# MINUTES, UNDERGRADUATE CURRICULUM SUBCOMMITTEE

# CALIFORNIA STATE UNIVERSITY, FRESNO

# 5200 N. Barton Avenue, M/S ML 34

# Fresno, California 93740-8027

# Office of the Academic Senate Ext. 8-2743

September 25, 2018

Members Present: K. Clement (Chair), P. Heuston, L. Crask, C. Souza, N. Munoz, J. Taylor, L. Bennett, K. Robles, X. Fu.

Members Absent: J. Kwon, S. Konduru.

Visitors:

Meeting called to order by Chair Clement at 2:05 pm in Haak Library #4115, Henry Madden Library.

1. Call to Order:
2. Approval of Meeting Minutes:
3. Approval of Agenda:
4. New Business, Communications, and Announcements:
	1. Internship Course Spreadsheet – M.S.C. to Approve. Resolution was passed to create an Internship “I” Designation as a high impact/value area across campus. Current “I” course designation will be applied to all relevant course numbers administratively. New “I” course will be designated and applied to all courses once reviewed appropriately in the curriculum approval process. “I” Courses Not to include teaching, clinical, and practicum based courses as they tend to be certificate or credential courses and will be reviewed as such.

Policy Language: The University Undergraduate Curriculum Subcommittee passed a Resolution to create an Internship “I” Designation as a high impact/value area across campus. “I” course designation will be applied to all relevant current course numbers administratively. New “I” course will be designated and applied to all courses once reviewed appropriately in the curriculum approval process. “I” Courses Not to include teaching, clinical, and practicum based courses as they tend to be certificate or credential courses and will be reviewed as such.

* 1. Certificate of Completion / Special Study
		1. Requirement discrepancies between department website requirements and catalog requirements should be clarified.
1. Consent Calendar

 College of Social Sciences

 Process 137875 HIST 173- Deletion- M.S.C. to Approve.

 Process 136763 PLSI 187- Deletion- M.S.C. to Approve.

 Process 137676 PLSI 71- Deletion- M.S.C. to Approve.

 Process 135945 CRIM 181H- Deletion- M.S.C. to Approve.

 Process 135905 CRIM 181- Deletion- M.S.C. to Approve.

 Process 135949 CRIM 182- Deletion- M.S.C. to Approve.

 Process 135950 CRIM 182H- Deletion- M.S.C. to Approve.

 Jordan College of Agricultural Sciences and Technology

Process 131777 CFS 131- Description- Make up exam and late policy should be clarified to differentiate between “Excused” and “Unexcused” absences per A.P.M. 232.

Process 131782 CFS 138- Title/Prereq/Description- Attendance policy and late assignment policies do not conform with A.P.M. 232; please revise and also include the link to the university policy for reference.

Process 131781 CFS 137- CS#/Title/Prereq/Description- Attendance policy and late assignment policies do not conform with A.P.M. 232; please revise and also include the link to the university policy for reference.

Process 131780 CFS 136- CS#/Title/Prereq/Description- Exam policy (p.5) of the syllabus should reference A.P.M. 232 regarding “Excused” versus “Unexcused” absences. This is an example of a strong attendance policy below and an excellent model for CFS courses under review here.

“Attendance: The department of Child, Family & Consumer Sciences has a policy that students who miss one-third or more of class meetings, for any reason, cannot receive credit for the class. In a class that meets three times each week, 15 class meetings will be considered one-third.

University policy states that absences related to (1) “short-term serious and compelling medical condition or death in the immediate family” are to be excused if the student informs the instructor as soon as possible and provides documentation of the reason for the absence; (2) University sponsored events are to be excused, provided the student represents the University at the event or the student provides written documentation of such at least two weeks prior to the event. In the event of an absence due to a university sponsored event, missed work should be submitted early in anticipation of the absence.”

 Process 131779 CFS 135- Prereq/Description- Previously reviewed.

 Process 131772 CFS 31- CS#/Title/Description- Previously reviewed.

1. New Course Proposals

 College of Arts and Humanities

 Process 145813 COMM 152- Conversion- Course policies and Safety Issues #6 relating to make up exam and assignment policies needs to fit closer to A.P.M. 232 in terms of “Excused” versus “Unexcused” absences. This course needs a program proposal—where is the course going to fit into the program? Also, course classification change: c/s # C-3 should be c/s # C-4.

1. Program Proposals

 College of Social Sciences

 Process 128546 History Major- Program Change- M.S.C. to Approve program proposal. Point of clarification: where does the Department want to place HIST 138, 154, 195 in the program?

Agenda.

1. Communications/Announcements/Discussion.
2. Approval of Meeting Minutes.
3. Approval of the Agenda.
4. New Business, Communications, and Announcements.
5. New Business Program and Course Proposals.
6. Consent Calendar Items Approved.