# Minutes of The Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO  
5200 N. Barton Ave., M/S UL34  
Fresno, California 93740-8014  
(559) 278-2743

**Thursday, October 5, 2023 at 11:00 PST (via Zoom)**

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

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

MSC

1. Approval of the Minutes of September 28, 2023

MSC

1. Communications and Announcements
2. Old Business
   1. Item #13 - Process ID 6522246 - Graduate T-Course Conversion Request - EDL 536

Approve after the following revisions submitted to the Division of Research and Graduate Studies:

* + - Please provide clarification on how this course aligns with the program's student learning outcomes. The current language in the justification (sub-item 'a') verbatim copy of the course learning objectives. The committee was unable to discern the connection between the proposed course and the program's student learning outcomes.
    - The committee recommends including ISBN for books and DOI strings for research articles.

MSC

* 1. Item #14 - Process ID 6522154 - Graduate T-Course Conversion Request - EDL 531

Approve after the following revisions submitted to the Division of Research and Graduate Studies:

* + 1. Please provide clarification on how this course aligns with the program's student learning outcomes. The current language in the justification (sub-item 'a') verbatim copy of the course learning objectives. The committee was unable to discern the connection between the proposed course and the program's student learning outcomes.
    2. For the online course specify modality (synchronous or asynchronous).
    3. The committee recommends including ISBN for books and DOI strings for research articles.
    - The committee commends the submitters for using the [University *Syllabus Template*](https://academics.fresnostate.edu/curriculum/instruction/syllabus.html) which contains up to date language, policies, and links to student resources. Please remove the boilerplate language and instructions leftover from the template. Check the point value in letter grade tables.

MSC

* 1. Item #15 - Process ID 6095730 - Graduate Course Revision Request - COUN 220

Approve after the following revisions submitted to the Division of Research and Graduate Studies:

* + - Add a reference to [APM 232: Policy on Student Absence](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/232.pdf) to the course syllabus. The committee recommends the use of [University *Syllabus Template*](https://academics.fresnostate.edu/curriculum/instruction/syllabus.html) which contains up to date language, policies, and links to student resources.
    - The committee recommends including ISBN for books and DOI strings for research articles.

MSC

* 1. Item #16 - Process ID 6522029 - Graduate T-Course Conversion Request - EDL 525

Approve after the following revisions submitted to the Division of Research and Graduate Studies:

* + 1. Please provide clarification on how this course aligns with the program's student learning outcomes. The current language in the justification (sub-item 'a') verbatim copy of the course learning objectives. The committee was unable to discern the connection between the proposed course and the program's student learning outcomes.
    2. For the online course specify modality (synchronous or asynchronous). For in-person version of the course, provide calendar of class meetings.
    3. The committee recommends including ISBN for books and DOI strings for research articles. The committee also recommends adding a rubric or point value to descriptions of major assignments to clearly convey expectations for major assignments

MSC

* 1. Item #17 - Process ID 6522092 - Graduate T-Course Conversion Request - EDL 526

Approve after the following revisions submitted to the Division of Research and Graduate Studies:

* + 1. Please provide clarification on how this course aligns with the program's student learning outcomes. The current language in the justification (sub-item 'a') verbatim copy of the course learning objectives. The committee was unable to discern the connection between the proposed course and the program's student learning outcomes.
    2. The committee recommends including ISBN for books and DOI strings for research articles. The committee also recommends adding a rubric or point value to assignment descriptions to clearly convey expectations for major assignments.

MSC

* 1. Item #18 - Process ID 6522145 - Graduate T-Course Conversion Request - EDL 530

Approve after the following revisions submitted to the Division of Research and Graduate Studies:

* + - Please provide clarification on how this course aligns with the program's student learning outcomes. The current language in the justification (sub-item 'a') verbatim copy of the course learning objectives. The committee was unable to discern the connection between the proposed course and the program's student learning outcomes.
    - The syllabus contains contradicting and confusing language about course modality. Please clarify course modality on the first page of the syllabus.

MSC

* 1. Item #19 - Process ID 6522380 - New Graduate Course Request - EDL 538

Approve after the following revisions submitted to the Division of Research and Graduate Studies:

* + - Please provide clarification on how this course aligns with the program's student learning outcomes. The current language in the justification (sub-item 'a') verbatim copy of the course learning objectives. The committee was unable to discern the connection between the proposed course and the program's student learning outcomes.
    - The syllabus contains contradicting and confusing language about course modality. Please clarify course modality on the first page of the syllabus.
    - BE CONSISTENT\*\* The committee recommends including ISBN for books and DOI strings for research articles.
    - Add a reference to [APM 232: Policy on Student Absence](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/232.pdf) to the course syllabus

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* 1. Item #20 - Process ID 6641440 - Graduate Course Revision Request - REHAB 262

Request more information before second reading

* + - Clarification whether it’s a course revision or a new course that inherits the course number. It looks like everything is changing except the course code. The committee requests the submitters to provide answers to prompts on the new course/course conversion justification form:
      1. How does the proposed course relate to the program’s student learning outcomes;
      2. The mode of instruction: Face-to-Face, Fully Online, Hybrid.
      3. Describe required pre-requisites and/or co-requisites, if any.
      4. Does this new course require modification of the program/graduation requirement?
      5. Describe staffing and resource changes that are needed to accommodate offering the proposed course; and
      6. Describe consultations with other programs undertaken as part of this proposal. Will this new course be used by other degree programs on campus and does it affect these program/graduation requirements?
    - Provide syllabus for old REHAB 262 and a list of course learning objectives (if not in the syllabus).

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* 1. Item #21 - Process ID 6794493 - Catalog Statement Revision Request - Education - Reading/Language Arts Option

Approve as is

MSC

1. New Business
   1. Item #22 – Process ID 6549014 – New Graduate Course Request – ENGL 284A
   2. Item #23 – Process ID 6549019 – New Graduate Course Request – ENGL 284B
2. Adjourned at 11:52

Submitted by: Dr. Hubert Muchalski, Chair