# Minutes of The Graduate Curriculum Subcommittee

CALIFORNIA STATE UNIVERSITY, FRESNO  
5200 N. Barton Ave., M/S ML 34  
Fresno, California 93740-8014  
(559) 278-2743

**Monday, February 26, 2024 at 12:00 PST (via Zoom)**

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

1. Meeting called to order at 12:05
2. Approval of the Agenda

MSC

1. Approval of the Minutes of January 29, 2024

MSC

1. Communications and Announcements
   1. Curriculum items will bypass the Online & Blended Education Committee until the revised APM 206 is approved. Items will still be critiqued by CFE/IDEAS prior to submission to the curriculum revision process.
2. Old Business
   1. Item #30 - Process ID 6834171 - Program Revision Request - Reading Literacy Leadership Specialist Credential. Second Reading.

Approve as is

* + - Check catalog word/character length limits.

MSC

* 1. Item #43 - Process ID 6856503 - Program Revision Request – Reading. Second Reading.

Approve as is

MSC

* 1. Item #55 - Process ID 6854010 - Course Revision Request - PH 208

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

* 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.
* 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).
* Justification refers to a course PH 285i but such course doesn’t exist in the catalog nor has been reviewed by the committee. Is the “i” in PH 285i a typo or an indicator of a “internship” course?

MSC

* 1. Item #56 - Process ID 6774087 - Course Revision Request - PH 202

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

* 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.
* Grading scale and point distribution is confusing. If 65 pts is 10%, then 130 pts is 20%, not 21% and 150 pts cannot be 21% etc.
* Define “beginning of the class on the day of the quiz/exam”. This is an online asynchronous course so the deadline is not tied to actual class meeting time.
* In addition to listing the late work policy in the policies section, consider citing APM 232 where relevant.

MSC

* 1. Item #57 - Process ID 6774158 - Course Revision Request - PH 297

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

* 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.
* Points and percentages in grades table are internally inconsistent and open to interpretation (inconsistent rounding or error in conversion).

MSC

* 1. Item #58 - Process ID 6774282 - Course Revision Request - PH 285

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

* 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.
* Points and percentages in grades table are internally inconsistent and open to interpretation (inconsistent rounding or error in conversion).

MSC

* 1. Item #59 - Process ID 6774065 - New Course Request - PH 275

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

* 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.
* The committee recommends including ISBN for books and DOI strings for research articles.
* Points and percentages in grades table are internally inconsistent and open to interpretation (inconsistent rounding or error in conversion).

MSC

* 1. Item #60 - Process ID 6774163 - Course Revision Request - PH 299

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

* 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.

MSC

* 1. Item #61 - Process ID 6774269 - Course Revision Request - PH 298

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

* The committee recommends including ISBN for books and DOI strings for research articles.
* Points and percentages in grades table are internally inconsistent and open to interpretation (inconsistent rounding or error in conversion).

MSC

* 1. Item #62 - Process ID 6774093 - Course Revision Request - PH 203

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

* 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.
* The committee recommends including ISBN for books and DOI strings for research articles.

MSC

* 1. Item #63 - Process ID 6866930 - Course Revision Request - LEE 233

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

* 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).
* Check correctness of numbered lists throughout.
* 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.
* Catalog program description attached to the proposal says that the program “…is offered both in-person on campus and as an online option…”. Is this change adding online option or replacing in-person option with an online option?

M

* 1. Item #64 - Process ID 6774125 - Course Revision Request - PH 210

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

* 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.
* Fix inconsistencies in point values for assignments (presentations)

MSC

* 1. Item #65 - Process ID 6774146 - Course Revision Request - PH 225I

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

* 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).
* 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.
* Is “I” in the course code used to designate internship course or part 1/part 2 of a 2-semester sequence? If the latter, consider changing the title of the course to “Foundation in Health Promotion Part 1” or changing the course code to 285A/B.

MSC

1. New Business
   1. Item #77 - Process ID 6896870 - Graduate Course Revision Request - LEE 281
   2. Item #78 - Process ID 6896937 - Graduate Course Revision Request - LEE 283
   3. Item #80 - Process ID 6896876 - Graduate Course Revision Request - LEE 282
   4. Item #81 - Process ID 6896946 - Graduate Course Revision Request - LEE 284
   5. Item #76 - Process ID 6821903 - Graduate Program Revision Request - Certificate of Advanced Study in Research Methods
   6. Item #79 - Process ID 6891628 - Graduate Course Revision Request - ERE 289
   7. Item #75 - Process ID 6448817 - Catalog Statement Revision Request - Counseling - School Counseling Option
      * Item related to Item #25 (COUN 248) we reviewed in October 2023. Returned the proposal to the submitter for edits. The submitter found that the course unit value does not meet the program accreditation requirements. She would like to discuss this with her college to determine how to resolve the issue
2. Adjourned at 1:01

Submitted by: Dr. Hubert Muchalski, Chair