

## 2019-2020 Year-End Committee Report Form

Committee: Graduate Studies and Research (GS&R)

Chair: Jing Zhang

Chair-Elect for 2020-2021:

2.

**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, August 26, 2019

Time: 12:00pm - 1:30pm

Clark 412

Agenda:

1. Introductions by everyone, welcome new members
2. Chair election
3. Approve minutes of May 6, 2019 meeting
4. Introduction to the GS&R Committee, general overview, its responsibilities and guidelines
5. Call for graduate student members (2 openings)
6. Upcoming College of Graduate Studies events

<b>Present:</b> Cheng Cheng Jeffrey Honda Lan Ngoc Duong Linda Main Jing Zhang Anamika Megwalu Wesley Maciejewski Susan Snycerski Mark Thompson	<b>Absent:</b>  <b>Guests:</b> Angela Iraheta (CGS) Sarah Schraeder (Curriculum)
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Start: 12:00pm

1. Introductions by everyone, welcome new members
2. Chair election
  - a. Motion to nominate Jing Zhang by Linda Main
    - i. Second by Jeffrey Honda
  - b. Vote for Jing Zhang as Chair, unanimous (8 approve)
3. Approve minutes from the May 6, 2019 meeting  
Motion by Linda Main  
Second by Susan Snycerski and Cheng Cheng  
Vote for approval of minutes, 6 approve, 2 abstain
4. Introduction to the GS&R Committee, general overview, its responsibilities and guidelines  
Review of GS&R Committee guidelines and requirements  
Additional assignments such as ORTUs, Outstanding Thesis, Graduate Equity Fellowship, Bertha Kalm Scholarship and research competitions.
5. Call for graduate student members (2 openings)  
Jing will send out an email with requirements.
6. Upcoming College of Graduate Studies events  
Graduate advisors/coordinators meeting on September 24  
Graduate and Professional Programs Fair scheduled for October 10, 2019
7. Social Work proposal from Curriculog to be discussed during the next meeting on September 9.

End 12:47 pm

**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, September 9, 2019

Time: 12:00pm - 1:30pm

Clark 412

Agenda:

1. Review and approve minutes of August 28, 2019 meeting.
2. Review proposal for M.S. in Social Work.

<b>Present:</b> Cheng Cheng Jeffrey Honda Lan Ngoc Duong Jing Zhang Anamika Megwalu Wesley Maciejewski Susan Snycerski Mark Thompson	<b>Absent:</b>  <b>Guests:</b> Angela Iraheta (CGS) Sarah Schraeder (Curriculum)
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Start 12:01pm

- I. Review and approve August 26, 2019 minutes.
  - A. Motion to approve Susan Snycerski, second by Mark Thompson
  - B. Unanimous approval, 6 votes
- II. Review proposal for MSW
  - . Committee comments
    1. GVAR course structure for summer course
    2. Enrollment numbers associated with the proposal
    3. Faculty rotation for summer courses
    4. Budget information for the proposal
    5. Draft catalog copy
    6. What are the admission requirements in comparison to the regular MSW?
    7. Complete the proposal document, include all required fields and revise for typos and inconsistencies.
    8. How are the courses meeting all competencies
    9. Action - Schedule a representative from the MSW program to talk to the group about the proposal.
- III. Sarah demonstrated the proposal approval process on Curriculog. As advocated by Ravisha Mathur, Senate Chair, every committee member is encouraged to vote for the proposal on Curriculog.

End 1:00pm



j. The final year of the program is the same as the regular program, where there is 720 hours of field work required

1. Total of 1200 in regular program
2. There is a possibility that there will be a reduction of hours to 1050 hours
3. Few partners offer stipends to students, most of the hours are done at no cost

k. Summer bridge courses - refresher and preparation in SJSU pedagogy for social work

1. Theory, policy, practice (4 unit course)
2. Research (2 unit course)
3. Courses would be Special Session through CPGE
4. Syllabi should be submitted for the courses with complete information on how they will cover so many components in 10 weeks.

l. A copy of the budget was presented, it should be submitted to Curriculog after the meeting.

1. Overall program cost for students is lower than other MSWs. They presented an estimate of the expected savings for students, this should be added to their proposal.
2. Program is a "hybrid" - state-funded and self-funded, they only presented the self-supported portion
3. Students would be taking a mixture of Special Session and Regular Session courses. How will this impact the budget for the program?
4. The budget only represents the student in Advanced Standing and does not show how it will impact their regular MSW program.

m. GVAR requirement

1. There is a new policy that was just approved that may impact the GVAR requirement and the program will need to make adjustments to their program proposal.
2. GVAR is recommended to be kept in the program proposal

n. Next Steps: The committee will discuss and create a memo to send to the program, summarizing suggestions and next steps for this proposal. There is not an estimated timeline for approval at the moment. Program should add all documents presented today to Curriculog for revision.

II. Review and approve the minutes of September 9, 2019 meeting.

. Move to the next meeting on October 7, 2019.

**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, October 7, 2019

Time: 12:00pm - 1:30pm

Clark 412

Agenda:

1. Review and approve minutes of September 9, 2019 and September 23, 2019 meetings
2. Review the Proposal to Elevate MA Education, Concentration in Counseling and Student Personnel to MA Counseling and Guidance
3. Update the committee on the proposal for MS in Athletic Training (MSAT)

<b>Present:</b> Cheng Cheng Jeffrey Honda Jing Zhang Wesley Maciejewski Susan Snycerski Mark Thompson Jihyun Lee Gokay Saldamli Nancy Dudley Anamika Megwalu	<b>Absent:</b> Lan Ngoc Duong  <b>Guests:</b> Angela Iraheta (CGS) Sarah Schraeder (Curriculum)
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Start 12:05pm

- I. Review and approve the minutes of September 9, 2019 and September 23, 2019 meetings
  - A. Motion to approve 9/9/19 meeting minutes by Mark Thompson, second by Susan Snycerski
    1. Approved by 6, abstain by 3
  - B. Motion to approve 9/23/19 meeting minutes by Mark Thompson, second by Susan Snycerski
    1. Approved unanimously by 9, sustain by 0
- II. Review the Proposal to Elevate MA Education, Concentration in Counseling and Student Personnel to MA Counseling and Guidance
  - . Clarity the admission requirements and conditional admission
  - A.

. Last meeting memo was sent to them in May after several other communications with the group.

A. The roadmaps were some of the main concerns from the group, that has now been resubmitted.

B. The revised documents have now been uploaded to Curriculum and the Google Share drive.

C. The proposal should be reviewed by the group and be ready to discuss on October 21, 2019. Jing will send out assigned sections to review.

D. Previous minutes where proposal was discussed have been added to the Meeting Minutes folder (2/11/19, 3/11/19, 5/06/19).

E. Next meeting will include a discussion about the proposal.

End 1:05pm







**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, November 4, 2019

Time: 12:00pm - 1:30pm

Clark 412

Agenda:

1. Review and approve 10/7/19 and 10/21/19 minutes.
  
2. Review the following proposals:
  - A. MS, Artificial Intelligence
  - B. Masters in Archives and Records Administration - School of Information
  - C. MA, Biological Sciences - Biological Sciences

<b>Present:</b> Cheng Cheng Jeffrey Honda Lan Ngoc Duong Jing Zhang Anamika Megwalu Wesley Maciejewski Susan Snycerski Mark Thompson Jihyun Lee Gokay Saldamli Nancy Dudley	<b>Absent:</b>  <b>Guests:</b> Angela Iraheta (CGS) Sarah Schraeder (Curriculum)
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Start: 12:07pm

2. Multiple variable unit courses that can be taken
  3. Motion to approve proposal by Susan Snycerski, second by Mark Thompson
- a. Approved unanimously by 9, sustain by 0
  - B. MA, Biological Sciences - Biological Sciences
    1. EO 1071- The core course work must meet 50% of the entire degree credit. If the courses have similar or overlapping learning objectives these courses can still counted toward the 50%.
    2. Action: Jing will draft a memo to the program regarding feedback
    3. Motion to approve proposal minutes by Wesley Maciejewski, second by Cheng Cheng
- . Approved unanimously by 9, sustain by 0
- IV. Action: Jing and Jeff will review program proposals, approve the simple proposals

End-1:25 pm

**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, November 18, 2019

Time: 12:00pm - 1:30pm

Clark 412

- ~ Proposals having impact on other disciplines
- ~ Proposals requiring an increase in resources
- ~ Proposals seeking to increase program total units
- ~ Proposals requesting a name change
- ~ Proposals requesting a degree change (e.g., from BA to BS or MA to MS)
- ~ Proposals for discontinuation of the program

End: 12:55 pm

**Graduate Studies and Research Committee**

- E. Action - Jing will draft memo and share with the group for review before sending it to the program.
- V. Review the program revision for discontinuation of the Certificate in Nurse Educator - School of Nursing
  - . Ask for calcification why program is being discontinued and provide evidence for reasoning.
  - A. Provide any departmental meeting minutes where this was voted on. Any concerns from members of the department should be noted.
  - B. Action - Jing will draft memo and share with the group for review before sending it to the program.
- VI. Review the revised proposal for MS, Artificial Intelligence
  - . Action - Lan Ngoc Duong will review of budget to verify the tuition is covering the costs for the program and that the calculations are balancing out.
  - A. Motion to approve proposal by Susan Snycerski, second by Mark Thompsoni
    1. Approved unanimously by 10, Abstain by none
    2. Requested changes and feedback have been addressed.
- VII. Review the new program proposal for MS, Data Analytics (state-side)
  - . Request Dean's support letter as well as from the other two colleges that would be impacted by the program.
  - A. Is the program sustainable? Some of the core courses are required for both self-support and proposed state-support. How will they hire faculty for the courses?
  - B. EO 1099
  - C. How are both of the programs different and how will it adhere to demand?
  - D. How will faculty resources be assigned?
  - E. How can we minimize confusion with other data related programs?
  - F. The program proposers should be invited next semester to discuss the program.

End: 1:35pm



**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, January 27, 2020

Time: 12:00pm - 1:30pm

Clark 412

Agenda:

1. Approve the minutes of the December 2, 2019 meeting
2. Discuss 2020 Student Research Competition (SRC): [a link to the updated SRC information](#)
3. 12:30pm (time certain) Discuss the MS Data Analytics stateside program with Dr. Lee Chang and Dr. Marc d'Alarcao

**Present:**

Jing Zhang  
Jeffrey Honda  
Cheng Cheng  
Lan Ngoc Duong  
Anamika Megwalu  
Wesley Maciejewski  
Susan Snyckerski  
Mark Thompson







**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, April 6, 2020

Time: 12:00pm - 1:30pm

Zoom

Agenda:

- 1.

Required documentations not received.

**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, April 20, 2020

Time: 12:00pm - 1:30pm

Zoom

Agenda:

1. Call to Order
2. Approve the Meeting [Minutes of April 6, 2020](#)
3. Review New Proposal - Elevate the Master of Arts in Education (Concentration: Special Education) to [Master of Arts in Special Education](#)
4. Review New Proposal - Elevate Master of Arts in Education (Concentration: Curriculum and Instruction) to [Master of Arts in Teaching \(MAT\)](#)
5. TIME CERTAIN @ 12:45pm: Discuss both elevation proposals with Dr. Marcos Pizarro, Associate Dean, College of Education
6. Adjournment

**Present:**

Cheng Cheng  
Jeffrey Honda  
Jing Zhang  
Anamika Megwalu  
Wesley Maciejewski  
Mark Thompson  
Alayna Mills  
Megan Chang  
Gokay Saldamli  
Susan Snyckerski





**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, May 4, 2020

Time: 12:00pm - 1:30pm

