

College of Arts and Sciences
Graduate Studies Committee
MEETING MINUTES
Tuesday, November 12, 2019
1:30-2:15pm

Attendees

- Brian Byrnes, Michael Gonzalez, Rebecca Ingram, Farrah Karapetian, Ron Kaufmann, Sam Mutschler, David Shirk.

Welcome and Announcements

- The meeting was called to order @ 1:30 PM.
- The committee voted in favor of approving the minutes for the November meeting electronically before the December meeting. This should enable the approved minutes to be sent to the Academic Assembly in December.
- The minutes from the October meeting were approved.

Meeting Overview

- Part 1: November Minutes Approval
- Part 2: EOSC Curricular Actions
- Part 3: MAIR Curricular Actions
- Part 4: Constitution and Bylaws Discussion
 - Section A: Description of the Graduate Studies Committee
 - Section B: Membership on the Graduate Studies Committee
- Part 5: Graduate Night at the Theatre Recap

Part 1: November Minutes Approval

- The November Minutes need to be approved and sent to Emily Reimer-Barry before the December meeting of the Academic Assembly. The Assembly needs to approve the minutes of the Committee when the minutes contain curricular actions.
- It was proposed by the Committee that the minutes for the November meeting be approved electronically prior to the December 10 meeting of the Academic Assembly.
- This was proposed because the November minutes contain curricular actions that need to be approved at the December meeting of the Academic Assembly.
- Electronic approval of minutes expedites the curricular approval process.
- The committee agreed to not make a habit of electronic approval of minutes but chose to do so due to the specific circumstances of the curricular actions that will be considered at this GSC meeting.
- The Committee voted 6-0-0 to consider the November minutes electronically prior to the December meeting of the GSC.

Part 2: EOSC Curricular Actions

- The Committee reviewed the curricular actions proposed for the EOSC program. These are:
 - Revisions to the EOSC program
 - Creation of EOSC 534 Wetlands Ecology with Lab
 - Details of the proposed actions may be found at <https://www.sandiego.edu/curriculum/graduate-committee/meetings.php>
- No items within the EOSC curricular actions were nominated for discussion and there were no objections by the Committee. Therefore, the curricular actions were approved by acclamation, 6-0-0.

Part 3: MAIR Curricular Actions

- Ron Kaufmann stated that a syllabus for the POLS 523: International Law Enforcement needs to be uploaded before the proposal to create this course can be passed along to the Assembly. David Shirk stated that he would provide the correct syllabus before the GSC minutes are reviewed by the Assembly.
- The proposed MAIR curricular actions are:
- Revisions to the MAIR program
- Creation of POLS 523 International Law Enforcement
- Creation of POLS 527 International Law and Politics
- Creation of POLS 528 International Political Boundaries and Border Politics
- Deactivation of POLS 579 International Political Boundaries and Border Politics
- Creation of POLS 585 International Diplomacy
- Creation of POLS 589 Politics of Disaster and Crisis Management
- Creation of POLS 591 Migration and Immigration Politics
- Details of the proposed actions may be found at <https://www.sandiego.edu/curriculum/graduate-committee/meetings.php>
- The Committee did not object to any of the proposed MAIR curricular actions, which were approved by acclamation, 6-0-0.

Part 4: Constitution Bylaws Discussion

- **Section A: Description of the Graduate Studies Committee**
- The Graduate Studies Committee has been asked to review the Constitution and Bylaws of the Academic Assembly that are germane to the Committee. The Committee reviewed the description of the role of the Graduate Studies Committee and discussed whether the description in the Constitution accurately describes what the Committee does.
- The following are the current, redlined, and proposed revised versions of the language within the Constitution and Bylaws of the Academic Assembly.
 - Current version:
 - 3. The Committee on Graduate Studies
 - The Committee on Graduate Studies shall consider general admission policies for graduate students, general graduate degree requirements, and the addition or deletion of graduate programs. Admission requirements for specific programs, the revision of graduate programs, requirements for specific graduate degrees, and the establishment, deletion, or revision of individual graduate courses shall be departmental concerns to be reported in writing to the Committee.
 - Such departmental reports shall be placed on the regular agenda of the Committee, but no action by the Committee is required on such reports, except where a member of the Committee objects to the report. If there is such an objection, the matter will be reviewed and acted upon by the Committee. All actions of the Committee and/or departments must be reported in writing to the members of the Assembly by the Committee.
 - No Assembly action is required on the Committee reports. The Assembly shall have the power to revise an action of the Committee on matters relating to general graduate degree requirements, and the addition or deletion of graduate programs by a majority. The Assembly shall consider the Committee report at the earliest practical time following its receipt. Other actions of the Committee become effective on the date of the committee report.
- Redlined version:

- 3. The Committee on Graduate Studies
- The Committee on Graduate Studies shall consider general admission policies for graduate students, general graduate degree requirements, and the addition or deletion of graduate programs. Admission requirements for specific programs, the revision of graduate programs, requirements for specific graduate degrees, and the establishment, deletion, or revision of individual graduate courses shall be departmental concerns to be reported in writing to the Committee.
- Such departmental reports shall be placed on the regular agenda of the Committee, but no action by the Committee is required on such reports, except where a member of the Committee objects to or has questions about the report. If there is such an objection or question, the matter will be reviewed and acted upon by the Committee. All actions of the Committee and/or departments must be reported in writing to the members of the Assembly by the Committee.
- No Assembly action is required on the Committee reports. The Assembly shall have the power to revise an action of the Committee on matters relating to general graduate degree requirements, and the addition or deletion of graduate programs by a majority. The Assembly shall consider the Committee report at the earliest practical time following its receipt. Other actions of the Committee become effective on the date of the committee report.

- Revised version:
- 3. The Committee on Graduate Studies
- The Committee on Graduate Studies shall consider general admission policies for graduate students, general graduate degree requirements, and the addition or deletion of graduate programs. Admission requirements for specific programs, the revision of graduate programs, requirements for specific graduate degrees, and the establishment, deletion, or revision of individual graduate courses shall be departmental concerns to be reported in writing to the Committee.
- Such departmental reports shall be placed on the regular agenda of the Committee, but no action by the Committee is required on such reports, except where a member of the Committee objects to or has questions about the report. If there is such an objection or question, the matter will be reviewed and acted upon by the Committee. All actions of the Committee and/or departments must be reported in writing to the members of the Assembly by the Committee.
- No Assembly action is required on the Committee reports. The Assembly shall have the power to revise an action of the Committee on matters relating to general graduate degree requirements, and the addition or deletion of graduate programs by a majority. The Assembly shall consider the Committee report at the earliest practical time following its receipt. Other actions of the Committee become effective on the date of the committee report.
- The proposed revisions will be submitted to Emily Reimer-Barry as a request for an amendment and then the Academic Assembly will review it.
- The Committee voted to approve the proposed revised version of the language, 6-0-0.
- **Section B: Membership on the Graduate Studies Committee**
- The following are the current, redlined and final revised versions of the language that pertains to membership on the Graduate Studies Committee.

- Current version
- Section C. The Committee on Graduate Studies
- 2. Membership
- a. The Committee on Graduate Studies shall consist of a faculty member elected from and by each department that offers a graduate program, two faculty members from departments not offering graduate programs, one representative from the University Library, the Dean of the College of Arts and Sciences, the Dean of the School of Graduate and Continuing Education, and a representative of the Graduate Student Council. In addition to this membership, the Committee may invite representatives of programs not administered by departments to sit on the Committee as voting members.
- b. The faculty and Library representatives shall serve for two years and the student for one year.

- Redlined version
- a. The Committee on Graduate Studies shall consist of a faculty member elected **chosen** ~~from and~~ by each ~~department that offers a~~ graduate program; two faculty members, **elected by vote of the Assembly** from departments not offering graduate programs; one representative from the University Library; the Dean of the College of Arts and Sciences **or the Dean's appointee;** ~~the Dean of the School of Graduate and Continuing Education;~~ and a **student** representative ~~of~~ **chosen by** the Graduate Student Council. In addition to this membership, the Committee may invite representatives of ~~programs not administered by departments~~ **other bodies** to sit on the Committee as **non-voting** members.
- b. The faculty **members from departments not offering graduate programs** ~~and Library representatives~~ shall serve for two years ~~and the student for one year.~~

- Final revised version
- a. The Committee on Graduate Studies shall consist of a faculty member chosen by each graduate program; two faculty members, elected by vote of the Assembly from departments not offering graduate programs; one representative from the University Library; the Dean of the College of Arts and Sciences or the Dean's appointee; and a student representative chosen by the Graduate Student Council. In addition to this membership, the Committee may invite representatives of other bodies to sit on the Committee as non-voting members.
- b. The faculty members from departments not offering graduate programs shall serve for two years.
- In the second line of paragraph a, "chosen" was added and "from and" and "department that offers a" was removed in order to give the graduate programs of the College the most latitude possible in choosing who represents their program on the Committee. This ensures that the faculty member represented by each graduate program will be an effective member of the Committee because they will have been *chosen by* the specific graduate program. The revised language ensures that a representative will not simply be chosen from the department without having knowledge that pertains to the work of the Graduate Studies Committee.

- In the second and third lines of paragraph a, “elected by vote of the Assembly” was added because it is parallel to the membership requirements for other committees with members elected by the Assembly, as described in the Constitution.
- In the fifth line of paragraph a, “or the Dean’s appointee” was added because the Dean has not sat on the Graduate Studies Committee for a number of years, but has appointed someone to do so, typically an associate dean.
- In the fifth and sixth lines of paragraph a, “the Dean of the School of Graduate and Continuing Education” was removed because that school no longer exists at the University.
- In the sixth and seventh lines of paragraph a, “student” and “chosen by” were added because it is the will of the Committee to retain a student representative chosen by the Graduate Student Council, most likely from the graduate programs that are well-represented on the Graduate Student Council (i.e., SOLES, School of Law, School of Business). David will reach out to the Graduate Student Council to inquire about identifying a student representative. This would place two student representatives on the Committee, one from the College (who is a non-voting member) and one appointed by the Graduate Student Council (who is a voting member).
- In the ninth line of paragraph a, “other bodies” and “non” were added so that the Committee can invite others to sit on the Committee as the Committee sees fit. This language gives the Committee the opportunity to be as transparent and open as possible.
- The Committee voted to approve the proposed revised version of the language, 6-0-0.
- Emily Reimer-Barry will be contacted about the proposed amendments once the minutes are completed.

Part 5: Graduate Night at the Theatre Recap

- The production of *Twelfth Night* was well attended. There were 20 out of 30 seats filled. Four tickets were unclaimed and a few people emailed on the night of the show who were not able to attend. It was difficult to coordinate drink tickets with Mariann Sanchez. The Graduate Student Life student representative emailed at the last minute saying that they would be unable to attend. Due to this the drink tickets were not available to the students who attended. Discussing the event with the Committee was helpful in planning the event. In the future coordination needs to be improved for the event to be completely successful.
- Meeting adjourned @ approximately 2:15 PM.
- Minutes respectfully submitted by Isaac Conlon-Kvale, Graduate Assistant for the Graduate Studies Committee.