

MINUTES OF THE GRADUATE COMMITTEE  
CALIFORNIA STATE UNIVERSITY, FRESNO  
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Fresno, California 93740-8014  
Office of the Academic Senate Ext. 8-2743

October 3, 2023

Member Present: M. López (Chair), J. Goto (ex officio), S. Hernandez, A. Hoskins, D. Lent, N. Mahalik, L. Diala

Members Absent : M. Crawford

Guests: N/A

The meeting was called to order at 2:02 p.m. by Chair López.

- I. MSC to approve the minutes from September 26, 2023
- II. MSC to approve the agenda for October 3, 2023
- III. Communication and Announcements
  - APM 206 has been pulled and will be reviewed. Chair López to join the ad hoc committee on the revisions.
- IV. Catalog program descriptions - Discussion, cont.
  - In view of new (digitized, no longer in print) catalog, and current variability of format and content across program description pages:
    - Current practice in some programs is to sidestep the formal curriculum / program change approval process, making unapproved changes in their own websites, to which the catalog links.
    - S. Hernandez /A. Hoskins – Standardization of presentation / areas of content (not necessarily content itself) would help students considering applying to / enrolling in separate programs.
  - The question is whether to revise descriptions and/or reinstate a template.
    - Chair López/D. Lent – recommend a standardized template and that links currently used in lieu of the template be removed.
    - A. Hoskins – Recommended we consider the format as opposed to changing content.
    - S. Hernandez – But should our committee be making a recommendation on standardizing the catalog? Is that part of our purview?
  - What should be included?
    - J. Goto – We want to state admissions requirements e.g. (no GRE requirements)

- Chair López -- Admission requirements – applications, materials, recommendations, course descriptions. Links should be only to material within the catalog. Links could be to the department homepage. Not to include programmatic information, different than catalog.
- S. Hernandez – re: links -- There is some value to having hyperlinks to program homepages. There is the option to borrow from what the undergraduate program practice is doing.
- Chair López/D.Lent -- Details that should be included in our guidelines for the catalog include: Admission requirements to include course descriptions which can link to program websites. The question on whether we prefer a link to outside information or descriptions in the drop down is part of it. We also want titles of descriptions along with numbers.
- Should program / course modalities be included?
  - J. Goto – The catalog right now does not include modality. Including it will make it clearer.
  - L.Diala -- Students have an expectation of choosing courses based on modality as they did in the past particularly during Covid. Since several programs have streamlined their courses to do away with online offerings, students would want to know what courses are being offered in online modalities.
  - Chair López – courses approved for online do not necessarily have to be offered as such. That is, programs have the option of offering those courses either face-to-face or online. If course modality is to be noted, entry should specify whether offered only online or both.
  - D.Lent: Programs should be careful that their offerings are not such that students are able to take online courses when offered and end up being able to get the entire degree online as our accreditation does not allow this.
  - S. Hernandez: – Is it in the scope of our committee to determine how the programs are offering their courses, to the extent of specifying what modalities their courses should be offered?
  - J. Goto: Description for blended program (4+1) – bachelor and masters blends (like accelerated master’s program). The blended program is likely to state which of the courses can be counted towards the graduate program. (If approved).
- Chair López: What are the justifications for this change?
  - Uniformity across programs, clarity for students, facilitates DRGS processes. Guaranteeing that programmatic changes have undergone appropriate review.
- Processes:
  - Chair López : The intent of our committee is to establish the guidelines and then hand over to the graduate office.

- J. Goto – Graduate office could verify what changes have been made per department. Admission requirements, especially exams, program modality and course modality need to be stated.
- MSC – To approve a standardized catalog template, which will include:
  1. Program description
    - a. Include program modality
    - b. May include link to program website -- Specify to programs that information in program website may not countermand approved program details in the catalog
  2. Admission requirements
    - a. Prerequisites, GPA, etc.
    - b. Stating explicitly whether entrance exam is required
  3. Degree requirements
    - a. Including required courses – course number and title; may link to description within catalog
    - b. Course modality not to be included
  4. Advising notes as appropriate

MSC to adjourn at 3:00 p.m.

The next meeting of the University Graduate Committee will be at 2:00 p.m. on Tuesday, October 10 in TA 117.

#### Agenda for Tuesday, October 10, 2023

- I. Approval of minutes from October 3, 2023
- II. Approval of agenda for October 10, 2023
- III. Communications and Announcements
- IV. Geology - Catalog Revision - Admission Requirements
- V. APM 218 - Policy on Credit for Prior Learning