

MINUTES OF THE GRADUATE COMMITTEE  
CALIFORNIA STATE UNIVERSITY, FRESNO  
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Fresno, California 93740-8027  
Office of the Academic Senate Ext. 8-2743

September 9, 2014

Members Present: M. Wilson (Chair), S. Witte, M. Lopez, A. Nambiar, P. Trueblood, D. Vera, R. Raeisi, S. Tracz

Members Absent:

Guests: None

Chair Wilson called the meeting to order at 2:03 p.m. in TA 117.

Agenda:

1. MSC to approve the minutes of 09/02/2014 with minor revisions.
2. MSC to approve the agenda for 09/09/2014 as distributed.
3. Communications and Announcements:
  - a. Dean Witte informed that Louise Neal's position has been filled effective Monday.
  - b. Dean Witte informed that the Outreach Coordinator's position has been posted today (Sep 09).
4. APM 220 – Program Review Policy
  - a. Dean Witte mentioned that most references to outcome-based assessment have been removed from this version.
  - b. Dr. Raeisi inquired if all departments have program reviews.
    - i. Dean Witte and Assistant Provost Nef are working on getting input from all departments about their stage of program review.
  - c. Dr. Raeisi inquired about assigned time for Program Coordinators.

- i. Dean Witte responded that this is delegated to the College Deans.
- d. Chair Wilson mentioned that there is some confusion between Chair's Annual Report and Program Coordinator's report. Chair Wilson also indicated that there is no mention in the policy about the role of Deans in the Program Review process.
  - i. Dean Witte suggested including the role of Deans in Section A.
- e. Dr. Lopez mentioned that when the Assessment Policy comes into effect, this policy would have to be changed to reflect the existence of that policy.
- f. Dr. Tracz inquired about Senate feedback for the previous version.
- g. Dr. Raeisi inquired if there is a template for the program review.
  - i. Dean Witte mentioned that the intent is to keep the policy and procedure separate. This document (APM 220) is the policy.
- h. Dr. Lopez mentioned that any substantive items from 1 – 10 in Section C not included in accreditation reports should be included in the report and that the language in Section C should be modified to reflect that.
- i. Dr. Raeisi mentioned that a reference to SOAP needs to be included in item 7 under Section C.
- j. Dr. Lopez mentioned that the policy does not clarify the consequences of the report not meeting the expectations.
- k. Dr. Tracz mentioned that accreditation requirements and program review requirements are often quite different.
  - i. Dean Witte responded the template can include some questions to be answered to standardize the report.
- l. Chair Wilson noted that Section A is redundant since it is already in the self-study.
- m. Dean Witte suggested that the Committee provide feedback to Dr. Botwin of AP&P and wait for the response.

5. MSC to adjourn at 2:58 p.m.

The next scheduled meeting for the Graduate Committee is Tuesday, September 16, 2014 at 2:00 pm in Thomas 117.

Agenda:

1. Approval of the Minutes of 9/9/14.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Joint Online Doctoral Program in Educational Leadership Proposal:  
First Reading