Minutes, Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO

5200 N. Barton Ave., M/S ML 34

Fresno, California 93740-8014

Ext. 8-2743

**April 28, 2022: 1:00 p.m. – 2:00 p.m. (Virtual Meeting by Zoom)**

Members Present: J. Ashley Foster, Qin Fan, Arun Nambiar, Kammi Sayaseng, Hollianne Marshall, Hubert Muchalski, Joy Goto (Ex-officio)

Members Excused: Steven Hart, Fayzul Pasha (shared notes)

Members Absent:

Guests:

1. Call to Order

Meeting called to order at **1:05 PM**.

Hubert lead the meeting

1. Approval of the meeting Minutes of 04/021/2022 - **MSC- Approved**

Hubert abstained since he was not here last meeting

1. Approval of the Agenda - **MSC- Approved**
2. Communications and Announcements
3. Old Business
4. New Business
   1. Item #67 - Process ID 6081250 - Dual-List Course Request - ECE 154/254 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. Please include tentative due dates in the assignment and examination schedule table.
    2. Please include column to include date or at least week number in the course outline to cover the whole semester.

***Friendly***

* + 1. Catalog description (short one) standardized the capitalization after the colon (p. 5 on pdf); P. pdf 6 to 7; other suggested references do not have bibliographic entry/information
    2. Please make sure all the hyperlinks including APM 232 are working properly and check if they are linked with the current version of the university policy (please ignore if links are working fine)
  1. Item #68 - Process ID 6144465 - Graduate Course Deactivation Request - PHTH 509 - **MSC- Approved**
  2. Item #69 - Process ID 6119499 - Graduate Course Revision Request - AT 297 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. It’s recommended that a rubric be attached for case study and presentation to explain the expectations.
    2. For catalog description, there’s inconsistency between catalog change proposed and syllabus. 234 is crossed out and 236 was listed but no explanation and the syllabus (p. 8) also listed 234 (p. 7 pdf)

***Friendly***

* + 1. Please make sure all the hyperlinks including APM 232 are working properly and check if they are linked with the current version of the university policy (please ignore if links are working fine)
  1. Item #70 - Process ID 6119501 - Catalog Statement Revision Request - Athletic Training - **Item tabled until all course revision proposals reviewed and approved**

***Required***

* + 1. Please submit course revision proposals for the following courses; AT 244, 246, 248, and 298. The units for these courses in the proposed and current catalog do not match. Please check all courses in the proposed catalog for consistency.
    2. Please include all the pages of the catalog including Courses By Subject that are under revision in the catalog statement both in the marked-up and clean copies.
  1. Item #71 - Process ID 6108899 - Graduate Course Revision Request - AT 232 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. Please provide sufficient information such as ISBN (if available) and/or hyperlink to collect all the required course books/materials
    2. Please follow APM 232 guidelines for the Policy on Late Work on page 7 of the syllabus.
    3. Please add an example with a hypothetical scenario (with some percentages) how to calculate a final grade when a student retake a written or practical exams as the committee finds the language a bit confusing. Provide explanation for max points a student can get for retake assignments or exam.
    4. Please complete the last table in the syllabus for assignment and exam schedule

***Friendly***

* + 1. Please make sure all the hyperlinks including APM 232 are working properly and check if they are linked with the current version of the university policy (please ignore if links are working fine)
  1. Item #72 - Process ID 6144466 - Graduate Course Deactivation Request - PHTH 535 - **MSC- Approved**

1. Adjournment

Meeting adjourned at 1:47 PM

Minutes respectfully submitted by Dr. Kammi Sayaseng