Minutes, Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO

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

Fresno, California 93740-8014

Ext. 8-2743

October 11, 2017

Members Present: Kammi Sayaseng, Balaji Sethuramasamyraja, John Boyle, Hollianne Marshall, Hwan Youn, Steven Hart (Chair); Jim Marshall (Ex-Officio)

Members Excused: Qin Fan, Fayzul Pasha

Meeting called to order at 2:05 PM in Thomas 117.

1. Approval of the Minutes of 10/4/17- **MSC Approve**
2. Approval of the Agenda- **MSC Approve**
3. Communications and Announcements
   1. Dr. Marshall announced the upcoming Graduate Coordinators’ meeting 3-5pm Thursday, November 16, Vintage Room
4. Old Business
   1. Item #1 - Graduate Course Change Request - COMM 215- **MSC Approve**
      1. Suggested Revisions
         1. Absence Policy points should match percentage (p.6)
         2. Add or reference APM 232 in syllabus
5. New Business
   1. Item #10 New Graduate Course Request- ECE 252
      1. **Request Second Reading**
         1. Required Revisions
            1. Expand acronym PWM in course objectives
            2. Provide explanation of the course project assignment; clarify what the assignment is and how it will be completed
            3. Include publication year/edition for textbooks
            4. Student learning outcomes need to be adjusted to reflect the specific content of this course
            5. Grading Scheme: identify the specific points for each homework assignment and quiz; clarify points for the project
         2. Suggest Revisions
            1. Follow currently approved university syllabus template
            2. Include assignments in course schedule
            3. Review the language (semantic and syntactic) used throughout the syllabus; for ex. Grading area bottom p. 2; Professionalism section p. 3
            4. Add or reference APM 232 in syllabus

Meeting adjourned 2:40 PM

Minutes respectfully submitted by Dr. Steven Hart