MINUTES OF THE GRADUATE COMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

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Office of the Academic Senate Ext. 8-2743

Feb 5, 2019

Members Present: M. Wilson (Chair), J. Marshall (ex officio), K. Capehart, P. Mahalik, N. Wang, S. Church, S. Tracz, T. Lopez

Members Excused: D. Walker

Guests: Martha Vungkhanching, Betty Garcia, Mitzi Lowe

Meeting called to order at 2:00 pm by M. Wilson

1. Approval of Minutes from January 29, 2019, meeting

2. Approval of Agenda

3. Communications and Announcements

* Dean Marshall announced that the Chancellor’s Office has approved Early Childhood elevation request. Our other elevation applications are in the queue.
* Dean Marshall reminded about the Graduate Coordinator meeting which is on Feb 28th. Requested the members to participate.

4. Meeting with the visitors: MSW Program Review - 2:15 pm

Chair Wilson requested the committee members and the visitors introduce themselves. Members than asked visitors questions that the Committee had discussed and prepared in two of the previous UGC meetings.

**Curriculum:**

*The Committee needs more information about the status of online courses that the faculty members teach and the method of assessing the effectiveness of teaching of those online courses.*

We do not offer courses in fully online mode. We actually offer a couple of courses in hybrid mode – 50% online (delivery of contents) and 50% face-to-face (skill test). Within the Program we have something called Common/Signature Assignments that are assigned to the students using some of the courses and these Assignments reflect nine competencies which are assessed for the purpose of accreditation. There is no formal method of assessing the teaching effectiveness other than Fresno State’s standard procedure of student evaluation of instructions; we have not received any adverse written reports from any students regarding the blended courses.

*Your Dean indicated support for offering more number of online courses. Do you increase the enrollment by offering the courses online?*

It will be a concern if large number of courses are offered in online mode. We can discuss with Dr. Lopez possible alternative approaches to developing courses for online delivery.

**Students :**

*How are your admission handled? What process and logistics do you follow, and what changes have been made (in response to concerns expressed by Fresno State undergraduates last year) to select your graduate students? The student diversity is commendable in terms of female and underrepresented groups. Would you like to grow or maintain the status quo given the fact that you already have a large cohort? Please provide relevant information on student participation in the Exit Survey and how are you addressing their inputs?*

In every fall the Department organizes three Information Sessions (IS) on Saturday, and provides perspective applicants relevant information about our admission requirements. About 70 attendees participate in each of the IS.

Based on student feedback, we have made some major changes in admission, including eliminating the GRE. The admission logistic involves a two-level selection process. First level selection includes rating of application based on personal statement, work experience, volunteer work, references, and GPA. In the 2nd level students are interviewed. The number of students interviewed in the last year and this year are 173 and 235, respectively, out of which 120 students will be interviewed.

Although the program has diverse student body, we have fewer students from Native American and African American communies. We want to tap our community and resources to increase their numbers. Historically, the Asian American student enrolment has been up and down.

We do not oppose growth, but we need more tenure track faculty. Currently, we are 10. The department has about 50%-60% part-time/adjunct faculty members.

Students’ participation was better in the past. The department is always open, and has encouraged the students to participate on committees and vote. Regarding Exit Survey, online system is used, and we do it in every year. The survey data is then discussed by the faculty in the department meeting to receive feedback. The Exit Survey outcome is used as a platform for students’ advance standing.

**Faculty:**

*What made your faculty hiring successful? What is the status of searches? What is your future plan as regard to search? What kind of procedure do you adopt while selecting the adjunct faculty? Do your faculty members adequately cover program’s content areas?*

In 2016, the search failed due to the reason that no one was found suitable. Last year, Dr. Garcia was in the Search Committee. There were 4 applicants hired; one resigned. There is no search for 2019. Faculty search for 2020 is a replacement search, and it has been approved at the Provost level. In the past, the announcement was made for Assistant/Associate Professor, and also the appointment was offered with service credits. During 2006-09, the department had about 16-18 full-time and tenure track faculty members compared to currently 10 (out of which three faculty members are tenured).

For part-time/adjunct faculty selection, we adopt certain stipulation and criteria such as five years of experience in practice, supervision experience, affiliations, and must have active roles in their current positions. Since they are holding full-time job at other places, they often do not participate in our curriculum revision and development. Some content areas are not covered by our regular faculty members. They are covered by the part-time/adjunct faculty.

*Does the accreditation body have a standard in regard to maintaining teacher/student ratio, because with some part-time/adjunct faculty, you have only 10 regular faculty members to teach 400 students?*

When Progress Report for 2023 will be developed for accreditation, we will reflect the need to include more tenure-track faculty.

**SOAP:**

*The course SWRK 292 (formerly SWRK 272T) “Seminar in Thesis/Project” is an important part of the SOAP’s curriculum map in terms of reinforcing and mastering SLOs, but that course does not appear in the assessment map. Is that course part of the assessment activities of the program?*

SWRK 292 was a 2-unit course for “Thesis/Project”. Currently, we use SWRK 298 and 299 to assess those SLOs.

*How many total units does a student dedicate to their thesis or project*

4 units of 298 or 299.

*We could not find the location of data from student Exit Survey.*

With regard to Exit Survey, Martha Vungkhanching mentioned that she will circle back and find more information on the Exit Survey, and forward the relevant data/information to Chair Wilson.

**Administration:**

*In terms of administration, please let the Committee know about the supporting staff.*

Assistant to Graduate Coordinator is an ASA II position. In the past, three staff have left the job because they get higher salary at other places. We would like to raise the salary of that position.

**Community involvement:**

*Do you have community based Advisory Board?*

No, we have not had a community-based Advisory Board. However, we would like to explore the possibility in future.

**Dean:**

Associate Dean Lowe is very supportive to the program. She stated that the program plays instrumental role in producing workforce for the community; the faculty and staff do outstanding job, in spite of budget constraints; it is one of the best programs with very promising outcomes; new faculty members are engaged and excited to make changes with new ideas to cater for the current needs; Dr. Garcia is doing excellent job and taking efforts to make program succeed.

The meeting was adjourned at 3:20 pm.

The next meeting is planned for Tuesday, Feb 12, 2019, at 2:00 pm in TA 117.

Agenda for next meeting:

1. Approval of Minutes from February 5, 2019, meeting  
2. Approval of Agenda

3. Communications and Announcements

4. Recommendation for MSW Program

5. Begin development of questions for the Mechanical Engineering Program Review