

2015-16 FACULTY SENATE
GRADUATE STUDIES POLICIES COMMITTEE
MINUTES

April 19, 2016

Approved May 3, 2016

Members Present: Bogazianos, Cowan, Heather, Hembree, Kaplan, La Rocco, Michaud, Pinch, Topping, Wassmer

Members Absent: Hamilton, Meidinger, Vargas

Guests: Sue Escobar (APC Chair), Dennis Geyer (Registrar)

a. Call to order: Called to order at approximately 8:35 a.m.

b. Open Forum:

Wassmer asked whether priority admission would continue. Dean Newsome explained that current processes were being reviewed to ensure this would work better.

c. Minutes of April 4 2016: Approved.

d. Approval of Agenda: Approved.

e. Information Items

a. Report from Chair

- The second reading for the graduate learning goals will be at the April 21st Senate meeting. One Senator had asked about whether all the documents specified at the beginning of the policy needed to be submitted every year. Newsome explained that a SharePoint site would be established and that, in practice, coordinators would only need to review and update some of them. Members decided to revise the language to reflect this expectation. Heather will present the revision to the Senate during second reading.
- CPC will discuss the Blended Programs policy at its April 19 meeting.
- The May 17th meeting will be cancelled.
- Because the 2015-16 Senate will not meet on May 5th, neither of the policies which GSPC is finishing up this semester will be presented to the Senate this semester.

b. Report from Graduate Dean

Nothing to report.

c. Report from Statewide Senate

No report.

f. Discussion Items

a. New Business: Drop Policy

Escobar (APC Chair) presented revisions to the Drop policy. Discussion focused on two parts of the policy:

1. The maximum number of units students can withdraw from in their undergraduate career. Members felt that the Title V requirement that graduate students make satisfactory progress towards the degree meant that the policy does not need to specify the maximum number of

units a graduate student can withdraw from. However, members noted that while a process exists for notifying graduate students of unsatisfactory progress to degree leading, ultimately, to disenrollment, campus lacks a policy to support the process. Members recommended that GSPC return to this in this future.

2. The requirement for students who withdraw from the university to receive approval from the Office of Academic Advising.

Members noted that the Office of Academic Advising works with undergraduate students and suggested inclusion of the following language:

Sacramento State students withdrawing from all courses for physical, emotional, financial, family health, or other non-academic reasons must receive approval from the appropriate office before leaving the University: from the Academic Advising Office for undergraduate students; from the Office of Graduate Studies for graduate and credential students.

- b. Old Business: Undergraduate and Graduate Degrees Policy

Heather presented revisions based on discussion at the preceding GSPC meeting and consultations with the Chair of Physical Therapy and the Director of the Educational Leadership Program. Members unanimously voted to forward the policy (see Appendix A) to the Senate Executive Committee.

- c. Other Business

There was no other business.

Adjourn: Meeting was adjourned at approximately 9:45 a.m.

Julian Heather, Chair, GSPC

Appendix A

FS 15/16-/GSPC/EX

Undergraduate and Graduate Degree Programs Policy, Amendment Of

The Faculty Senate recommends amendment of the Undergraduate and Graduate Degree Programs Policy to include descriptions of doctoral programs, effective upon approval of the President.

Undergraduate and Graduate Degree Programs Policy

I. Undergraduate Degree Programs

The University structures its academic degree programs in such a way that sufficient breadth and depth experiences are required to ensure maintenance of degree objectives. In the Bachelor of Arts programs, primary degree objectives are:

1. To provide the student with a balanced and coherent liberal arts education that expands one's knowledge and appreciation of the world and enhances his or her ability to deal constructively with life's experiences;
 2. To provide the student with appropriate content, methodology, applications in a recognized discipline sufficient to support entry into related vocations or advanced study, or to enhance one's own personal knowledge or skill. The liberal arts function is provided through the University's general education program and related liberal arts electives. The second function is provided by academic major and minor requirements.
- A. Bachelor of Arts Degree majors require a minimum of 24 semester units in the major academic program with at least 12 semester units at upper division, and are limited to no more than 48 semester units in the major.
 - B. The Bachelor of Science Degree has the same primary objectives as the Bachelor of Arts Degree but is grounded in scientific methodology and emphasizes applications in a wide range of technical and professional fields. Bachelor of Science majors require a minimum of 36 semester units in the major academic program with at least 18 semester units at upper division, and are limited to no more than 60 semester units in the major.
 - C. Bachelor's degrees in designated disciplines such as Bachelor of Music carry the same primary objectives as the other baccalaureate degrees, but are more structured and prescribed in major content in order to meet specific professional goals. Such degrees require a minimum of 36 semester units in the major academic program with at least 18 semester units at upper division.
 - D. Exemptions to unit limits are granted only upon the recommendation of the Faculty Senate's Curriculum Committee and approval of the college dean and the Vice President of Academic Affairs. Currently, the comprehensive Bachelor of Arts Degree in liberal studies that includes both major and general education requirements is exempt from the 48-unit limitation.
 - E. Undergraduate degree programs are expected to include at least five courses with no fewer than fifteen units that are common to the degree program. Requests for waivers must be submitted through the College and University approval process.

- F. A minor is an approved group of related courses that may be taken outside of, and in addition to, one's major, successful completion of which is recognized on the academic transcript. Minors, like majors, consist of a set of required courses and all prerequisites to these courses. A minor is not usually a graduation requirement, although it usually strengthens and/or broadens the major program. However, it may be quite dissimilar to the major to engage the student in another area of study. Minors are distinct programs in the context of program review.
- G. A concentration may be a component of the major program. A concentration is an approved group of related courses, successful completion of which is recognized on the academic transcript. Concentrations consist of a set of required courses and all prerequisites to these courses. A concentration is usually a graduation requirement as part of the major program, but academic units may also offer optional concentrations to provide directed, grouped elective, instruction that will assist in the students' future endeavors, such as employment or graduate school. Concentrations are distinct programs in the context of program review.
- H. Tracks, options, and special emphases are categories defined in, and by, a academic unit. These are not recognized on the academic transcript and not viewed as distinct programs in the context of program review.

II. Graduate Degree Programs

~~A.~~ Graduate study is designed to advance knowledge and competencies in specific content areas of individuals holding baccalaureate degrees. It is presumed those engaging in graduate education possess the requisite undergraduate preparation in the liberal arts and appropriate discipline areas to support scholarly discourse and activity. Students found deficient in undergraduate foundation preparation may be denied graduate admission or required to take additional undergraduate work to qualify for classified graduate standing.

A. Master's Level Programs

~~B-1.~~ The Master of Arts Degree, an extension of the Bachelor of Arts Degree, is grounded in liberal traditions and directed toward the mastery or application of specific content material. Degree programs are designed to prepare individuals for entering related career fields, doctoral programs or other professional areas of study. Master of Arts programs are limited to a 30-unit requirement exclusive of qualifying undergraduate prerequisites, including units associated with the culminating experience.

~~C-2.~~ The Master of Science Degree, an extension of the Bachelor of Science Degree, is grounded in liberal traditions, scientific methodology, and is directed toward the mastery or application of scientific or technological principles in specific content areas. Degree programs are designed to prepare individuals for entering related career fields, doctoral programs or other professional areas of study. Master of Science programs are limited to a 30-unit requirement, exclusive of undergraduate prerequisites, including units associated with the culminating experience.

~~D-3.~~ Master's level ~~G~~graduate programs may offer concentrations that adhere to the Graduate Concentration Policy ([FSG00030.htm](https://www.fsg00030.htm)). Concentrations are distinct programs in the context of program review.

~~E-4.~~ Master's degrees in designated professional fields such as Business Administration (MBA), Public Policy and Administration (MPPA), and Social Work (MSW) are designed to prepare individuals to enter specific career fields. These degree programs commonly considered training for practitioners in the field are grounded in liberal traditions, with appropriate foundation study in related arts and science curricula

necessary to support the acquisition of professional knowledge and skill in the specific content area. Master's programs in designated professional areas are limited to a 60-unit requirement, exclusive of undergraduate prerequisites, including units associated with the culminating experience.

¶ 5. Exemption from the unit limitation for Master's Degrees are made only upon the recommendation of the appropriate College, College Dean, University review bodies, Vice President for Academic Affairs, approval of the President with the concurrence of the Chancellor. Current exceptions are the interdisciplinary Master of Arts program in International Affairs with a limitation of 48 units, the Master of Science program in Counselor Education with a limitation of 60 units, and the Master of Arts program in Speech Pathology and Audiology which exceeds the maximum by 1-3 units.

¶ 6. All master's level graduate majors or programs within a major must have a core curriculum requirement which emphasizes integration of knowledge and preparation of specialization and which is designed to assure mastery of requisite knowledge and skills. The core, which is a common body of knowledge specific to a discipline, will consist of a minimum of nine units. Excluded are independent study, field work, internships and thesis units. At least six of the required units must be common to all programs within the major. The remaining three units must be describable as meeting a particular education objective within the major.

¶ 7. Exceptions to this nine-unit core requirement will be considered on a program-by-program basis. Exceptions will only be made under extraordinary circumstances and must be approved by the Vice President for Academic Affairs. Requests for exceptions must be made to the Associate Vice President for Research, Graduate & Extended Programs and the appropriate Faculty Senate curriculum committee.

¶ 8. Sacramento State master's level graduate programs shall normally require that a minimum of 18 units in a 30- to 40-unit degree program and 36 units in a 60-unit program be earned in regularly scheduled 200-level courses requiring student participation (e.g., discussion) as the primary instructional method, and seminar courses requiring formal presentations by students and student responses to presentations as well as formal evaluation by the instructor.

¶ 9. Seminar 200-level enrollments should, whenever possible, be limited to fifteen. All 200-level courses shall require students to demonstrate writing and/or presentation abilities appropriate for thesis/project and professional work and provide opportunities for interaction among students and between students and the instructor.

¶ 10. To maintain program viability, master's level graduate programs are to be scheduled so that enough courses are offered to insure completion of a 30-unit program within two academic years. As a standard, master's level graduate programs shall offer each year the nine units common to the degree program and at least nine units of degree applicable course work. Over a two-year period, eighteen units of 200-level courses shall be offered, exclusive of supervisory units, and these units shall not include repeated offerings of the same course. The offerings should be varied enough to allow, and the scheduling pattern should permit, students to take at least 27 units of degree applicable course work, exclusive of supervisory units, over a two-year period. Consideration shall be given to the diverse nature of programs and courses when evaluating program and enrollment viability. Master's level Ggraduate programs whose enrollments do not support consistently the offering of this scheduling pattern may be discontinued or admission to the program may be suspended upon the recommendation of the Graduate Studies Policies Committee after a formal review of the program. Such program reviews, unless otherwise scheduled, normally take place every six years.

B. Doctoral Level Programs

All Doctoral level programs must have a core curriculum requirement which emphasizes integration of knowledge and preparation of specialization and which is designed to assure mastery of requisite knowledge and skills, including a core body of knowledge specific to a discipline.

1. The Research Doctorate is a degree conferred upon completion of a program with a focus on applied research, or research as used for professional purposes. It involves mastery of a subject beyond the master's degree coupled with practical training on application of that knowledge in practice. It is the highest academic degree conferred by a university to students who have completed at least three years of graduate study beyond the bachelor's and/or master's degree and who have demonstrated their academic ability in oral and written examinations and through original research presented in the form of a dissertation. Research Doctorates may only be established in collaboration with the University of California or independent institutions of higher education in California, following the procedures described in the Joint Doctoral Programs Policy¹. For example, the Joint Ph.D. Program in Public Historical Studies (PHS) allows a research doctorate student to complete a portion of their studies at Sacramento State, but earn a Ph.D. from the University of California at Santa Barbara.

2. The Professional Doctorate is a degree conferred upon completion of a program providing knowledge and skills for recognition, credential or license for professional practice. After completion of a core curriculum, students demonstrate mastery of a body of knowledge through creation and defense of an individual, original piece of scholarship. The focus of a professional doctorate is the creation and/or application of specialized knowledge and skills within a profession such as audiology, education, law, medicine, nursing, or physical therapy.

¹ <http://www.csus.edu/umannual/AcadAff/FSJ00010.htm>