Minutes, Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO

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

Fresno, California 93740-8014

Ext. 8-2743

**September 1, 2021: 10:00 a.m. – 11:00 a.m. (Virtual Meeting by Zoom)**

Members Present: Steven Hart, Qin Fan, Kammi Sayaseng (email), Hollianne Marshall, Fayzul Pasha (Chair), Jim Marshall (Ex-officio)

Members Excused: J. Ashley Foster, Arun Nambiar, Hubert Muchalski

Members Absent:

Guests:

1. Call to Order

Meeting called to order at **10:03 AM**.

1. Approval of the meeting Minutes of 05/05/2021 - **MSC- Approved**
2. Approval of the Agenda - **MSC- Approved**
3. Communications and Announcements

- Dr. Marshall is retiring after December, 2021

- Call for Interim Dean for Research and Graduate Studies has been announced

1. Old Business
2. New Business
	1. Item #1 - Graduate Course Change Request - BIOL 241A - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. Please provide sufficient information such as ISBN (if available) and/or hyperlink to collect all the required course books/materials
		2. Please include late work and attendance policy per APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		3. Assignment schedule table with tentative due dates

***Friendly***

* + 1. Please make sure all the hyperlinks including APM 232 are working properly and check if they are linked with the current version of the university policy
	1. Item #2 - Graduate Course Change Request - BIOL 241B - **MSC- Approved Pending Following Friendly Revisions Submitted to Graduate Studies**

***Friendly***

* + 1. Please make sure all the hyperlinks including APM 232 are working properly and check if they are linked with the current version of the university policy
		2. Please provide sufficient information such as ISBN (if available) and/or hyperlink to collect all the required course books/materials
		3. There is a typo on Page 3 of the syllabus. It should be “APM” not “AMP”
	1. Item #3 - Catalog Statement Revision Request – MBA - **MSC- Approved**
	2. Item #4 - Graduate Course Change Request - BIOL 248 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. Please include late work and attendance policy per APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy

***Friendly***

* + 1. Please make sure all the hyperlinks including APM 232 are working properly and check if they are linked with the current version of the university policy
		2. Please include tentative due dates for the assignment
	1. Item #5 - Graduate Course Change Request - BIOL 281 - **MSC- Second Reading**

***Required***

1. Please include some clarifications if there will be any reading materials and how then can be accessed under Text Recommendations of the syllabus
2. Please clarify if it is already an on-line class or just due to COVID-19 the class is scheduled virtually.
3. Learning outcomes are missing. Please follow university template to organize the syllabus.
4. Please include assignment table with tentative due dates.
5. TILT does not exist (Page 7 of the syllabus) anymore (CFE replaces TILT) and may need to work with Online/Blended Education Subcommittee for the copyright. Please check.
6. Adjournment

Meeting adjourned at 10:59 AM

Minutes respectfully submitted by Dr. Fayzul Pasha