Minutes, Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO

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

Fresno, California 93740-8014

Ext. 8-2743

**April 22, 2020: 10:00 a.m. – 11:00 a.m. (Virtual Meeting by Zoom)**

Members Present: Hollianne Marshall, Corey Whitehead, Balaji Sethuramasamyraja, Hubert Muchalski, Steven Hart, Qin Fan, Kammi Sayaseng, Fayzul Pasha (Chair), Jim Marshall (Ex-officio)

Members Excused:

Members Absent:

Guests:

1. Call to Order

Meeting called to order at **10:00 AM**.

1. Approval of the meeting Minutes of 04/15/2020 - **MSC- Approved**
2. Approval of the Agenda - **MSC- Approved**
3. Communications and Announcements
	1. Dr. Marshall mentioned that there will be multiple sections for the SWRK courses which justifies the course classifications.
	2. All committee members agreed to schedule the next semester meeting on Wednesday at 10 am. We will reserve Thomas 117 for next semester meetings.
4. Old Business
5. New Business
	1. Item #45 - New Graduate Course Request - SWRK 223 - **MSC- Approved Pending Following Recommended Revisions Submitted to Graduate Studies**
		1. Late Work Policy – please provide more clarity and follow APM 232 guidelines
	2. Item #46 - New Graduate Course Request - SWRK 248 - **MSC- Approved Pending Following Recommended Revisions Submitted to Graduate Studies**
		1. Late Work Policy – please provide more clarity and follow APM 232 guidelines
	3. Item #47 - New Graduate Course Request - SWRK 262 - **MSC- Approved Pending Following Recommended Revisions Submitted to Graduate Studies**
		1. Late Work Policy – please provide more clarity and follow APM 232 guidelines
	4. Item #48 - New Graduate Course Request - SWRK 263 - **MSC- Approved Pending Following Required Revisions Submitted to Graduate Studies**
		1. Syllabus more than 7 pages or more needs a table of contents
		2. Please clarify the grading policy if it is in between 89 - 90% and so on
		3. Late Work Policy and Attendance – please provide more clarity and follow APM 232 guidelines
	5. Item #49 - New Graduate Course Request - SWRK 264 - **MSC- Approved Pending Following Required Revisions Submitted to Graduate Studies**
		1. Assignment and examination schedule table is incomplete – please complete
		2. Final exam is not listed below assignment section (pages 4-6 of the syllabus), but is listed is in the tentative course schedule table (page 9 of the syllabus). Please clarify if final exam is required.
		3. Syllabus more than 7 pages or more needs a table of contents
		4. Please clarify the grading policy if it is in between 89 - 90% and so on
		5. Late Work Policy and Attendance – please provide more clarity and follow APM 232 guidelines
	6. Item #50 - New Graduate Course Request - SWRK 265 - **MSC- Approved Pending Following Required Revisions Submitted to Graduate Studies**
		1. Syllabus more than 7 pages or more needs a table of contents
		2. Please clarify the grading policy if it is in between 89 - 90% and so on
		3. In the assignment and examination schedule table (Page 5 of the syllabus), total points should be 200 as opposed to 240.
		4. Late Work Policy and Attendance – please provide more clarity and follow APM 232 guidelines
	7. Item #51 - New Graduate Course Request - SWRK 288 - **MSC- Approved Pending Following Recommended Revisions Submitted to Graduate Studies**
		1. Friendly suggestion to include the writing portfolio, multiple papers, presentation & other work expected from students in the course schedule
		2. Late/Make-up Work Policy and Attendance – please provide more clarity and follow APM 232 guidelines
	8. Item #52 - Graduate Course Change Request - SWRK 220 - **MSC- Approved Pending Following Recommended Revisions Submitted to Graduate Studies**
		1. Please provide more clarity and justification on higher attendance point
		2. Please clarify two excused absence and its impact on total attendance point on Page 4
		3. Late/Make-up Work Policy and Attendance – please provide more clarity and follow APM 232 guidelines
	9. Item #53 - Graduate Course Change Request - SWRK 221 - **MSC- Approved Pending Following Recommended Revisions Submitted to Graduate Studies**
		1. Please provide more clarity and justification on higher attendance point
		2. Please clarify two excused absence and its impact on total attendance point on Page 6/7
		3. Late/Make-up Work Policy and Attendance – please provide more clarity and follow APM 232 guidelines
	10. Item #54 - Graduate Course Change Request - SWRK 274 - **MSC- Approved**
	11. Item #55 - Graduate Course Change Request - SWRK 275 - **MSC- Approved Pending Following Recommended Revisions Submitted to Graduate Studies**
		1. Due dates are missing in the assignment and examination schedule table (Page 7 of the syllabus).
	12. Item #56 - Graduate Course Change Request - SWRK 278 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required Revisions***

* + 1. Page 5 – attendance - please clarify if there is any point deduction due to absence or how it will affect student’s grade

***Recommended Revisions***

* + 1. Late Work Policy and attendance – please provide more clarity and follow APM 232 guidelines
	1. Item #57 - Graduate Course Change Request - SWRK 280 - **MSC- Approved**
	2. Item #58 - Graduate Course Change Request - SWRK 281 - **MSC- Approved Pending Following Recommended Revisions Submitted to Graduate Studies**
		1. Late Work Policy and attendance – please provide more clarity and follow APM 232 guidelines
	3. Item #59 - Graduate Course Change Request - SWRK 282 - **MSC- Approved Pending Following Recommended Revisions Submitted to Graduate Studies**
		1. Late Work Policy and attendance – please provide more clarity and follow APM 232 guidelines
	4. Item #60 - Graduate Course Change Request - SWRK 283 - **MSC- Approved Pending Following Required Revisions Submitted to Graduate Studies**
		1. Syllabus more than 7 pages or more needs a table of contents
		2. Late/Make-up Work Policy and Attendance – please provide more clarity and follow APM 232 guidelines
		3. None of the links work. Please provide full website address
		4. It is recommended to expand the acronyms MSW & DSWE mentioned in the Required Course materials and Materials section
		5. Please use language provided in the university syllabus template. University SupportNet information is missing.
	5. Item #61 - Catalog Statement Revision Request - **MSC- Approved Pending Graduate Studies checks all the pre- and co-requisites requirements in the catalog for their consistency with the respective syllabus**
1. Adjournment

Meeting adjourned at 11:00 AM