

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

The Chair called the meeting to order at 12:02.  

1. Approval of the agenda.  (M Eudey/S Zou/P).  Wiley asked subcommittee members to reintroduce themselves.  
2. Approval of minutes from January 28, 2016 .  The wrong minutes were posted.  So, this was tabled until the next meeting.  
3. Reports.  
   a. Semester Conversion Report.  The directors were not present.  Watnik discussed the time modules presentation he’ll give tomorrow at the Semester Conversion Steering Committee.  Wiley noted that the GE outcomes are almost past the Senate and the overlay outcomes are in process in the sister subcommittee.  Curriculog is “up and running” and has 660 courses entered so far.  Many programs are entered as well.  Tomorrow is the deadline for graduate programs to be delivered to their college committees.  APGS has a Curriculog open lab available tomorrow in the SA computer lab for last minute help.  The undergraduate deadline is the end of the Spring.  CBE seems to be on track, Science is already considering some programs, and CEAS (which only has 2 undergraduate programs) seems to be on track.  The credential programs will not meet their deadlines due to external accreditation issues, but this has been known for a while.  There was additional discussion about the writing skills requirement.  
4. Action items  
   a. M.A. Teaching English to Speakers of Second Language – program modification and option elevation request.  Wiley explained how to view future programs within Curriculog.  There was discussion about the program being moved from being an option under MA English to a standalone program.  There were questions as to whether the curriculum map and assessment plan needs to be part of the approval process.  (Historically, that has not been the case, but it may be helpful to judge the ability to achieve its program learning outcomes.)  There were questions as to whether the separate programs might negatively affect the other.  Zou noted that, currently, the programs operate separately.  Rao noted that this separation provides clarity to
potential students and Wiley noted that she was “very happy” about the separation and the clarity it provides. Subcommittee members suggested that ENGL 305 and 310 be taken out of the “degree requirements” and be noted in the admissions requirements. Wiley said that APGS might change the “degree requirements” section of Curriculog so that prerequisites would be a subsection that wouldn’t be checked during the degree check. It was then pointed out that the aforementioned courses are listed under “prerequisites” in the “degree requirements” section. Since the department might admit students without the prerequisites, it was recommended that the Catalog indicate that students without the prerequisites will have to satisfy them before progressing into the graduate courses. ENGL 699 was not in Curriculog as a proposal. (M Vugia/S Eudey/P) to postpone approval until the next meeting, pending a few changes noted above.

5. Discussion Items:
   a. Revision of Master’s Program Information section of the University Catalog. This was not discussed today.
   b. Meeting schedule for Spring quarter. Wiley requested Spring Quarter schedules so that meetings may be scheduled for the next quarter.

6. Adjournment. The meeting was adjourned 1:51.

Respectfully submitted,
Mitchell Watnik, subcommittee secretary