

## 2019-2020 Year-End Committee Report Form

**Committee:** Graduate Studies and Research (GS&R)

**Chair:** Jing Zhang

**Chair-Elect for 2020-2021:**

New chair will be elected at the first meeting of Fall 2020.

**Number of Meeting held:** 13

(Please include phone/zip/email if available)

### Items of Business Completed 2019/2020

1. Reviewed and approved multiple graduate program proposals, including

Four proposals for new graduate programs

- Master of Social Work (MSW), Concentration in MSW Advanced Standing
- MS, Artificial Intelligence
- MS, Data Science
- MS, Data Analytics (state support)

Five elevation proposals for

- MA, Counseling and Guidance
- MA, Emancipatory School of Leadership (MESL)
- MS, Clinical Mental Health Counseling
- MA, Special Education
- MA, Teaching

Five proposals for program revisions for

- MA, Biological Sciences
- Masters in Archives and Records Administration
- High-Speed and Intercity Rail Management - Transportation Management
- Mindfulness-Based Healthcare and Human Services - Occupational Therapy
- Spanish MA

2. Judged 2020 Student Research Competition

3. Evaluated and recommended 2019-2020 Outstanding Graduate Thesis

4. Reviewed applications for Bertha Kalm Scholarship and made recommendations on winners.

### Unfinished Business Items from 2019/2020

1. Follow up on two proposals for program revisions. Pending feedback from the proposers.

- Discontinuation of the Certificate in Nurse Educator - School of Nursing.
- MS, Applied Mathematics. Dept of Mathematics and Statistics.

2. Review applications for Graduate Equity Fellowship. The delay was due to the confirmation of fund availability at the Chancellor's Office.

#### **New Business Items for 2020/2021**

1. Review graduate program proposals submitted via Curriculog
2. Review proposals for Organized Research and Training Units (ORTU)
3. Judge 2021 Student Research Competition
4. Evaluate and recommend Outstanding Graduate Thesis
5. Review Betha Kalm Scholarship applications and Graduate Equity Fellowship applications.

**Please return to the Office of the Academic Senate (ADM 176/0024) by June 16, 2020.**

**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

**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, September 23, 2019

Time: 12:00pm - 1:30pm

Clark 412

Agenda:

1. Time Certain: 12:00 – 12:50

Discussion regarding Proposal for Masters of Social Work, joined by Dr. Soma Sen, the program proposer and Dr. Peter Lee, Director of the School of Social Work.

2. Review and approve minutes of September 9, 2019 meeting.

3. Welcome to our new committee members, Dr. Jihyun Lee from Kinesiology, Dr. Nancy Dudley from Nursing, and Dr. Gokay Saldamli from Computer Engineering.

<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)  Dr. Soma Sen (Program proposer)  Dr. Peter Lee (Director of the School of Social Work)
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Start:12:03pm

I. Time Certain: 12:00 – 12:50pm, actual time 12:00- 1:10pm -Discussion regarding Proposal for Masters of Social Work, joined by Dr. Soma Sen, the program proposer and Dr. Peter Lee, Director of the School of Social Work.

A. Dr. Soma Sen and Dr. Peter Lee give summary of proposal and enrollment expectations. In addition answer committee questions.

1. Proposed advanced standing program is for students who have a BSW from an accredited university and meet all additional admission requirements as stated by the program in their proposal..

a. Pros and Cons

b. This is a trend among other universities to reduce redundancy and increase the number of professional social workers.

c. The field shows concern for lack of field work in the Advanced Standing program

d. About 25% of alumni from SJSU attempt an MSW at SJSU

e. SJSU's MSW program is the largest program in the Bay Area, the only online option

f. Presented the admission requirements for the Advanced Standing MSW

g. Current students and alumni have mixed opinions about the Advanced Standing, some would still like to complete full program.

h. Many current students in BSW would qualify, however only a few would be selected for Advanced Standing. Students must still meet all admission requirements.

i. The students who would be admitted would be exceptional students who will need to meet all admission requirements. They expect about 30/40 of all MSW applicants would be eligible for Advanced Standing. However, some of those may still want to complete the full program to gain more experience.

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.

III. Welcome to our new committee members, Dr. Jihyun Lee from Kinesiology, Dr. Nancy Dudley from Nursing, and Dr. Gokay Saldamli from Computer Engineering.

End: 1:25pm

**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. Inconsistencies found in "Candidacy requirements" and "Graduation requirements"
    1. This section should be reviewed and clarified
  - B. Degree requirements should be reviewed and clarified
  - C. "Applicants from countries in which the native language is not English must achieve a minimum English-language proficiency test score as indicated on GAPE's Graduate Program Test Requirements webpage." top of page 4
    1. Several links are broken in the document, double check
  - D. Table 4 and Table 6 are inconsistent as PLOs were not matching.
  - E. Motion to approve the proposal conditionally by Susan Snycerski, second by Nancy Dudley.
    1. Approved unanimously 9, abstain by 0
    2. Conditionally approved, until feedback and concerns are addressed
- III. Update the committee on the proposal for MS in Athletic Training (MSAT)

. 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, October 21, 2019

Time: 12:00pm - 1:30pm

Clark 412

Agenda:

1. 12:00-12:45pm (Time certain) Open Discussion with MSAT proposers, Department Chair, Associate Dean (the final guest list will be available later this week).
2. 12:45-1:15pm Committee deliberation on the MSAT proposal.
3. 1:15-1:30pm Introduction to the proposal for M.S. in Artificial Intelligence (full committee's review scheduled for the following meeting).
4. Review and approve minutes of October 7, 2019 (if time is available).

<b>Present:</b> Cheng Cheng Jeffrey Honda Lan Ngoc Duong Jing Zhang Anamika Megwalu Wesley Maciejewski Susan Snycerski Mark Thompson Jihyun Lee Nancy Dudley Gokay Saldamli	<b>Absent:</b>  <b>Guests:</b> Angela Iraheta (CGS) Sarah Schraeder (Curriculum)  Dr. KyungMo Han (MS Athletic Training) Dr. Masaaki Tsuruike (MS Athletic Training) Dr. Tamar Z. Semerjian (Department Chair, Kinesiology)
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Start: 12:03pm

- I. 12:00-12:45pm -Time certain (Actual 12:03pm - 12:55pm) Open Discussion with MSAT proposers, Department Chair, Associate Dean.
  - A. What are the resources that will be provided for this program?
  - B. How many full time faculty will be assigned to support this program?
    1. Historically there have been 3 full time faculty under Athletic Training, but there are a number of others who teach courses for the program. The third faculty is usually clinical.
    2. Pg 2 there is a discrepancy about how many faculty are assigned such functions
  - C. Is there a recruitment plan to hire faculty in the specific Athletic Training discipline?
  - D. Comment - The number of prerequisites has decreased since the last time the committee reviewed the proposal. Clarify the number of units.
    1. Clarification - the number of units for admission hasn't changed. However, the prerequisites for the courses have changed in order to help students continue taking classes and avoid having to wait until next year to retake failed courses.
  - E. Why does the schedule leave large gaps?
    1. Students need to do practicum hours in between at various locations. This time allows for travel and such.
  - F. Syllabi comments and feedback

1. Do quizzes need to be in person without possibility for make-up?
- a. As long as it is stated in the syllabi. Makeup is available with special circumstances.
  2. What is the progression for the AT courses? The course meeting times and contact hours should match the Carnegie units, this should be clarified.
  3. Include library liaison on syllabi.
  4. Are the courses in the new catalog yet? The proposals are in Curriculum and are in the department committee stage.
  5. Missing sections about the University Policies and Accessibility, include the correct link.
  6. The group has worked with curriculum to go over some of the courses and select the correct category.
- II. Committee deliberation on the MSAT proposal.
  - . Syllabi need work, a memo can be composed and sent to the program regarding the recommendations.
    - A. The schedule needs to be clarified and add anticipated practicum hours.
    - B. The outside sites need to be approved and require MOU
    - C. Next Steps - draft of a memo composed by Jeff and Jing giving a provisional approval once the feedback is addressed, it will then be sent to C&R.
      1. Syllabi (first year of the program, perhaps adding a table)
      2. Clarity weekly schedule
      3. Clarity of faculty resources (list of current faculty and hiring plan)
      4. Carnegie rules
    - D. Motion to conditionally approve the proposal by Gokay Saldamli, second by Susan Snyckerski
      1. Approve by 8, abstain 0
- III. Introduction to the proposal for M.S. in Artificial Intelligence and set schedule for next meeting.
  - . Jing will send out the program proposals for the next meetings.
- IV. Review and approve the minutes of October 7, 2019 (if time is available).
  - . Moved to next meeting on November 4, 2019.

End: 1:21pm

**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

- I. Review and approve 10/07/19 minutes
  - A. Motion to approve 10/07/19 meeting minutes by Mark Thompson, second by Susan Snycerski
    1. Approved unanimously by 8, sustain by 0
- II. Review and approve 10/21/19 minutes.
  - . Update: Meeting memo was sent to the MSAT proposers. Jeff and Jing will review and give the final approval of the revised proposal. There will be no full committee review.
    - A. Motion to approve 10/21/19 meeting minutes by Anamika Megwalu, second by Mark Thompson
      1. Approved unanimously by 8, sustain by 0
    - B. Future memos will be sent to the GS&R committee for revisions and feedback before sending to programs.
- III. Review the following proposals:
  - . MS, Artificial Intelligence
    1. Review SLOs on program proposal and ask for clarification on specific SLOs the committee has specific concerns about
    2. Admission requirements - Do they need to have an Engineering degree? What are other options for background?
    3. Remove ENGR 200W as an option to cover GWAR, from page 5
    4. Provide roadmap
    5. Action - Jing will prepare and send a draft memo to the committee for their feedback.
  - A. Masters in Archives and Records Administration - School of Information
    1. MARA 284 - indicate a total of 6 units, since course is taken twice.

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
- .
- 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

Agenda:

1. Approve the minutes of 11/04/2019 meeting
2. Review the program revision for High-Speed and Intercity Rail Management - Transportation Management
3. Review the program revision for Mindfulness-Based Healthcare and Human Services - Occupational Therapy
4. Review a new program proposal for MS, Data Science

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

- I. Approve the minutes of 11/04/2019 meeting
  - A. Electronic voting for MSW proposal is added to the meeting minutes
  - B. Motion to approve minutes by Nancy Dudley, second by Mark Thompson
    1. Approved unanimously by 6, abstained by 0
- II. Review the program revision for High-Speed and Intercity Rail Management - Transportation Management
  - . Motion to approve by Nancy Dudley, second by Jihyun Lee
    1. Approved unanimously by 6, abstained by 0
- III. Review the program revision for Mindfulness-Based Healthcare and Human Services - Occupational Therapy
  - . The retreat course was removed due to low enrollment, other course units were increased making the program 9 units.
  - A. Policy S16-17 University Policy, Academic Certificate Programs: Review and Approval Process
  - B. Motion to approve by Nancy Dudley, second by Mark Thompson
    1. Approved unanimously by 6, abstained by 0
- IV. Review a new program proposal for MS, Data Science
  - . Request the letters from College of Science and CPGE
  - A. If possible request the letters from the businesses listed in the proposal
  - B. Overall the proposal is good, needs slight adjustments for clarification.
  - C. Motion to conditionally approve by Mark Thompson, second by Nancy Dudley
    1. Approved unanimously by 6, abstained by 0

Sarah addressed the question regarding which program revision proposals require a full committee review by GS&R. She noted the following:

- ~ 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  
Meeting Minutes**

Date: Monday, December 2, 2019

Time: 12:00pm - 1:30pm

Clark 412

Agenda:

1. Welcome new committee members, Edwin Lee (Communication Studies) and Alayna Mills (English)
2. Review and approve the minutes of 11/18/2019 meeting
3. Update on the MS, Athletic Training program proposal
4. Review the program revision for MS, Applied Mathematics - Dept of Mathematics and Statistics
5. Review the program revision for discontinuation of the Certificate in Nurse Educator - School of Nursing
6. Review the revised proposal for MS, Artificial Intelligence
7. Review the new program proposal for MS, Data Analytics (state-side)
8. (If time permits, wrap-up and reflection)

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

- I. Welcome new committee members, Edwin Lee (Communication Studies) and Alayna Mills (English)
- II. Review and approve the minutes of 11/18/2019 meeting
  - A. Motion to approve minutes by Mark Thompson, second by Gokay Saldamli
    1. Approved by 4, Abstain by 4
- III. Update on the MS, Athletic Training program proposal
  - . Motion to not recommended proposal by Gokay Saldamli, second by Susan Snycerski
    1. Approve by 9 , Abstain by 1
    2. Proposal is not recommended due to conditions in meeting memo not being met. Proposal will be forwarded to C&R for further review.
- IV. Review the program revision for MS, Applied Mathematics - Dept of Mathematics and Statistics
  - . Clarification on the new required courses and the availability of faculty to teach courses.
    - A. Request syllabi for the new courses in the program.
    - B. Clarify the purpose of the proposal and the curriculum revisions between the MA and MS programs.
    - C. Catalog and proposal are not consistent, both need to be adjusted so they match.
    - D. Request a copy of the departmental meeting minutes when the proposal was voted on.

- 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 clarification 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 Snyckerski, 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

<b>Present:</b> Jing Zhang Jeffrey Honda Cheng Cheng Lan Ngoc Duong Anamika Megwalu Wesley Maciejewski Susan Snycerski Mark Thompson Gokay Saldamli Edwin Lee Alayna Mills	<b>Absent:</b> Nancy Dudley  <b>Guests:</b> Angela Iraheta (CGS) Dr. Lee Chang (MS Data Analytics) Dr. Marc d'Alarcao (Dean, College of Graduate Studies)
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Start: 12:05pm

- I. Approve the minutes of the December 2, 2019 meeting
  - A. Motion to approve minutes by Mark Thompson, second by Susan Snycerski
  - B. Approved by 8 , Abstain by 1
- II. Discuss 2020 Student Research Competition (SRC): a link to the updated SRC information  
Updated link to website: <https://www.sjsu.edu/research/funding/funding-opportunities/student-research-competition/>  
PDF guidelines <https://www.sjsu.edu/research/funding/funding-opportunities/student-research-competition/SJSU%20Student%20Research%20Competition-2020-012320.pdf>  
Overview of the committee requirements for the Student Research Competition  
February 24 and February 27, 2020 – SJSU Student Research Competition  
presentations from 1:30 pm to 5:00pm in MLK 225 on February 24th and 1:30pm to 6:00pm on February 27th.
  1. February 24
    - a. Tentative: Susan Snycerski, Anamika Megwalu, Jeff Honda, Wes Maciejewski
  2. February 27  
Tentative: Alayna Mills, Jeff Honda
- III. 12:30pm (time certain) Discuss the MS Data Analytics stateside program with Dr. Lee Chang and Dr. Marc d'Alarcao  
Dr. Chang provides an overview of the proposal

1. Approved 2 tenure track positions for the program
2. There is a high demand for this program from various parties
3. Priority of proposal is to be sustainable and meet the needs and demands of the population

A. Questions and Discussion

1. Request of a support letter from college dean in previous communication  
Minimum the dean of CPGE, other letters of support are welcome
2. Appendix - Clarifying electives and program/degree requirements
3. Adding roadmaps to the packet
4. Name changes of courses to help distinguish the courses (it's recommended for this to be done soon)  
Ex. Data Mining is the same as the course offered in Business
5. Budget needs clarification  
Split costs between state and self-support  
Include budget justification with details on what the expenses are

B. Action: Jing will compose a formal memo, including all requirements listed above in the discussion notes.

C. Motion by Wes Maciejewski, to conditionally approve the proposal based on the requirements listed on the memo based on the committee's satisfaction, second by Susan Snycerski

D. Approved by 9 , Abstain by 0

IV. Future proposals will be provisionally reviewed by Jeff Honda and Sarah Schraeder to ensure all the requirements are available for when the committee reviews the proposal. Jeff will follow up with Sarah to set-up a process.

End: 1:23 pm

**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, February 10, 2020

Time: 12:00pm - 1:30pm

Clark 412

Agenda:

1. Approve the minutes of January 27, 2020
2. Review and discuss the elevation proposal for MS, Data Analytics State Support Program
3. Review and discuss the elevation proposal for MA, Emancipatory School of Leadership (MESL)

Time certain @ 12:40pm: Q&A with Dr. Rebeca Burciaga on the proposal for MA, Emancipatory School of Leadership (MESL)

<b>Present:</b> Cheng Cheng Jeffrey Honda Lan Ngoc Duong Jing Zhang Anamika Megwalu Wesley Maciejewski Mark Thompson Alayna Mills Megan Chang Edwin Lee Gokay Saldamli	<b>Absent:</b> Susan Snycerski Nancy Dudley  <b>Guests:</b> Angela Iraheta (CGS)
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Start :12:06pm

- I. Approve the minutes of January 27, 2020
  - A. **Motion to approve minutes by Jeff Honda , second by Mark Thompson**
    1. Approved by 6 , abstained by 1
- II. Review and discuss the proposal for MS, Data Analytics State Support Program  
Provided an updated proposal that included most of the revisions the group asked for  
. **Motion to approve revised proposal by Lan Ngoc Duong, second by Wesley Maciejewski**
  1. Approved by 7, abstained by 1
  2. **Action: Jing will compose a memo for C&R to address missing explanations of expenses on the budget. (See item 4 in previous memo to program)**
  3. Data Analytics will submit the explanations of the expenses to C&R for review in addition to the revised proposal.
- III. Review and discuss the elevation proposal for MA, Emancipatory School of Leadership (MESL)
- IV. Time certain @ 12:40pm: Q&A with Dr. Rebeca Burciaga on the proposal for MA, Emancipatory School of Leadership (MESL)  
Dr. Rebeca Burciaga discussed the different points of the program proposal and the data behind the creation of such a program specifically in the region.

An Administrative Credential is currently being offered through the county office, which has caused numbers for credential programs at SJSU to lower in the past.

1. Currently the only other local university providing a similar program is National University (online).
  - A. Program focuses on critical learning and would use a living case study
  - B. Approximately 13 students that are currently interested in program
  - C. Approval from the Chancellor's Office to transfer in credit from the Administrative Credential as part of the degree program
  - D. CalAPA would need to be added to the list of admission requirements, otherwise they would need to have a concentration to complete those units
  - E. Cohort model is best for the success of students, students would always start during the Summer.
  - F. <https://www.sccoe.org/educator-preparation-programs/Pages/preliminary.aspx>
  - G. <https://www.sccoe.org/educator-preparation-programs/Pages/leap.aspx>
  - H. Action: Jing will compose memo addressing the missing components listed below
    1. Rational, student demand, general budget
- V. Outstanding Thesis Review  
Wes Maciejewski  
Edwin Lee

End: 1:28pm

Notes added on March 19, 2020

Online voting on the revised proposal for the MA, Emancipatory School of Leadership (MESL) program was conducted via Google Form between 02/28/2020 – 03/03/2020, following Standing Rule 17f.

Based on the timestamp of responses, Megan made the motion to approve the revised proposal. Mark seconded. The revised proposal for the MELS program was approved (7-0- 3) by the GS&R Committee.

Please refer to [the emails](#) for the online voting decision.

**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, April 6, 2020

Time: 12:00pm - 1:30pm

Zoom

Agenda:

1. Approve the meeting minutes ([Minutes Google Doc](#)).
2. Review a new proposal "[Elevate MS Psychology, Concentration in Clinical Psychology to MS in Clinical Mental Health Counseling](#)."
3. Review revised proposal for Discontinuation of Nurse Educator Certificate - PENDING FEEDBACK.
4. [Program revision for Spanish MA going from 30 to 32 units](#).
5. Share the experience on the Student Research Presentation days (2/24 and 2/27).
6. Check-in regarding Outstanding Thesis.
7. Call for Bertha Kalm scholarship reviewers.

<b>Present:</b> Cheng Cheng Jeffrey Honda Lan Ngoc Duong Jing Zhang Anamika Megwalu Wesley Maciejewski Mark Thompson Alayna Mills Megan Chang Gokay Saldamli Susan Snycerski Nancy Dudley	<b>Absent:</b> Edwin Lee  <b>Guests:</b> Sarah Schraeder
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Start :12:06pm

- I. Announcement: Angela Iraheta (CGS) will no longer serve on this committee.
- II. Approve the minutes of February 10, 2020  
Motion to approve minutes online by Jeffrey Honda , second by Nancy Dudley  
Approved by 8, abstained by 2
- III. Review a new proposal "Elevate MS Psychology, Concentration in Clinical Psychology to MS in Clinical Mental Health Counseling."  
Motion to approve the proposal – Nancy Dudley (motion), Megan Chang (second) –  
Proposal approved by 11.
- IV. Review revised proposal for Discontinuation of Nurse Educator Certificate

Required documentations not received.

Motion to table this proposal until next academic year – 11 yes and 0 no

- V. Program revision for Spanish MA going from 30 to 32 units.  
They are adding 2 extra hours as faculty contact hours.  
Motion to approve – Susan Snycerski (motion) and Nancy Dudley (second) – Proposal approved by 11.
- VI. Share the experience on the Student Research Presentation days (2/24 and 2/27)  
Judges enjoyed all the presentations. It was a very well-organized event. Sharing of notes and post-presentation discussions were valuable – good team work experience. Perhaps can be advertised in ways that will increase the audience. Not all advisors attended the event to support their students.
- VII. Check-in regarding Outstanding Thesis  
Wes Maciejewski(Retracted), Mark Thompsn, Jing Zhang, and Edwin Lee (Graduate student); Need one more faculty.  
Evaluators need to submit comments by April 16, 2020. Information for the commencement book needs to be submitted by April 17, 2020.  
Action: Jeffery Honda will reach out to Cheryl Cowan to extend the deadline to May, 2020.
- VIII. Call for Bertha Kalm scholarship reviewers  
Student Application deadline: May 4, 2020.  
Volunteer reviewers: Anamika Megwalu, Mark Thompson, Megan Chang – Reviewers deadline (2-3 weeks after student the deadline).

End: 1:02pm

**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

<b>Present:</b> Cheng Cheng Jeffrey Honda Jing Zhang Anamika Megwalu Wesley Maciejewski Mark Thompson Alayna Mills Megan Chang Gokay Saldamli Susan Snycerski Nancy Dudley	<b>Absent:</b> Edwin Lee Lan Ngoc Duong  <b>Guest:</b> Marcos Pizarro, Associate Dean, Lurie College of Education
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Start :12:06pm

- I. Approve the minutes of April 06, 2020  
Motion to approve minutes by Jeffrey Honda , second by Susan Snycerski  
Approved by 9, abstained by 1
- II. Review New Proposal - Elevate the Master of Arts in Education (Concentration: Special Education) to Master of Arts in Special Education
  - A. Q&A with Marcos Pizarro
  - B. Motion to conditionally approval the proposal– Jeffrey Honda (motion), Mark Thompson (second) - 10 yes, 0 no, 0 abstain.
  - C. The committee has asked for the following:
    1. Provide a program road map showing the sequence of the courses.
    2. With the new program, What will the role of the credentials become in the stand-alone MA Special Education? Provide an explanation of what will happen to the three credentials.
- III. Review New Proposal - Elevate Master of Arts in Education (Concentration: Curriculum and Instruction) to Master of Arts in Teaching (MAT)
  - A. Q&A with Marcos Pizarro

B. Motion to approve the proposal - Mark Thompson (motion), Megan Chang (second) - 9 Yes, 0 No, 1 Abstain.

C. The committee has asked to provide the following:

a. Provide a program road map showing the sequence of the courses

b. In Table 4 (Assessment Schedule for MAT (Elementary and Secondary Education), PLO 2 and PLO 4 are not being reassessed. Provide a revised assessment schedule.

IV. Call for nomination for the Chair position

A. Reach out to Jing Zhang if interested in serving as the Chair of the GS&R Committee for 2020-2021 AY

B. Election will take place on May 4, 2020.

End: 1:32pm



**Graduate Studies and Research Committee  
Meeting Minutes**

Date: Monday, May 4, 2020

Time: 12:00pm - 1:30pm

<https://sjsu.zoom.us/j/5820492506>

Agenda:

1. Call to Order
2. Approve the [meeting minutes of April 20, 2020](#).
3. Review revised proposal - Elevate the Master of Arts in Education (Concentration: Special Education) to [Master of Arts in Special Education](#)
4. Confirm members for the Bertha Kalm Scholarship review and Call for the Graduate Equity Fellowship reviewers
5. Election of Committee Chair for AY 2020-2021
6. Adjournment

<b>Present:</b> Cheng Cheng Jeffrey Honda Lan Ngoc Duong Jing Zhang Wesley Maciejewski Susan Snycerski Mark Thompson Gokay Saldamli Edwin Lee Alayna Mills Megan Chang	<b>Absent:</b> Anamika Megwalu Nancy Dudley  <b>Guests:</b> Sarah Schraeder (Curriculum)
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1. Call to Order: 12:05pm
2. Approve the [meeting minutes of April 20, 2020](#).

Susan made the motion and Mark seconded to approve the minutes. The minutes was approved by 10-0-1.

3. Review revised proposal - Elevate the Master of Arts in Education (Concentration: Special Education) to [Master of Arts in Special Education](#)

Committee discussed the revisions and believed that they are satisfactory. Megan made the motion and Gokay seconded to approve the revised elevation proposal for MA in Special Education. It was approved by 11-0-0.

4. Confirm members for the Bertha Kalm Scholarship review and Call for the Graduate Equity Fellowship reviewers

Three members have confirmed to review the Bertha Kalm Scholarship: Anamika, Mark and Megan.

Graduate Equity Fellowship: Mark and Jing volunteered; Jeff also volunteered and will solicit further participation.

5. Election of Committee Chair for AY 2020-2021

At least five members' terms will end in June 2020. Some of them seek to serve on the GS&R committee again for the next academic year. The item was tabled to next term, when the committee is populated.

Adjournment: 12:48pm