

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: Kammi Sayaseng, 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
 - a. 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.
 - b. 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
 - a. Item #10 New Graduate Course Request- ECE 252
 - i. Request Third Reading
Second reading of syllabus is good improvement from the first reading.
 1. Required Revisions
 - a. 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

- a. 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))
- b. Project Instruction: Suggested “Due date of the project is the last day of the class”
- c. Grading Scheme: Suggested to adjust the spacing between parentheses, comma, colon, letters and numbers.
- d. 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.
- e. 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’
- f. Disruptive Classroom Behavior, Copyright Policy – suggested to correct the formatting issues (blank third line in paragraphs)
- g. Schedule – Announced Quiz information may be added to the schedule.

Meeting adjourned 2:35 PM

Minutes respectfully submitted by Dr. Balaji Sethuramasamyraja