Minutes, Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO

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

Fresno, California 93740-8014

Ext. 8-2743

**November 10, 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 (Box comments), Hollianne Marshall, Hubert Muchalski, Fayzul Pasha (Chair), Jim Marshall (Ex-officio)

Members Excused:

Members Absent:

Guests:

1. Call to Order

Meeting called to order at **10:02 AM**.

1. Approval of the meeting Minutes of 11/03/2021 - **MSC- Approved**
2. Approval of the Agenda - **MSC- Approved**
3. Communications and Announcements
4. Old Business
	1. Item #12 Revised 10-12-21 - Catalog Statement Revision Request - Clinical Rehabilitation and Mental Health Counseling (proposal from AY20-21) - **Tabled**
5. New Business
	1. Item #28 - Graduate Course Change Request - PHYS 220A – **Second reading**

***Required***

* + 1. Justification missing - please explain why unit is changed and how it will affect syllabus and total program unit
		2. In addition to a clean copy, please submit the marked-up copy of the old catalog page.
		3. It needs syllabus (follow university syllabus template <https://www.fresnostate.edu/academics/curriculum/instruction/syllabus.htm>) for supporting unit change
	1. Item #29 - Graduate Course Change Request - PHYS 220B – **Second reading**

***Required***

* + 1. Justification missing - please explain why unit is changed and how it will affect syllabus and total program unit
		2. In addition to a clean copy, please submit the marked-up copy of the old catalog page.
		3. It needs syllabus (follow university syllabus template <https://www.fresnostate.edu/academics/curriculum/instruction/syllabus.htm>) for supporting unit change
	1. Item #30 - Graduate Course Change Request - PHYS 222A – **Second reading**

***Required***

* + 1. Justification missing - please explain why unit is changed and how it will affect syllabus and total program unit
		2. In addition to a clean copy, please submit the marked-up copy of the old catalog page.
		3. It needs syllabus (follow university syllabus template <https://www.fresnostate.edu/academics/curriculum/instruction/syllabus.htm>) for supporting unit change
	1. Item #31 - New Graduate Course Request - PHYS 280 – **Second reading**

***Required***

* + 1. Please explain in justification how this new course unit will affect total program unit.
		2. Please provide sufficient information and expectation on how to prepare a written report as this is the only requirement for the letter grade
		3. Please include a rubric for grading
		4. Please include late work and attendance policy per APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		5. Assignment schedule table with tentative due dates

***Friendly***

* + 1. Please include COVID-19 provisions on the first page of the syllabus
		2. Please include all course policies and safety issues, university policies, and university service information in the syllabus as outlined in the university syllabus template. <https://www.fresnostate.edu/academics/curriculum/instruction/syllabus.html>
		3. 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
		4. Rather than using color please be specific or use different punctuations for “no class” or other important dates.
	1. Item #32 - Catalog Statement Revision Request - Applied Behavior Analysis – **Second reading**

***Required***

* + 1. In addition to the marked-up copy, please add a clean copy of the catalog to the proposal
		2. Please include all the pages of the catalog that are under revision both in the marked-up and clean copies
		3. Please submit a separate course deletion form with justification for PSYCH 231
	1. Item #33 - New Graduate Course Request - PSYCH 222 - **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 Student Learning Outcomes.
		3. Please include late work and attendance policy per APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		4. Please create a separate assignment 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 #34 - New Graduate Course Request - PSYCH 224 - **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 fix point distribution in the grading table e.g., 24x3 is not 66.
		3. Please include late work and attendance policy per APM 232 guidelines and add the latest hyperlinks to reflect current version of the university policy
		4. Please create a separate assignment 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 #35 - New Graduate Course Request - PSYCH 235 - **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 clarify how 5 points translates into 30% of the total grade. Not clear. Please adjust the grading table to clarify.
		3. 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
	1. Item #36 - Graduate Course Change Request - PSYCH 271 - **MSC- Approved Pending Following Revisions Submitted to Graduate Studies**

***Required***

* + 1. Please change title of the course in the syllabus
		2. In addition to the marked-up copy, please add a clean copy of the catalog to the proposal – include this page into Item 32 for catalog revision
		3. Student Learning Outcomes are missing.
		4. Please provide sufficient information such as ISBN (if available) and/or hyperlink to collect all the required course books/materials
		5. 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
1. Adjournment

Meeting adjourned at 10:59 AM

Minutes respectfully submitted by Dr. Fayzul Pasha