# Minutes of The Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO
5200 N. Barton Ave., M/S UL 34
Fresno, California 93740-8014
(559) 278-2743

**Thursday, September 28, 2023 at 11:00 PST (via Zoom)**

|  |  |
| --- | --- |
| 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
2. Approval of the Agenda

MSC

1. Approval of the Minutes of September 21, 2023

MSC

1. Communications and Announcements
	1. UGC will put together a template for catalog statement revisions and will share it with this committee.
	2. Dr. Goto suggested contacting members’ respective college curriculum committee and remind the chairs and graduate coordinators about the deadlines and transition to the new system (no migration for outstanding proposals).
	3. Dr. Goto reminded that program and department web pages are not the official catalog This subcommittee is aware that many programs want to transThe listing on the website is not a substitute, and shall not be updated, until this subcommittee approves curriculum changes. Discrepancies in program modalities and online courses. Lots programs want to go online and they
	4. APM 206 sent back to the committee.
	5. Online and blended education committee looks at proposals before we do.
2. Old Business
	1. Item #05 - Process ID 6129336 - New Graduate Course Request - COUN 203

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](https://academics.fresnostate.edu/curriculum/instruction/syllabus.html) *[Syllabus Template](https://academics.fresnostate.edu/curriculum/instruction/syllabus.html)* which contains up to date language, policies, and links to student resources.

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* 1. Item #06 - Process ID 6522123 - Graduate T-Course Conversion Request - EDL 527

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 language currently used in the justification (sub-item 'a') is an exact duplication of the course learning objectives, and as a result, 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 #07 - Process ID 6522242 - Graduate T-Course Conversion Request - EDL 535

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 language currently used in the justification (sub-item 'a') is an exact duplication of the course learning objectives, and as a result, 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
		- 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.

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* 1. Item #08 - Process ID 6522162 - New Graduate Course Request - EDL 532

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 language currently used in the justification (sub-item 'a') is an exact duplication of the course learning objectives, and as a result, 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.

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* 1. Item #09 - Process ID 6522232 - New Graduate Course Request - EDL 534

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 language currently used in the justification (sub-item 'a') is an exact duplication of the course learning objectives, and as a result, the committee was unable to discern the connection between the proposed course and the program's student learning outcomes
		- Add a rubric or point value in *Course Calendar* section to better convey requirements for major assignments.
		- Fix inconsistencies and typographical errors (letter grade table, # days of journaling).

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* 1. Item #10 - Process ID 6522257 - New Graduate Course Request - EDL 537

Request more information before the second reading:

* + - Please provide clarification on how this course aligns with the program's student learning outcomes. The language currently used in the justification (sub-item 'a') is an exact duplication of the course learning objectives, and as a result, the committee was unable to discern the connection between the proposed course and the program's student learning outcomes
		- Provide two versions of the syllabus (online and in-person). For the online course specify modality (synchronous or asynchronous).
		- The committee recommends including ISBN for books and DOI strings for research articles.

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* 1. Item #11 - Process ID 6431244 - Graduate Course Revision Request - CSDS 262

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

* + - Specify if the online course is synchronous or asynchronous.
		- Add a rubric or point value in *Course Calendar* section to better convey requirements for major assignments.
		- 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.

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* 1. Item #12 - Process ID 6431251 - Graduate Course Revision Request - CSDS 263

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

* + - Specify if the online course is synchronous or asynchronous.
		- Add a rubric or point value in *Course Calendar* section to better convey requirements for major assignments.
		- 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.

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1. New Business
	1. Item #20 - Process ID 6641440 - Graduate Course Revision Request - REHAB 262
	2. Item #21 - Process ID 6794493 - Catalog Statement Revision Request - Education - Reading/Language Arts Option
2. Adjourned at 11:56 am

Submitted by: Dr. Hubert Muchalski, Chair