

Meeting Date	October 1, 2012	Time	3:00 – 4:30 p.m.
Meeting Location	NHE 106		

	Agenda Topic	Materials to Review/Background info	Action Planned
1	Approval of Notes	Attached	Approval of notes from 9/10/12
2	Update about CSU Mentor electronic letters of recommendation		Address any questions.
3	Electronic thesis	<p>Given that we can no longer charge a binding fee for student theses, and given that all theses and projects must be submitted to the University Library, the working group recommends that digital submission via Humboldt Digital Scholar be required in place of paper submission. This will mean requiring format review for all projects and theses (since all will be available publicly, sometimes following a requested period of embargo), adjustments to forms, and revisions to procedures.</p> <p>See attached message to Academic Policies, along with drafts of proposed new submission forms</p>	<ol style="list-style-type: none"> 1. Forward to Academic Policies an amendment to the recently-approved policy on culminating experiences. 2. Identify some of the issues to be addressed in implementing the new procedures.
4	Fall semester Meet and Greet Pizza Party Wednesday, October 17 th	We'd like to invite Masters students to join us for Pizza – and take the opportunity for FAQ's in an informal setting. We've set the date for Wednesday, October 17 th and would like input on the best afternoon/evening timeslot for the event, as well as any suggestions for topics to include for discussion.	Decide on a timeslot between 1 pm and 6 pm that will work best for the most students.
5	<p>Announcements and reminder:</p> <p>We have added a "staff & faculty" tab to the graduate studies website. The Graduate Council agendas & notes are accessible through the page so we know longer have to send as an attachment. Here is the link: http://www.humboldt.edu/gradprograms/faculty-staff</p> <p>Leana Edwards has been appointed to serve as CPS student representative for 12/13 AY</p>		

COMMITTEE MEMBERSHIP

TITLE: Be sure title matches title page exactly

AUTHOR: Student's full name

DATE SUBMITTED: Month and year

COMMITTEE CHAIR: Type chair's full name, Title

COMMITTEE MEMBER: Type member's full name, Title

COMMITTEE MEMBER: Type member's full name, Title

COMMITTEE MEMBER: Type member's full name, Title



This form is required to initiate thesis or project review and approval by the University. Complete instructions are located on the Graduate Studies website at:

I. Student Information

HSU ID Number _____

Last Name First Name Middle Name

Address Phone Number

City State Zip Code Email Address

Degree Graduation Date

Title

II. Review and Acceptance - Required Original Signatures

We certify that we have read this document and that it conforms to acceptable standards of scholarly presentation and is fully acceptable, in scope and quality, as a thesis or project for the degree listed above.

Advisor/Committee Chair Signature Printed Name Date

Committee Member Signature Printed Name Date

Committee Member Signature Printed Name Date

Committee Member Signature Printed Name Date

III. Graduate Studies

Graduate Dean Signature Date

- This thesis/project was reviewed and meets the HSU format requirements
- Title matches advancement to candidacy paperwork or title changed with a request for program waiver or variation form
- A copy of this thesis/project has been submitted to Humboldt Digital Scholar.

To: Academic Policies Committee

From: Graduate Council

Re: Revision to Policy Regarding Graduate Program Culminating Experience Requirements
#23-11/12-APC

Date: October 1, 2012

Background: When the Policy on Graduate Program Culminating Experience was approved last spring, it specified submission of both a paper copy and a digital copy to the library. At that time, the binding of the paper copy was funded through a fee paid by graduate students. When we were informed that the fee had never been officially approved, we followed the fee-request procedure; however, our request was denied. That left the Graduate Studies office with two choices: pay for binding and other associated expenses with general funds, or eliminate the requirement for a paper copy.

Further study indicated that a number of other CSUs have either already gone to electronic-only submissions or are preparing to do so, and, while not without disadvantages, the shift to electronic archiving of theses and projects carries a number of advantages as well: cost to students is reduced, storage space requirements are diminished, and scholarly access to students' research is enhanced.

Accordingly, we propose the attached revision to the current Policy Regarding Graduate Program Culminating Experience Requirements (#23-11/12-APC), effective January 2013.

Minimum requirements:

1. All culminating experiences for the Master's degree, regardless of specific form or discipline, must document the student's achievement of the program learning outcomes at an appropriate level.
2. All theses, projects, and comprehensive examination responses must be evaluated by at least two faculty members.
3. The use of HSU categories "bound project" and "unbound project" will be discontinued, with all culminating experiences resulting in one of the three forms specified by Title 5 as follows:
 - a. A **thesis** is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.
 - b. A **project** is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written [document] that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.
 - c. A **comprehensive examination** is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of The California State University.
4. Each program must either (a) adhere to the university guidelines for thesis formatting, as described at <http://www.humboldt.edu/academicprograms/thesis-format-requirements> , or (b) develop and post its guidelines for the project or thesis, including documentation style, limits on length, and other standard elements of document formatting.
5. Students must submit a digital copy of the thesis or project to the University Library, specifying a one- to two-year embargo when appropriate.

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