MINUTES OF THE GRADUATE COMMITTEE
CALIFORNIA STATE UNIVERSITY, FRESNO
5240 N. Jackson Avenue, M/S UC 43
Fresno, California 93740-8023
Office of the Academic Senate Ext. 8-2743

September 23, 2008

Members Present: T. Skeen (Chair), S. Brown-Welty, K. Carey,

P. English, N. Mahalik, Z. Wang.

Members Absent: G. Kriehn (excused), S. Skelton (excused),

R. Yazdipour (excused).

Visitors: D. Dickerson, L. Gonzalez, S. Walker, R. Mardon,

K. Klein.

The meeting was called to order by Chair Skeen at 2:05 p.m. in the University Center, Room #203.

1. Minutes. MSC to approve the Minutes of 9/16/2008.

2. Agenda. MSC to approve the Agenda as amended:

Add a new item 5 (Executive Session) and moving the remaining items down one number.

- 3. Communications and Announcements.
  - a. Dean K. Carey distributed a document entitled "Committee Response Guideline for Graduate Program Review" for consideration at a future meeting.
  - b. Dr. Dickerson announced that the advising workshops held this fall were very successful and that she was getting good feedback about the sessions. She also noted that there was record attendance at those workshops this year.
  - c. Dr. Dickerson reminded the committee that the first Electronic Admissions workshop will be held this Friday, 9/26/2008.
  - d. Chair Skeen noted he would be adding International English Language Testing System (IELTS) to the agenda for next week.
- 4. Program Review for International Relations and the MPA in Public Administration.

The committee discussed the following issues related to these program reviews:

- a. For both programs there was discussion about the distribution of advising among the faculty, which is currently handled by two faculty members.
- b. It appears the Student Outcome Assessment Plans (SOAP) for both programs are being implemented. There was discussion about the MPA program implementing the results of the SOAP to improve their program.
- c. There was discussion encouraging the International Relations program to develop the elective courses as has been recommended by the reviewers, and in addition to create a list of other potential elective courses students could take according to their career aspirations.
- d. There was discussion related to the International Relations program about developing a recruitment plan that included recruitment targets and strategies.
- e. There was a discussion encouraging both departments to explore offering some of their courses on the weekends.
- f. There was discussion related to the International Relations program about their portfolio review process (part of their SOAP) and encouragement to develop more clear rubrics for assessing student portfolios.
- 5. Executive Session.

MSC to appoint Ted Bergman to the Graduate Curriculum Subcommittee to replace Saul Jimenez-Sandoval.

6. Graduate/undergraduate cross-listed classes.

MSC to postpone until next week.

7. Graduate student symposium.

MSC to postpone until next week.

8. Graduate student advisory board.

MSC to postpone until next week.

MSC to adjourn at 3:25 p.m.

The next scheduled meeting of the Graduate Committee is Tuesday, September 30, 2008 at 2:00 p.m. in the University Center, Room #203.

## Agenda.

- 1. Approval of the Minutes of 9/23/08.
- 2. Approval of the Agenda.
- 3. Communications and Announcements.
- 4. Discussion of the International English Language Testing System.
- 5. Graduate/undergraduate cross-listed classes.
- 6. Graduate student symposium.
- 7. Graduate student advisory board.