

**2012-13 FACULTY SENATE
GRADUATES STUDIES POLICIES COMMITTEE
MINUTES
16 April 2013**

Members Present: Barakatt, Blanton, Cardenas, Cowan, Hamilton (Chair), Heather, Hembree, Kaplan, Miller, Reddick, Sprott, Wassmer

Members Absent:

Guests: Chevelle Newsome

- 1. Call to order:** Called to order at approximately 8:30 a.m.
- 2. Election of Chair for 2013-14.** Chair Hamilton was nominated to continue serving as Chair for the 2013-14 academic year. She received unanimous support from the committee.
- 3. Minutes of 2 April 2013:** Were approved.
- 4. Information items:**
 - a. Report from Chair:** Chair Hamilton reported that CPC has finished its credit hour definition. None of GSPC's proposals have received first readings yet, but many are on the agenda for the April 18th meeting. Because of other items that precede them on the agenda, it is unlikely that all will be discussed.
 - b. Report on Executive Committee Actions:** Chair Hamilton reported that Executive Committee had considered placing the Graduation with Distinction policy as a consent action. She also reported that Buckley has suggested an amendment to the repeat policy which affects language in Sections 2a and 3. Chair Hamilton will ask for a clarification of the rationale for the change.
 - c. Report on Senate actions:** No actions were reported.
 - d. Report on CSU actions:** Miller informed the committee that the Statewide Academic Senate will be considering a resolution concerning graduate education at its meeting on Friday, April 19th. GSPC discussed the resolution and members indicated their support for it.
 - e. Report from Graduate Dean:** Newsome reported that applications are being accepted for a position as Faculty Coordinator for the Statewide pre-doctoral program.

Members discussed two issues related to admissions. Wassmer asked about the delay in admitting students who had applied under the early admissions policy, Newsome explained that students could not be admitted until Deans provided admissions numbers, which has happened only recently for some colleges. Miller asked about changing the admissions policy for international students who are sometimes unable to get visas in time to enter for the semester of admission. Newsome clarified that sometimes the delay was due to circumstances beyond the university's control.

f. Report on Graduate Advisory Council: No actions were reported.

g. Other Reports: None.

5. Old Business: Credit Hour Definition for Graduate/Post-Baccalaureate Classes

- The committee reviewed language in CPC's proposal regarding the e-learning policy and discussed how the e-learning policy corresponds to the credit hour definition policy.
- The committee completed and unanimously approved the following policy :

Credit Hour Definition for Post-Baccalaureate Courses

I. General Policies

Credit hours for post-baccalaureate courses are based, in general, on contact hours plus independent work. For example, each credit hour in lecture or discussion courses consists of one contact hour accompanied by 2 to 3 hours of time spent in independent work (readings, papers, or other out of class assignments). In this policy, the term contact hour refers to time spent in required instructional contact with the course instructor.

Since “seat time” is the federal standard for measurement with regard to the credit hour, in courses such as those offered online to which this standard may not apply, a credit hour shall be measured by an equivalent amount of work by students as defined by the appropriate University policies.

Guidelines for common course types are provided below. For courses that do not fall into one of the categories listed below, the course description must explain the conditions for credit which must reasonably approximate the standard for lecture and discussion courses. For instance, conditions for credit may be addressed by number of contact hours per week and/or expected time spent in independent work.

Courses may be offered for variable credit hours (either for a range of credits in a single term, or for a different number of credits from one term to another).

II. Guidelines for Common Course Types

A. Lecture or Discussion

One weekly contact hour per credit.

B. Seminar

For each seminar, the average number of weekly contact hours may range from 2/3 of an hour to 2 hours per credit

(1) There may be *fewer* contact hours per week for seminars which have higher expectations for outside independent work.

(2) There may be *more* contact hours per week for seminars which have lower expectations for outside independent work.

C. Laboratory

One to four weekly contact hours per credit.

(1) There may be *fewer* contact hours per week for laboratories which have higher expectations for outside independent work.

(2) There may be *more* contact hours per week for laboratories which have lower expectations for outside independent work.

D. Independent Study (including Culminating Experience)

Contact between instructor and student is required, but variable and not necessarily on a weekly basis.

E. Experiential (e.g. Internship/Practicum/Field Experience)

Contact between instructor and student is required, but variable and not necessarily on a weekly basis.

(1) *Fewer* contact hours will be necessary for an experiential course in which a considerable amount of the student's time is devoted to reading, research, and other academic activities to which the field experience is supplemental. *More* contact hours will be necessary if the academic component involves a less significant proportion of the student's time.

(2) *Fewer* contact hours in the setting will be necessary for an experiential course in which the student receives a significant amount of supervision and instruction from a regular member of the faculty. *More* contact hours in the setting will be necessary if the student receives less direct supervision, or less time devoted to instruction, from the faculty.

F. Short Courses

The following guidelines will be used to determine the appropriate credit for post-baccalaureate courses of shorter duration than the regular full- or half-term offerings.

(1) In short courses, the total number of contact hours and independent work expected will be equivalent to a multiple of 15 times the weekly amount given in each category above. For example, a lecture or discussion course should have 15 contact hours per credit hour since these courses would normally have one contact hour per credit hour per week.

(2) All short courses shall consist of at least three separate meetings for each credit hour and shall extend over a duration of at least five days.

III. Implementation of the Credit Hour Definition

In order to address the WASC requirement to monitor the implementation of Sacramento State's credit hour definition, for courses in the course approval process, course proposals should clearly indicate the course type. It is not the intent of the Credit Hour Definitions given in this document to describe all individual courses across the University, but rather to describe typical practices within course types. Programs proposing courses whose expectations lie

significantly outside of those delineated in the Definitions above shall provide a justification within the course proposal.

For existing courses, each department will review their current courses and determine if each course adheres to the guidelines delineated in the Credit Hour Definitions for Post-Baccalaureate Courses. Existing courses that have expectations that lie significantly outside of those delineated in the Credit Hour Definitions for Post-Baccalaureate Courses shall provide a justification for the deviations. Departmental course credit hour review will be requested every five years by the Office of Academic Affairs.

Julian Heather, Vice-Chair of GSPC