

From: John Eme <jeme@csusm.edu>
Date: Wednesday, November 29, 2017 at 10:36 AM
To: Paul Stuhr <pstuhr@csusm.edu>
Subject: Re: BIOL 434 and 634 C forms

Hi Paul,

Attached are **revised syllabi for** BIOL 434 and **634**. I have updated the CLOs with help from Melissa.

634 is a graduate only course, so it fall under page 331, which has a general outline for courses for the M.S. degree, outlined **below**.

Degree Requirements

The Master of Science degree requires a minimum of 30 semester units of study at the advanced level (500-698 courses)

Thanks again for all your help. Please let me know if there is anything else the Committee needs.

Best

John

John Eme
Assistant Professor
Department of Biological Sciences
California State University San Marcos
333 S. Twin Oaks Valley Road
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On Nov 28, 2017, at 4:51 PM, John Eme <jeme@csusm.edu> wrote:

Hi Paul,

Thanks for the feedback. I am meeting with Melissa tomorrow morning, and I will send along revised SLOs

Attached is a copy of the catalog pages, marked up.

Please put BIOL 434 on page 377, after BIOL 420.

Please put BIOL 634 on page 381, after BIOL 620.

Best

John

John Eme
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On Nov 28, 2017, at 1:03 PM, Paul Stuhr <pstuhr@csusm.edu> wrote:

Hi John -

UCC is requesting two additional items for BIOL 434 and 634:

Both 434 and 634

1. UCC would like for you to meet with Melissa Simnitt and revise your SLOs that appear on each syllabus.
2. A catalog copy is being requested in order to determine where these classes will appear. A marked up pdf catalog copy indicating where the courses will appear is fine if a word version of the catalog copy cannot be obtained/used.

Thanks John. We look forward to receiving your revisions/attachments.

Kind regards.

Paul

Paul T. Stuhr, Ph.D., RFSA
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From: John Eme <jeme@csusm.edu>

Date: Tuesday, November 21, 2017 at 8:35 PM

To: Paul Stuhr <pstuhr@csusm.edu>

Subject: Re: BIOL 434 and 634 C forms

Hi Paul,

My thanks to yourself and the UCC for the rapid feedback and help. I have attached the C-forms and Syllabi, and I've made the changes requested. Below, I've noted the changes in **bold** and using Track Changes in the attached files.

Please let me know if there is anything else needed or further clarification.

Best

John

John Eme

Assistant Professor

Department of Biological Sciences

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On Nov 21, 2017, at 1:53 PM, Paul Stuhr <pstuhr@csusm.edu> wrote:

Hello John -

UCC has reviewed the BIOL 434 and 634 C forms and requests the following clarifications and revisions:

BIOL 434

1. Box 6 can be "Cardio Physiology" **Change made and noted with Track Changes**
2. Box 8 (catalog description) can be cleaned up to align with common catalog copy language. **Change made and noted with Track Changes**
 - Delete "Provides an" start sentence with "Overview of cardiovascular..."
 - Last sentence – delete "Specific topics" start sentence with "Includes..."
3. Box 8 (catalog description) should also include the following statement (per dual-listing policy) - "Enrollment restricted to junior or senior level students in the Biological Sciences major." Unless the prerequisites are such that only junior or senior students would be in position to take such a course. **The prerequisite of BIOL 353 restricts this course to only juniors and seniors, so the language is not necessary.**
4. Syllabus – How will SLO #6 be assessed? Consider revising or working with Melissa Simnitt on this SLO. **I have added the following sentence to the 'Participation' component of the class assessment: Collaborating on in class work and asking questions of your instructor and fellow students is important and will be noted."**
5. Advisory: please update the ADA statement found in the syllabus, as Disabled Student Services has changed to Disability Support Services. **Change made and noted with Track Changes**

BIOL 634

1. Box 6 can be "Advanced Cardio Physiology". **Change made and noted with Track Changes**
2. Box 8 (catalog description) **See BIOL 434 remarks.**
3. Syllabus – How will SLO #7 be assessed? Consider revising or working with Melissa Simnitt on this SLO. **I have added the following sentence to the 'Participation' component of the class assessment: Collaborating on in class work and asking questions of your instructor and fellow students is important and will be noted."**
4. Advisory: please update the ADA statement found in the syllabus, as Disabled Student Services has changed to Disability Support Services. **Change made and noted with Track Changes**

Thank you John for your timely response. UCC looks forward to your revisions.

Kind regards,
Paul (UCC Chair)

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