Minutes, Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO

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

Fresno, California 93740-8014

Ext. 8-2743

**March 18, 2020: 10:00 a.m. – 11:00 a.m. (Virtual Meeting by Zoom)**

Members Present: Hollianne Marshall, Balaji Sethuramasamyraja, Hubert Muchalski, Steven Hart, Qin Fan, Kammi Sayaseng, Fayzul Pasha (Chair), Jim Marshall (Ex-officio)

Members Excused: Corey Whitehead

Members Absent:

Guests:

1. Call to Order

Meeting called to order at **10:00 AM**.

1. Approval of the meeting Minutes of 03/11/2020 - **MSC- Approved**
2. Approval of the Agenda - **MSC- Approved**
3. Communications and Announcements
	1. Dr. Marshall announced that almost all events related to graduate students have been canceled
	2. Graduate Study however, will still honor a special student with Student Ambassador Award – nomination submission deadline is April 13th
	3. Thesis due date has been extended until April 10
4. Old Business
	1. Item #30 - Change Mode of Instruction to Online - Public Health –PH280 – **Revision is incomplete**
5. New Business
	1. Item #31 - Catalog Statement Revision Request - Civil Engineering
	2. Item #32 - New Graduate Course Request - Civil Engineering – CE 243 - **Require Second Reading**
		1. Please mention clearly in the syllabus if it is a cross-listed class
		2. Please mention it in the justification as well if it is a cross-listed class
		3. Assignment table should include the difference in assignments between the graduate and undergraduate requirements
		4. Please follow university late policy guideline
		5. Please mention whether the manuals are open source or not in the recommended book sections
	3. Item #34 - Graduate Course Change Request - Civil Engineering – CE 206 - **MSC- Approved Pending Revisions submitted to Graduate Studies**
		1. Please revise student learning outcome (SLO) to include SLO that are more towards synthesizing and analysis based and reflect a graduate level course
		2. Please change Blackboard (BB) to Canvas
	4. Item #35 - Graduate Course Change Request - Civil Engineering – CE 241 - **MSC- Approved Pending Revisions submitted to Graduate Studies**
		1. Please follow university guideline for late assignment policy
		2. Please mention it clearly in the assignment table whether there will be quiz or multiple quizzes. It appears one day you will have multiple quizzes.
		3. Please be consistent with grading score and weight in terms of percent.
		4. Please follow APM 232 for class attendance policy.
		5. Please provide a reference for University Plagiarism and Cheating Policy in the “Plagiarism Policy Section”
	5. Item #36 - Graduate Course Change Request - Civil Engineering – CE 246 – **MSC- Approved Pending Revisions submitted to Graduate Studies**
		1. Please follow university guideline for late assignment policy
		2. Please mention it clearly in the assignment table whether there will be quiz or multiple quizzes. It appears one day you will have multiple quizzes.
		3. Please be consistent with grading score and weight in terms of percent.
		4. Please follow APM 232 for class attendance policy.
		5. Please provide a reference for University Plagiarism and Cheating Policy in the “Plagiarism Policy Section”
	6. Item #37 - Graduate Course Change Request - Civil Engineering – CE 240 - **MSC- Approved**
	7. Item #38 - Graduate Course Change Request - Civil Engineering – CE 249 - **Require Second Reading**
		1. Please follow university grading policy for letter grade – please avoid ±
		2. Please revise course grading weights to make the total percent is 100%
		3. Please revise student learning outcomes (SLO) to reflect a graduate level course. It appears the existing SLO are the course goals.
		4. Please revise TILT to Center for Faculty Excellence
		5. Please follow university syllabus template to prepare the syllabus.
	8. Item #41 - Graduate Course Deletion Request - Civil Engineering – **withdrawn**
6. Adjournment

Meeting adjourned at 11:02 AM