MINUTES, GRADUATE CURRICULUM SUBCOMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

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

Fresno, California 93740-8014

Ext. 8-2743

November 1, 2017

Members Present: KammiSayaseng, Balaji Sethuramasamyraja, John Boyle, Hollianne Marshall, Hwan Youn, Steven Hart (Chair); Jim Marshall (Ex-Officio)

Members Excused: Qin Fan, Fayzul Pasha

Members Absent:

Guests:

Meeting called to order at 2:07 PM in Thomas 117.

1. Approval of the Minutes of 10/11/17- MSC Approved
2. Approval of the Agenda- MSC Approved
3. Communications and Announcements
   1. Dr. Marshall announced the upcoming Graduate Coordinators’ meeting 3-5pm Thursday, November 16, Vintage Room (Wine and Cheese Reception). Graduate Curriculum Sub-Committee members are encouraged to attend.
   2. Dr. Marshall updated the potential increase (next academic year) of graduate non-resident tuition waivers to 25 from current 8 pending finance approval in the Title V Grad Net Initiative Advisory Board Meeting with President
4. Old Business
   1. Item #10 New Graduate Course Request- ECE 252
      1. Request Third Reading

Second reading of syllabus is good improvement from the first reading.

* + - 1. Required Revisions
         1. Student Learning Outcomes: Student learning outcomes need to be adjusted to reflect the specific content of this course (specifically, SLO#1, 3, 4 & 5 need to be revised with the content in parenthesis integrated with added course specific student learning outcome statement). For e.g., SLO#4: ‘Communicate effectively orally and in writing’ may apply to any course in other programs (similarly, SLO#1,3 & 5). SLO#2 may be revised to integrate the content in parenthesis.
      2. Suggest Revisions
         1. Course Requirements/Assignments: Suggested to avoid double parenthesis. For e.g., (5 home works will be assigned with 40 pts. each) instead of (5 home works will be assigned (each 40pts))
         2. Project Instruction: Suggested “Due date of the project is the last day of the class”
         3. Grading Scheme: Suggested to adjust the spacing between parentheses, comma, colon, letters and numbers.
         4. Homework/Project report: Suggested to have clarity with the statement “Sloppy or unreadable homework is unacceptable and may result in 0% of credit” & “Furthermore, cheating……will also receive 0%....significantly impact your grade” in terms of the 0% credit applicability for the specific homework item or whole class.
         5. Professionalism: In professionalism section, it is suggested to revise ‘sleeping’ to ‘sleeping during class’ and ‘Listening to any…except for the hearing aid’ to ‘Listening to any… except for hearing aids’
         6. Disruptive Classroom Behavior, Copyright Policy – suggested to correct the formatting issues (blank third line in paragraphs)
         7. Schedule – Announced Quiz information may be added to the schedule.

Meeting adjourned 2:35 PM

Minutes respectfully submitted by Dr. Balaji Sethuramasamyraja