Minutes, Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO

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

Fresno, California 93740-8014

Ext. 8-2743

**February 24, 2021: 10:00 a.m. – 11:00 a.m. (Virtual Meeting by Zoom)**

Members Present: J. Ashley Foster, Steven Hart, Qin Fan, Arun Nambiar, Kammi Sayaseng, Hollianne Marshall, Fayzul Pasha (Chair), Jim Marshall (Ex-officio)

Members Excused: Hubert Muchalski

Members Absent:

Guests:

1. Call to Order

Meeting called to order at **10:03 AM**.

1. Approval of the meeting Minutes of 02/17/2021 - **MSC- Approved**
2. Approval of the Agenda - **MSC- Approved**
3. Communications and Announcements

Graduate program coordinator meeting tomorrow (Thursday) at 9:00 – 10:00 on Zoom to update graduate admission and student activity regarding Central Valley Research Symposium

1. Old Business
2. New Business
	1. Item #19 - Catalog Statement Revision Request - EAD 261
	2. Item #20 - Graduate Course Change Request - EAD 261 – **Please invite program coordinator or point of contact & department chair (if necessary) to explain the proposal to resolve some of the confusions that the committee has**

***Required***

* + 1. Please complete the required information for question 2 on the form. Please check appropriate boxes.
		2. It appears substantial changes (unit, course title, course description, perhaps prerequisite, mode of delivery?) have been proposed. Should there be a new course proposal?
		3. Please insert Canvas link for the course.
		4. Please provide sufficient information such as ISBN and/or hyperlink to collect the required course book/material
		5. Late Work Policy and Attendance – please follow APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		6. Please include an assignment table with tentative dates.

***Friendly***

* + 1. Please make sure all the hyperlinks are working properly and check if they are linked with the current version of the university policy
		2. Chair information is written twice, please delete the later.
		3. Please consider to hyperlink CAPE Standards. Students will be benefitted.
	1. Item #21 - Catalog Statement Revision Request - EAD 262
	2. Item #22 - Graduate Course Change Request - EAD 262 – **Please invite program coordinator or point of contact & department chair (if necessary) to explain the proposal to resolve some of the confusions that the committee has**

***Required***

* + 1. Please complete the required information for question 2 on the form. Please check appropriate boxes.
		2. It appears substantial changes (unit, course title, course description, perhaps prerequisite, mode of delivery?) have been proposed. Should there be a new course proposal?
		3. Please insert Canvas link for the course
		4. Please provide sufficient information such as ISBN and/or hyperlink to collect the required course book/material
		5. Late Work Policy and Attendance – please follow APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		6. Please include an assignment table with tentative dates.

***Friendly***

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		3. Please consider to hyperlink CAPE Standards. Students will be benefitted.
	1. Item #23 - Catalog Statement Revision Request - EAD 263
	2. Item #24 - Graduate Course Change Request - EAD 263 – **Please invite program coordinator or point of contact & department chair (if necessary) to explain the proposal to resolve some of the confusions that the committee has**

***Required***

* + 1. Please complete the required information for question 2 on the form. Please check appropriate boxes.
		2. It appears substantial changes (unit, course title, course description, perhaps prerequisite, mode of delivery?) have been proposed. Should there be a new course proposal?
		3. Please insert Canvas link for the course
		4. Please provide sufficient information such as ISBN (if available) and/or hyperlink to collect the required course book/material
		5. Late Work Policy and Attendance – please follow APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		6. Please include an assignment table with tentative dates.

***Friendly***

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		2. Chair information is written twice, please delete the later.
		3. Please consider to hyperlink CAPE Standards. Students will be benefitted.
	1. Item #25 - Catalog Statement Revision Request - EAD 271
	2. Item #26 - Graduate Course Change Request - EAD 271 – **Please invite program coordinator or point of contact & department chair (if necessary) to explain the proposal to resolve some of the confusions that the committee has**

***Required***

* + 1. Please complete the required information for question 2 on the form. Please check appropriate boxes.
		2. It appears substantial changes (unit, course title, course description, perhaps prerequisite, mode of delivery?) have been proposed. Should there be a new course proposal?
		3. Please insert Canvas link for the course
		4. Please provide sufficient information such as ISBN and/or hyperlink to collect the required course book/material
		5. Late Work Policy and Attendance – please follow APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		6. Please include an assignment table with tentative dates.

***Friendly***

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		2. If chair information is written twice, please delete the later.
		3. Please consider to hyperlink CAPE Standards. Students will be benefitted.
	1. Item #27 - Catalog Statement Revision Request - EAD 272
	2. Item #28 - Graduate Course Change Request - EAD 272 – **Please invite program coordinator or point of contact & department chair (if necessary) to explain the proposal to resolve some of the confusions that the committee has**

***Required***

* + 1. Please complete the required information for question 2 on the form. Please check appropriate boxes.
		2. It appears substantial changes (unit, course title, course description, perhaps prerequisite, mode of delivery?) have been proposed. Should there be a new course proposal?
		3. Please insert Canvas link for the course
		4. On page 6 of the syllabus, "Virtual synchronous participation requirement"...their first sentence underneath this heading says "asynchronous". Is it a typo? Please clarify or revise it.
		5. Please define and specify - "Low rate of canvas interaction may be cause for a grade reduction". What defines "low rate" and how much of "grade reduction"?
		6. Please provide sufficient information such as ISBN and/or hyperlink to collect the required course book/material
		7. Late Work Policy and Attendance – please follow APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		8. Please include an assignment table with tentative dates.

***Friendly***

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		2. If chair information is written twice, please delete the later.
		3. Please consider to hyperlink CAPE Standards. Students will be benefitted.
	1. Item #29 - Catalog Statement Revision Request - EAD 273
	2. Item #30 - Graduate Course Change Request - EAD 273 – **Please invite program coordinator or point of contact & department chair (if necessary) to explain the proposal to resolve some of the confusions that the committee has**

***Required***

* + 1. Please complete the required information for question 2 on the form. Please check appropriate boxes.
		2. It appears substantial changes (unit, course title, course description, perhaps prerequisite, mode of delivery?) have been proposed. Should there be a new course proposal?
		3. Syllabus is prepared as a hybrid course. Please consider to complete appropriate form(s).
		4. Please insert Canvas link for the course
		5. Please provide sufficient information such as ISBN and/or hyperlink to collect the supplemental materials
		6. Please define and specify - "Low rate of canvas interaction may be cause for a grade reduction". What defines "low rate" and how much of "grade reduction"?
		7. Late Work Policy and Attendance – please follow APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		8. Please include an assignment table with tentative dates.

***Friendly***

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		2. If chair information is written twice, please delete the later.
		3. Please consider to hyperlink CAPE Standards. Students will be benefitted.
	1. Item #31 - New Graduate Course Request - ECE 243 – **Second Reading**

***Required***

* + 1. Please delete unnecessary documents after the syllabus – committee is confused
		2. Learning outcomes should represent graduate rigor
		3. Late Work Policy and Attendance – please follow APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy.

***Friendly***

* + 1. Please make sure all the hyperlinks are working properly and check if they are linked with the current version of the university policy
		2. Please follow recent version of the university syllabus template
	1. Item #32 - Catalog Statement Revision Request - Educational Leadership
	2. Item #33 - Graduate Course Change Request - NURS 215
1. Adjournment

Meeting adjourned at 10:59 AM

Minutes respectfully submitted by Dr. Fayzul Pasha