# Minutes of The Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO  
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**Thursday, September 20, 2023 at 11:00 PST (via Zoom)**

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| --- | --- |
| Members Present: | Xiaojun Li, Michael Mahoney, Hubert Muchalski (chair), Arun Nambiar, Jordan Pickering, Kammi Sayaseng; Joy Goto (ex-officio) |
| Members Excused: | Qin Fan |
| Members Absent: |  |
| Guests: |  |

1. Meeting called to order at 11:03
2. Approval of the Agenda

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1. Approval of the Minutes of April 26, 2023

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1. Communications and Announcements
   1. The committee welcomed Dr. Xiaojun Li (Lyles College of Engineering); The representative from Art & Humanities is vacant. Dr. Muchalski will follow up with the chair of Graduate Committee and/or the Dean of A&H to resolve the vacancy.
   2. Catalog migration to new system will go into effect in Spring 2023. On-Base and Box workflows will be sunsetted. All unresolved items will have to be resubmitted again into the new system – there will be no migration of pending items. Large volume of items is expected to land on this subcommittee’s agenda. In such cases items will be distributed among faculty to reduce workload while ensuring proper review.
   3. Dr. Goto expressed a need for a unified template for catalog statement revisions.
2. Old Business
   1. Item #01 - Process ID 6599766 - Catalog Statement Revision Request - Civil Engineering-Water Resources & Environmental Engineering Option

Approve with minor revisions:

* + - Clarify the language in justification statement that deletion of a list of courses is an update in course number offering rather than actual removal deletion of courses from the offering.

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* 1. Item #02 - Process ID 6109747 - Catalog Statement Revision Request - Computer Science

Approve pending the review of syllabus:

* + - The syllabus content shall reflect changes proposed in the revised catalog description

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* 1. Item #03 - Process ID 6613017 - Catalog Statement Revision Request – Geology

Approve as is

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* 1. Item #04 - Process ID 6794946 – Course Deactivation – Educational Leadership EAD 269

Approve as is

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1. New Business
   1. Approximately 14 pending items to review.
2. Adjourned at 11:46

Submitted by: Dr. Hubert Muchalski, Chair