Minutes, Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO

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

Fresno, California 93740-8014

Ext. 8-2743

**March 24, 2021: 10:00 a.m. – 11:00 a.m. (Virtual Meeting by Zoom)**

Members Present: J. Ashley Foster, Steven Hart, Qin Fan, Arun Nambiar, Kammi Sayaseng, Hollianne Marshall, Fayzul Pasha (Chair), Jim Marshall (Ex-officio)

Members Excused: Hubert Muchalski

Members Absent:

Guests:

1. Call to Order

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

1. Approval of the meeting Minutes of 03/17/2021 - **MSC- Approved**
2. Approval of the Agenda - **MSC- Approved**
3. Communications and Announcements
4. Old Business
	1. Item #34 - Catalog Statement Revision Request - Spanish - **Tabled**
5. New Business
	1. Item #36 - Graduate Course Change Request - PHTH 528 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. Please provide correct course classification info on the form
		2. Please check appropriate box(s) such as catalog description on the form
		3. Grading basis – please mention whether letter grade or CR/NC
		4. Please mention number of lecture and lab hours in the catalog description if total unit is divided into lecture and lab

***Friendly***

* + 1. Please make sure all the hyperlinks are working properly and check if they are linked with the current version of the university policy
		2. If chair information is written twice in the syllabus, please delete the later.
	1. Item #37 - New Graduate Course Request - PHTH 546 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. Please provide course classification number on the form
		2. Grading basis – please mention whether letter grade or CR/NC
		3. Please provide sufficient information such as ISBN and/or hyperlink to collect the required textbook

***Friendly***

* + 1. If this is part 2, should the first part be a pre-requisite? Please revise accordingly
		2. Please make sure all the hyperlinks are working properly and check if they are linked with the current version of the university policy
	1. Item #38 - Graduate Course Deletion Request - PHTH 595 - **MSC- Approved**
	2. Item #39 - Graduate Course Deletion Request - PHTH 596 - **MSC- Approved**
	3. Item #41 - New Graduate Course Request - SPAN 220 - **Tabled - clarification needed if it is a regular online class**

***Required***

* + 1. Late Work Policy and Attendance – please follow APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		2. Please include an assignment table with tentative dates.
		3. If it is a regular online class then please submit the approved online form

***Friendly***

* + 1. Please make sure all the hyperlinks are working properly and check if they are linked with the current version of the university policy.
	1. Item #42 - Graduate Course Change Request - PHTH 517 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. Is it a 4-unit course? Please correct the info on the form
		2. Please check appropriate box(s) such as catalog description on the form
		3. Please provide course classification number on the form
		4. Grading basis – please mention whether letter grade or CR/NC
		5. Please revise or clarify if it has same title with PHTH 518

***Friendly***

* + 1. Please make sure all the hyperlinks are working properly and check if they are linked with the current version of the university policy
	1. Item #43 - Graduate Course Change Request - PHTH 518 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. Is it a 4-unit course? Please correct the info on the form
		2. Please check appropriate box(s) such as catalog description on the form
		3. Please provide course classification number on the form
		4. Grading basis – please mention whether letter grade or CR/NC

***Friendly***

* + 1. Please make sure all the hyperlinks are working properly and check if they are linked with the current version of the university policy
1. Adjournment

Meeting adjourned at 10:58 AM

Minutes respectfully submitted by Dr. Fayzul Pasha