# Minutes of The Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO  
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**Monday, March 11, 2024 at 12:00 PST (via Zoom)**

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

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

MSC

1. Approval of the Minutes of March 4, 2024

MSC

1. Communications and Announcements
   1. Dean Joy Goto: OnBase system will be sunsetted on March 29th. The new system will integrate with catalog. Training will be available during summer for faculty on curriculum committees and early adopters.
2. Old Business
   1. Item #78 - Process ID 6896937 - Graduate Course Revision Request - LEE 283

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

* + - Possible course code typo in OnBase system documentation (page 2, Proposed course information → Subject; now LEE 282; shouldn’t it be LEE 283?)
    - Add late work policy and include a reference to [APM 232: Policy on Student Absence](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/232.pdf).
    - Page 6 of the syllabus contains a duplicate of the *Course Grades* section as on page 4. Delete if the duplication is not intentional

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* 1. Item #80 - Process ID 6896876 - Graduate Course Revision Request - LEE 282

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

* + - Clarify the range of points (in addition to range of percentages) for each grade level (grading policy).
    - Faculty on the committee were unclear about the difference between annotated bibliography and literature review.
    - Ensure that attendance and late work policies are in compliance with [APM 232: Policy on Student Absence](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/232.pdf). Include the link to the APM 232.

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* 1. Item #81 - Process ID 6896946 - Graduate Course Revision Request - LEE 284

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

* + - Course requirements and assignments section is confusing. The table could be interpreted that 1000 points is allocated to attendance and participation which is different from the points stated in the attendance section. Total point count is 1100.
    - The committee questions whether the attendance, participation, and late work policies are in compliance with [APM 232: Policy on Student Absence](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/232.pdf).  Please review the language and include the link to the APM 232 for reference.
    - Ensure that appropriate, clear, and consistent language is used to describe course modality. Review the syllabi and remove all references to in-person aspects of the course such as meeting places, times (unless synchronous), exam locations, etc. Update and/or remove language pertaining to Covid-19 health screening and other measures.
    - CSUF is not the proper branding acronym for Fresno State

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* 1. Item #76 - Process ID 6821903 - Graduate Program Revision Request - Certificate of Advanced Study in Research Methods

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

The Graduate Curriculum Subcommittee reviewed the Graduate Program Revision Request and recommends approval. The faculty members of the subcommittee encourage the submitters to address the following issues in the course syllabi:

* + - Use the most recent version of university syllabus template which contains up-to-date language, policies, and links to resources. Remove outdated references to Blackboard, SafeAssign, etc. The committee recommends including ISBN for books and DOI strings for research articles.
    - Ensure that appropriate, clear, and consistent language is used to describe course modality. Review the syllabi and remove all references to in-person aspects of the course such as meeting places, times (unless synchronous), exam locations, etc. Update and/or remove language pertaining to Covid-19 health screening and other measures.
    - Add descriptions of exams (major assignments). Specify what they cover, how will the exam be conducted in an online class, etc.
    - In ERE 243 the points for major assignments do not add up to1000.
    - Ensure that the attendance, participation, and late work policy is consistent with [APM 232: Policy on Student Absence](http://www.fresnostate.edu/academics/facultyaffairs/documents/apm/232.pdf). Include the link to the policy for reference.

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* 1. Item #79 - Process ID 6891628 - Graduate Course Revision Request - ERE 289

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

* + - The committee recommends using the most recent version of university syllabus template which contains up-to-date language, policies, and links to resources.
    - Ensure that appropriate, clear, and consistent language is used to describe course modality. Review the syllabi and remove all references to in-person aspects of the course such as meeting places, times (unless synchronous), exam locations, etc. Update and/or remove language pertaining to Covid-19 health screening and other measures.
    - The committee recommends including ISBN for books and DOI strings for research articles.

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* 1. Item #82 - Process ID 6947177 - Graduate T-Course Conversion Request - IT 220

MOTION: Approve as is

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* 1. Item #83 - Process ID 6947677 - Graduate T-Course Conversion Request - IT 211

MOTION: Approve as is

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* 1. Item #25 - Process ID 6448832 - New Graduate Course Request - COUN 248

MOTION: Approve as is

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* 1. Item #75 - Process ID 6448817 - Catalog Statement Revision Request - Counseling - School Counseling Option

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

* + - The number of units stated in *Core Requirements* and *School Counseling Option* do not correspond to the sum of units listed.
    - Revise the way total units for the program are presented. For example, the *Culminating Experience* should be 7 units so the description for COUN 298 ought to say something to the effect of “3–4 units plus 3–4 units of electives, for the total of 7 units”.

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* 1. Item #84 - Process ID 6902313 - Graduate Program Revision Request - Doctor of Physical Therapy

MOTION: Approve as is

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1. New Business
2. Adjourned at 12:58

Submitted by: Dr. Hubert Muchalski, Chair