

**GRADUATE STUDIES POLICY COMMITTEE  
MINUTES OF THE MEETING OF APRIL 7, 2020**

*Approved:*

**CALL TO ORDER:**

The Chair called the meeting to order at 9:01 am.

**ROLL CALL:**

Roll was taken.

Voting Members: Anne Bradley (Library), Jai Joon Lee (Strategy & Entrepreneurship, CBA), Albert Lozano (Graduate & Professional Studies in Education, COE), Jean Gonsier-Gerdin (Teaching Credentials, COE), Julian Heather (English, A&L), Kitty Kelly (Nursing, HHS), Anne Lindsay (History, A&L), Bryan Coleman-Salgado (Physical Therapy, HHS), Daniel Burghart (Economics, SSIS), Haiquan Chen (Computer Science, ECS)

Non-Voting/Ex-Officio Members: Alessandra McMorris (CCE), Chevelle Newsome, Adam Rechs (absent)

**APPROVAL OF THE AGENDA:** Approved

**APPROVAL OF THE MINUTES OF MARCH 3, 2020:** Approved

**COMMITTEE BUSINESS:**

**Open Forum:**

No issues were raised in open forum

**Reports:**

1. From the Chair:
  - a. Discussion of current conversation on Credit/No Credit for graduate students
  - b. Discussion of current policy referrals and their deadlines.
2. From the Graduate Dean:
  - a. Overview of the OGS transition to virtual operations including thesis submission procedures and other OGS functions in the online environment.
  - b. Graduate workshop series was moved online and has been going well.
  - c. The Office of Graduate Studies is taking Covid-19 issues into account when considering issues such as extensions. Graduate coordinators are being asked to write requests for all extensions, which are considered on a case by case basis.

**Action Items:**

1. **GSPC Chair Nomination:** Anne Lindsay was nominated for AY 2020-2021.

**Discussion Items:**

1. Thesis Supervision Policy: GSPC reviewed materials from prior Senate actions, provided by Dean Newsome, related to thesis supervision in preparation for writing the policy.
  - a. Kelly presented data that was collected in AY 2018-2019 from the graduate coordinators related to thesis supervision and graduate coordinator/graduate faculty compensation for graduate supervision. Members discussed the data, asked questions of Kelly related to the collection of the data, and discussed issues with the number of participants and how they responded to the questions asked.
  - b. Members discussed that some programs have formulas in place for compensation of coordinators and readers, but that these vary widely. Dean Newsome explained that PhD programs have established formulas for compensation.
  - c. Members discussed the need for additional research into current practices across graduate programs in order to create a workable policy for the campus that is based in established practice. Gonsier-Gerdin suggested a new survey for graduate coordinators. Kelly suggested a survey to senators requesting that they have a conversation with their department as a whole including chairs, graduate faculty, and all graduate coordinators in the department to get a comprehensive picture of practices.
  - d. Members directed the chair to request a survey for senators, with a quick turnaround, covering the following questions:
    - i. Are thesis readers/thesis advisors compensated (financially or through release time) in your department or program? Please explain.
      1. Do second readers also receive credit? Do supervisors of exams also receive credit?
    - ii. If your department or program does compensate, how is this determined?
      1. By formula? (please provide)
      2. Dependent upon resources and staffing?
    - iii. What is the minimum number of readers required for each of the following in your department or program?
      1. Thesis?
      2. Project?
    - iv. Do your graduate coordinators receive release time or any other type of compensation for their work?
      1. Is this release time or compensation associated with thesis supervision or Culminating Experience courses?
2. Thesis Co-Authors Policy: GSPC reviewed materials from prior Senate actions, provided by Dean Newsome, related to thesis co-authors in preparation for writing the policy.
  - a. Lozano pointed out that the material provided mentioned that departments needed to have a “plan” in place for co-authoring. He requested more information on the disparate plans from departments. Dean Newsome explained the plan system for co-authoring and that few programs are engaging in the practice of co-authoring. She also explained that the agreements specified in the plans are often collaboration statements.
  - b. Lozano and Gonsier-Gerdin discussed their knowledge and experience with co-authoring in the College of Education.
  - c. Members requested more information on current co-authoring practices. Lozano and Gonsier-Gerdin were tasked with investigating and reporting back on policies in the College of Education and across Engineering. Dean Newsome will contact graduate coordinators about co-authoring within their programs.



# SACRAMENTO STATE

Faculty Senate

- d. Lozano asked about CCE and other programs that have more than 2 co-authors on their culminating experiences. Are self-support programs following current policy/procedure related to number of co-authors? This question will be researched in coming weeks.

**ADJOURNMENT:** The meeting was adjourned at: 10:01 am.