January 29, 2019

MINUTES

Academic Affairs Committee on Graduate Studies (AACG)
Hand Hall 220

Attendance: Ben Carlston, Gary Litton, Thomas Nelson, John Kirlin, David Ojcius, Anthony Dutoi, Fei-Lin Hsiao
Absent: Jim Uchizono
Ex-Officio: Thomas Naehr, Margo Landy
Guests: Patrick Wolak, Glen Rogers

Call to order at 3:01 pm – Ben Carlston, AACG Chair

I. Consent Calendar
   Minutes of December 11, 2018
   Minutes of January 17, 2019
   Motion to approve the December 11, 2018 and January 17, 2019 minutes:
   
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<th>Motion</th>
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<tr>
<td>Ben Carlston</td>
<td>John Kirlin</td>
<td>Passed Unanimously</td>
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   II. Reports
   Chair’s Report – Ben Carlston
   Chair Carlston informed the committee of the new health programs coming before the committee this semester; Master of Social Work, MS Nursing, MS Clinical Nutrition. The syllabi will not be submitted; he suggested administration should submit a proposal changing the process if they’re not going to follow it. Essentially, a go ahead for program then curriculum later. The approvals could be based on course descriptions, and then the syllabi come later. The programs need Board of Regents approval in April.
   
   Graduate Dean’s Report – Thomas Naehr
   Dean Naehr introduced Patrick Wolak, the new Director of Graduate Studies. He will focus on day-to-day issues, exceptions and approvals, graduate assistantship program management, and oversee the graduate services specialists. The Dean shared Olivia Nash’s role has changed, more focus on admissions, recruitment and marketing. The Provost is holding a budget forum for Academic division, on February 6th at Grace Covell, 11:00 am. He noted schools/units will be doing their own forums. On Feb 19th there will be a combined meeting with the President and other leadership. The Graduate School has a small reduction in the graduate assistantship budget. Existing positions have been shifted/combined for salary savings. The Provost memo on funding requested tuition proposals from the programs, those that didn’t submit will have a 3% increase. Data Science requested a tuition reduction for competitiveness. Speech-Language requested no increase. Physical Therapy will have a 2.5% increase, aligning with Pharmacy. MPP/MPA will be 3%. They are working on revising graduate assistantship assignments and confirmation from programs of the assignments. FY20 budget confirmation for new students. The Institutional Research graduate campus climate survey data is back. The Dean will bring it to the AACG this semester. Update on the writing center: the graduate school SIF funds supported 2 positions, 1 in SAC and 1 in Stockton. A recent report showed 1,212 sessions in fall 2018 –
a 580% increase over fall 2017. The participation was 80% in SAC/BSE, 8% in SAC/PA and the remainder other programs.

III. Action Items

1. College of the Pacific
   Psychology
   Course Proposals:
   PSYC 299 – Thesis (prerequisite change)
Chair Carlston noted there are concerns on the prerequisite reflecting policy/permission to stay in the program. The committee found consensus in revising approving the proposal provided the following language was removed from the catalog copy and program proposal change; “Note: Students who earn an NC in their first semester of PSYC 299 are subject to disqualification from the program. Permission to stay in the program after that semester will be made on a case-by-case basis by the department.” The Faculty Governance office will notify the department of the change.

Motion to approve the course revision for PSYC 299 provided the following sentences were deleted from the proposed catalog copy: “Note: Students who earn an NC in their first semester of PSYC 299 are subject to disqualification from the program. Permission to stay in the program after that semester will be made on a case-by-case basis by the department.”

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PSYC 295 – Graduate Seminar in Psychology (deletion)
PSYC 297D – Independent Research (deletion)
PSYC 297E – Independent Research (deletion)
Chair Carlston noted that all three courses had not been taught for over 12 years.

Motion to approve the Psychology course deletion proposals:

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V. Information/Discussion

1. Graduate Assistantship Policy – Thomas Naehr
Dean Naehr explained the Faculty Handbook addition FHB 12.7 Assistantships. He asked for feedback on the document. The original intent was to add to the Faculty Handbook but the Dean is aware that there is a current effort for a policy on policies. The committee discussed summer term requirements and suggested getting feedback from the graduate directors.

There is a need for consistent policy on employment complaints and they should be reviewed by HR/legal to ensure consistency university-wide. The committee will revisit at the next meeting.

2. Academic Regulations Committee (ARC)
   a. Margo Landy, Registrar described the charge for ARC in the Faculty Handbook. The vast majority of petitions are for late adds, withdraws, drops. Outside of term and school process students petition ARC. Dean Naehr added most members of ARC
are associate deans. The committee discussed the function of ARC, whether it is needed in light of new policy, and/or whether it could be modified (level of review and membership) to include graduate petitions. The Registrar confirmed there are about 50 petitions per semester, they meet weekly and it is rare to overrule the units. The Dean wanted AACG to consider if ARC should review graduate petitions or another preference. The Registrar supported AACG recommending the will of the faculty on the role of ARC in graduate petitions. Chair Carlston felt having separate processes for undergraduate/graduate was acceptable. ARC is an administration committee whose charge is for Stockton indicating an undergraduate purpose. An AACG member suggested the decisions could be made by administrators with the final say by ARC or AACG to retain faculty authority. Another suggested handling the petitions at the graduate school level with the right of appeal to AACG. The Dean suggested compiling a list of acceptable petition items (to the graduate school). He will bring it back for AACG consideration.

3. Review Plan for Cross-listed Courses (undergraduate and graduate) New (course description revision)
Dean Naehr requested a report to show the courses. Then AACG could start an inventory and then review syllabi to ensure graduate/undergraduate requirements. The Registrar agreed and her office could help to identify the courses.

VI. What’s on your mind?
Chair Carlston reminded the committee of the need to invite the Provost to an upcoming meeting to talk about the SIF programs, their progress and enrollment.

Adjournment at 4:03 pm