



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

Date: April 20, 2022

To: Talia Bettcher, Chair, Academic Senate
Executive Committee

From: Mauricio Castillo, Chair
Educational Policy Committee

Copies: M. Garcia, M. Hawley, C. Pugh, K. Baaske, J. Lazo-Uy, R. Roquemore, K. Elliot-Brown, A. Avramchuk

Subject: **EPC Memo 21-08 Proposed Policy Modification: Graduate Theses and Projects, Faculty Handbook, Chapter V**

EPC received the attached memo and recommendation for a proposed policy modification from the Graduate Studies Subcommittee (GSS). EPC approved this at its meeting on April 20, 2022. The policy modifications were unanimously approved, as was the recommendation to advance it to the Executive Committee of the Academic Senate immediately after its meeting.



DATE: April 18, 2022
FROM: Andre Avramchuk, Chair, Graduate Studies Subcommittee
TO: Mauricio Castillo, Chair, Educational Policy Committee
CC: EPC Members, Karin Elliott Brown, Michelle Hawley
SUBJECT: Graduate Theses and Projects policy

Dear Mauricio,

The Graduate Studies Subcommittee (GSS) reviewed during several meetings this academic year and approved to recommend to the EPC the following changes for the Graduate Theses and Projects policy found under *Instructional Policies* in the Faculty Handbook (attached). We considered curing inconsistencies in this policy's implementation, establishing a reasonable number of thesis and project committee members, specifying that permanent faculty must staff at least 50% of such committees, and making editorial changes in alignment with common working practices at Cal State LA.

Graduate Theses and Projects

Line 4: Removed linguistic redundancies and changed "director" to "chair" in line with practice

Lines 5-7: Specified that the committee membership must be at least 50% permanent faculty, that a committee may not exceed four members, and that a committee may not be chaired by anyone but a permanent faculty member

1 Graduate Theses and Projects

2 (Senate: 8/8/67; President: 9/11/67; Editorial Amendment: 9/00, 8/01, 9/03, 1/21/15)

3 Each thesis or project must be approved by a thesis or project committee. A thesis or project committee shall
4 include, as a minimum, the A thesis or project director CHAIR and one other member of the PERMANENT faculty.
5 UP TO TWO ADDITIONAL COMMITTEE MEMBERS MAY INCLUDE OTHER PERMANENT FACULTY OR
6 SUBJECT-MATTER OR PROFESSIONAL EXPERTS, INCLUDING TEMPORARY FACULTY. The committee shall be
7 approved by the department/division chair or school director and by the college dean or designee.