

<b>Meeting Date</b>	September 8, 2014	<b>Time</b>	3:00 – 4:30 p.m.
<b>Meeting Location</b>	NHE 106		

	<b>Agenda Topic</b>	<b>Materials to Review/Background info</b>	<b>Action Planned</b>
1	Approval of Notes		Approval of notes from 5/5/14 meeting
2	George Wrenn/Library HSU Masters Theses and Projects: Post Print Era		Discuss library procedures for projects and theses on Humboldt Digital Scholar.
3	Program-level determination of project/thesis defense	Title 5, attached, indicates that defenses are required for theses and may be required for projects; the program should determine whether defenses are part of project requirements or not.	Discuss defense benefits and challenges; programs with projects as culminating experiences will notify Grad Studies whether their projects include defenses.
4	Clarification of standards for requiring IRB review	See Eric's summary, attached	Per Eric VanDuzer's request, discuss/clarify standards for requiring IRB review.
5	Possibility of separate commencement ceremony/ different day for graduate students		Advise the President's Office about scheduling a separate commencement ceremony for graduate students
6	Developing university-wide admissions guidelines and program-specific criteria/rubrics Align with CGS Best Practices		Identification of a subcommittee to develop recommendations for graduate admissions policy and procedures.
7	Student progress to degree – information on individual students arranged by advisor; for review of timelines and milestone requirements		Identify locations where program milestones should be listed and communicated to students and faculty advisors.
8	Important Deadlines:  Monday, <b>November 17<sup>th</sup>, 2014</b> deadline for required format review  Wednesday, <b>December 10, 2014</b> deadline to submit final version of thesis or project and approval form with original signatures		
9	Announcements:  GC Fall 2014 Meeting Schedule: September 8 October 6 November 3 December 1  Recruiting opportunities for graduate students - <b>State Compensation Insurance Fund employee</b> fair October 16 <sup>th</sup> <b>CSU East Bay Graduate Student Fair</b> October 23, 11 a.m. – 2 p.m.		

## **Submitted by Eric Van Duzer, 8/25/14**

Clarification of standards for requiring IRB review:

Student Project and Theses will be forwarded to the IRB for review if either or both of the following criteria are met:

- To complete the thesis/project the student will gather information, advice or other input, that shapes the final product, from human beings other than their thesis advisor or students in their thesis class. This can include faculty, professionals in the field, community members, attendees at conferences and/or students and applies to all disciplines.
- There is any possibility that direct quotes, acknowledgments, or citations will be used in the published project/thesis to characterize the input or identify individuals (even with pseudonyms) who have been contacted directly as part of the project/thesis development. In other words, if any qualitative or quantitative data is reported, IRB is required.

**California Administrative Code of Regulations**  
**Title 5, Section 40510**

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS  
TITLE 5. EDUCATION  
DIVISION 5. BOARD OF TRUSTEES OF THE CALIFORNIA STATE  
UNIVERSITIES  
CHAPTER 1. CALIFORNIA STATE UNIVERSITY  
SUBCHAPTER 2. EDUCATIONAL PROGRAM  
ARTICLE 7. GRADUATE DEGREES

This database is current through 10/13/06, Register 2006, No. 41  
s 40510. The Master's Degree.

To be eligible for the Master's degree, the candidate shall have completed the following minimum requirements:

- (a) Advancement to Candidacy. For advancement to candidacy for the Master's degree, the applicant shall meet the requirements of Section 41011, and such particular requirements as the Chancellor and the campus may prescribe.
- (b) Requirements for the Degree.
  - (1) The completion of a specified pattern of study approved by the appropriate campus authority.
  - (2) A minimum of thirty semester units of approved graduate work completed within a maximum time to be established by each campus. Such maximum time shall be no more than seven years nor less than five years for each particular program. An extension of time beyond the limit may be granted by appropriate campus authority if warranted by individual circumstances and if the outdated work is validated by examination, in the relevant additional course or subject field of work or such other demonstration of competence as may be prescribed. In the degree program:
    - (A) Not less than 21 semester units (32 quarter units) shall be completed in residence. The appropriate campus authority may authorize the substitution of credit earned by alternate means for a part of this residence requirement.
    - (B) Not less than one-half of the units required for the degree shall be in courses organized primarily for graduate students.
    - (C) Not more than six semester units shall be allowed for a thesis or project.
  - (3) Satisfactory completion of a thesis, project, or comprehensive examination, defined 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 abstract 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) A grade point average of 3.0 (grade of B) or better in all courses taken to satisfy the requirements for the degree, except that a course in which no letter grade is assigned shall not be used in computing the grade point average.

Note: Authority cited: Sections 66600, 89030 and 89035, Education Code. Reference: Section 89030, Education Code.

(C) 2006 Thomson/West. No Claim to Orig. U.S. Govt. Works.

Retrieved 10/26/06 from Westlaw at:

<http://weblinks.westlaw.com/Search/default.wl?RP=%2FWelcome%2FFrameless%2FSearch%2Ewl&n=1&action=Search&bhcp=1&CFID=O&db=ca%2Dadc&method=TNC&query=cj%28%225+CA+ADC+s+40510%22%29&recreatepath=%2Fsearch%2Fdefault%2Ewl&RLT=CLID%5FQRYRLT284822251O&RLTDB=CLID%5FDDB254822251O&search=Search&section=4051O&sp=CCR%2D1000&spolt=Return+to+the+California+Code+of+Regulations+Service&sposu=http%3A%2F%2Fgovernment%2Ewestlaw%2Focom%2Flinked%2Fdefault%2Easp%3FSP%3DCCR%2D1000&spou=http%3A%2F%2Fgovernment%2Ewestlaw%2Ecom%2Flinked%2Fdefault%2Easp%3FSP%3DCCR%2D1000&ssl=n&strRecreate=no&sv=Split&tempinfo=FINDD&title=5&RS=WEBL6.09&VR=2.0&SPa=CCR-1000>