To: The Senate

From: The Graduate Council

Date: January 15, 2013

Re: Graduate Council Minutes – November 2012


Ex-Officio Members Present: Rita Baumann, Cristina Sanchez, and Margarita Pina-Harlow.

Visitors: Deyanira Preciado-Bayardo.

1. Minutes: The minutes for the October 4, 2012 meeting were unanimously approved.

2. Report of the Dean (Dr. Prislin)

The graduate programs have been aggressively recruiting applicants for the 2012-13 academic year and the total as of November 7th is 949 applications, of which 826 are domestic and 123 are foreign. This compares to last year’s numbers on the same date of 754 applicants, 697 of whom were domestic, and 123 foreign. This increase may be partly due to five programs switching to the priority cycle for applications. However, the increase may also indicate greater success in recruitment of international students. The effect of these factors will become more clear once we complete this year’s admission cycle.

Enrollment Services has been successful in hiring an additional international evaluator, bringing the total to three who are working on evaluating the incoming international transcripts.

Hobsons has functionality that enables graduate programs to reach students in a variety of ways, and is especially important for recruiting non-resident students. In order to fully utilize the program, each department should have a letter set up with basic information about their program. The Graduate Division has requested these letters from the departments multiple times, both by contacting the departments directly and working through the Dean’s office. However, there is a number of programs that have still not responded. Each of the representatives present from each College will receive a list of departments who have yet to respond and are asked to contact those departments and arrange for the letters to be sent. If a department should require assistance in the preparation of their letter, they are asked to contact Wendy David (4-7203) here in GRA. Wendy has also been asked to send a list of the contact information for each of the departments to the college representatives present to assist in their contacting the departments.
Academic credentials are measured in two main ways – GRE and GPA scores. GRE scores seem to differentiate among programs, whereas GPA scores are not as discriminating among programs. Dr. Prislin received raw data from the office of Analytical Studies. The GRE scores were expressed on two scales: the previously used scale (200-800), and the new scale (130-170). These data were transformed into percentiles, which provided for a common metrics. Ideally, a program would want to show selected students with GRE scores higher than the average applicants’, and enrolled students with the highest GRE overall. Dr. Prislin presented a PowerPoint presentation (see Appendix A) with the GRE and GPA scores by college.

3. Committee Reports

**Curriculum Committee (Dr. Balsdon)**

- Information reports 21-11-12 & 21-11-12.500

**Policy Committee Report (Dr. Prislin)**

- COE request for priority in reviewing theses of their military students

The College of Engineering has requested (see request in Appendix B) that students enrolled in their 12 month master’s Civil Engineering program, designed specifically for military students, be allowed to have priority when their theses come up for review at Montezuma Publishing, should they submit during the ‘at-risk’ period. These students are required by the military to complete their entire program and return to the military within one year. Therefore, if one of these students were to submit their thesis during the ‘at-risk’ period and it not be expedited, they run the risk of not graduating that semester and, therefore, not meeting the military requirements. Montezuma Publishing has asked that a policy be created, since they do not wish to make the decision without the input of the Graduate Council. Last year there were only three students from this program that fell into this category and submitted their thesis during the ‘at-risk’ period, but all were able to graduate on time.

There is only one other similar program on campus, which is a 12-month program in Journalism and Media Studies that is set up for military students. However, because the program is structured according to Plan B, students in this program are not required to write a theses and therefore, they are not affected by this proposed policy.

**Vote:** The Graduate Council voted unanimously to allowing military students enrolled in the 12 month master’s engineering program to have priority in thesis review when they submit during the ‘at-risk’ period. This policy is to be re-visited in two years to assess its sustainability.

- Policy for adjunct faculty serving on a master’s theses committees
The Graduate Division’s current thesis committee policy allows for adjunct faculty to serve as a second or third member of a committee, but not as chair or co-chair. This policy is stricter for master’s committees than it is for some dissertation committees as some doctoral programs allow an adjunct faculty member to co-chair. Therefore, the policy up for discussion is whether adjunct faculty should be allowed to chair or co-chair thesis committees.

**Vote:** The Graduate Council voted unanimously to allow adjunct faculty to be nominated to co-chair master’s theses, with some other minor wording changes to the current policy (see Appendix C for approved wording).

- **Revision in our policy on concurrent advanced degree credit to make it consistent with undergraduate policy**

The Graduate Division recently discovered that the Undergraduate Division’s policy changed several years ago to allow students to be enrolled in competency coursework rather than enforcing the student’s having already completed the competency coursework. The student would not, of course, graduate without first completing this coursework. Therefore, it would make sense if the Graduate Division update their policy to match what the Undergraduate Division is currently enforcing.

The suggested changes to this policy as written in the Graduate Bulletin is to add ‘or currently registered in competency coursework’ into the following sentence: 1. A senior who has met all of the required freshman competency requirements in Writing and Mathematics (EPT and ELM) or is currently registered in competency coursework.

**Vote:** The committee voted unanimously to allow students to be enrolled in the competency coursework while taking concurrent advanced degree credit, as well as some other minor change in layout (see Appendix D).

**Student Affairs Reports - None**

4. **New Business – None**

5. **Old Business - None**

Adjournment 3:37pm
APPENDIX A

2012
GRADUATE APPLICANTS, ADMITTED, AND ENROLLED STUDENTS:
GRE SCORES

2012 MASTER'S PROGRAMS
APPLICANTS, ADMITTED, AND ENROLLED STUDENTS:
GRE SCORES BY COLLEGE

Arts & Letters
2012
GRADUATE APPLICANTS, ADMITTED, AND ENROLLED STUDENTS: GPA SCORES

2012 MASTER'S PROGRAMS
APPLICANTS, ADMITTED, AND ENROLLED STUDENTS: GPA SCORES BY COLLEGE

Arts & Letters
From: David Hayhurst [mailto:dhayhurs@mail.sdsu.edu]
Sent: Wednesday, September 26, 2012 11:05 AM
To: Radmila Prislin
Subject: Thesis Review Priority

Dear Radmila:

The College of Engineering serves the military by providing Masters-level graduate education to enlisted military members, particularly officers, in the area of civil and construction engineering. These military personnel are supported for one calendar year and are required to complete all requirements for the Masters degree within this 12 month period, including all of the necessary reviews of their thesis. The timeline for completion of all Masters degree requirements is rigid.

I request that, when necessary, the Graduate Council provide our military MS students in Engineering with priority in reviewing their thesis to allow for a timely completion of their degree requirements. This request is based upon the need imposed by the military that these candidates complete all requirements within 12 months.

The College of Engineering is committed to supporting this unique cohort of graduate students. Approval of this request by the Graduate Council will be appreciate greatly. Please contact me directly if you have any questions.

With my very best regards,

David

David T. Hayhurst, Dean
College of Engineering
San Diego State University
5500 Campanile Drive, E-203
San Diego, CA  92182-1326
(619) 594-6061
dhayhurs@mail.sdsu.edu
APPENDIX C

The university's criteria for appointment to a thesis committee, as adopted by the SDSU Graduate Council, are listed below. Departmental policies on faculty eligibility for thesis committees vary somewhat, so do the procedures for selection of specific faculty to advise a particular student. Students should consult their departmental graduate advisor for information.

1. Normally, the thesis committee is composed of three full-time members of the university faculty. The chair and at least one of the other members should hold permanent (tenure or tenure-track) faculty appointments. The chair and the second member should have a full-time or joint appointment in the department in which the thesis is written. For concurrent degree programs, instead of a chair and a 2nd member, the committee may be composed of a team of at least two faculty from each discipline. The third member of the thesis committee must be from a department other than that of the chair. An individual who has special expertise directly related to the thesis research may serve as a fourth member of the committee. If an individual with special expertise directly related to the thesis research is a faculty member of another institution, she may serve as a co-chair.

In special circumstances, a department may designate lecturers or PERRP faculty members in the department or faculty members from another department, who are approved to serve as chair of thesis committees. These faculty members must meet all of the other requirements described below. If the chair of the committee is a faculty member from another department, the committee must include at least two members from the department in which the thesis is written.

2. Normally, all thesis committee members should (a) hold a terminal degree or the equivalent in an appropriate discipline and be current in the field as determined by the department, and (b) regularly teach graduate-level courses.

3. Normally, thesis committee chairs should also have specific expertise (theoretical, methodological, or topical) in the area of the proposed thesis.

4. If a PERRP or Emeritus faculty member is to serve either as a chair or 2nd/3rd member of a committee for a thesis/project, the student and faculty member must sign an Agreement for PERRP or Emeritus Faculty to Serve as Thesis/Project Chair/Member. That agreement must also be approved by the department. PERRP and emeritus faculty must sign this Agreement each time they serve on a student's thesis/project committee.

5. In special circumstances of direct benefit to the student, the department of the committee chair may recommend the appointment of either a second or third member of the thesis committee an adjunct faculty member or lecturer who may be expected to be available for the period required for the student to complete the thesis. In special circumstances of direct benefit to the student, the department of the committee chair may also recommend the appointment of an ad hoc faculty member or lecturer to the thesis committee as a second or third member, if the student is a co-chair. Such faculty must hold a terminal degree or equivalent in an appropriate discipline, be current in the field as determined by the department, and be available for the period required for the student to complete the thesis. Departments should submit to the Dean of the Graduate Division the names and current vitae of any adjunct faculty or lecturers they wish to nominate as participants on thesis committees along with a cover letter from the Department Chair providing justification for the request. Adjoint faculty and lecturers must also sign an Agreement to Serve as a Member of a Thesis Committee each time they serve on a student's thesis/project committee.

6. An individual who has special expertise directly related to the thesis research may serve as a fourth member of the committee. This applies only if the individual holds a terminal degree or the equivalent in an appropriate discipline, is current in the field as determined by the department.

7. Final appointment of the membership of thesis committees rests with the Dean of the Graduate Division. If the dean does not approve of the thesis committee recommendation, the dean will confer with the department prior to making any final decision.
Concurrent Advanced Degree Credit

The bachelor’s degree must be completed at the end of the semester or term in which the concurrent credit is earned. Concurrent Advanced Degree Credit must be earned during the final semester of the undergraduate degree. Concurrent post-baccalaureate credit will not be granted retroactively.

The following qualifications are required to petition the Graduate Dean to take concurrent advanced degree credit:

1. A senior who has met all of the required freshman competency requirements in Writing and Mathematics (EPT and ELM) or is currently registered in competency coursework.
2. Have a minimum grade point average of at least a 3.0 in the last 60 semester units attempted;
3. Student is within 12 units of completing requirements for the bachelor’s degree;
4. Attempts no more than a maximum of 15 units. The maximum number of units that may be earned as concurrent master’s degree credit is determined by the difference between the number of units remaining for the bachelor’s degree and 15;
5. Courses taken for concurrent advanced degree credit must be approved by the department. Courses are to be at the 500- numbered and certain 600- and 700- numbered courses;
6. Petitions may be obtained from the Division of Graduate Affairs and must be submitted to the Office of Advising and Evaluations by the end of the third week of classes of the semester or term in which the concurrent credit is earned;
7. The student must have on file a current application for graduation with the bachelor’s degree.