

MINUTES, GRADUATE CURRICULUM SUBCOMMITTEE
CALIFORNIA STATE UNIVERSITY, FRESNO
5200 N. Barton Ave., M/S ML 34
Fresno, California 93740-8014
Ext. 8-2743

October 11, 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

Meeting called to order at 2:05 PM in Thomas 117.

1. Approval of the Minutes of 10/4/17- **MSC Approve**
2. Approval of the Agenda- **MSC Approve**
3. Communications and Announcements
 - a. Dr. Marshall announced the upcoming Graduate Coordinators' meeting 3-5pm Thursday, November 16, Vintage Room
4. Old Business
 - a. Item #1 - Graduate Course Change Request - COMM 215- **MSC Approve**
 - i. Suggested Revisions
 1. Absence Policy points should match percentage (p.6)
 2. Add or reference APM 232 in syllabus
 5. New Business
 - a. Item #10 New Graduate Course Request- ECE 252
 - i. **Request Second Reading**
 1. Required Revisions
 - a. Expand acronym PWM in course objectives
 - b. Provide explanation of the course project assignment; clarify what the assignment is and how it will be completed
 - c. Include publication year/edition for textbooks
 - d. Student learning outcomes need to be adjusted to reflect the specific content of this course
 - e. Grading Scheme: identify the specific points for each homework assignment and quiz; clarify points for the project
 2. Suggest Revisions
 - a. Follow currently approved university syllabus template
 - b. Include assignments in course schedule

- c. Review the language (semantic and syntactic) used throughout the syllabus; for ex. Grading area bottom p. 2; Professionalism section p. 3
- d. Add or reference APM 232 in syllabus

Meeting adjourned 2:40 PM

Minutes respectfully submitted by Dr. Steven Hart