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College of Education Curriculum and Program Committee Meeting : 2006 : 02 : 20

University of South Florida St. Petersburg. College of Education. Curriculum and Program Committee.

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**USF St. Petersburg
Curriculum and Program
Minutes of February 20, 2006**

Members Present: Andy Reeves, Mark Koorland, Marilyn Bartlett, Bonnie Braun

Members Absent: Juanita Fountain

Ex Officio Members Present: Zafer Unal, Jennefer Khattabi, and Tony Rycerz

Guests: Margaret Hewitt, Deanna Michael

I. Call to Order

Chair, Marilyn Bartlett called the meeting to order at 1:00 PM

II. Review of Minutes

The committee approved the January minutes via email. They will be sent to Zafer Unal for posting on the C & P website.

III. Old Business

- A. Substitution/Transfer Policy and Forms:** Marilyn Bartlett presented revised forms for course substitution and transfer of credit to the Committee for purposes of discussion and approval. Tony Rycerz, COE Advisor provided clarification on a number of undergraduate issues in this area. Committee members also made several suggestions regarding to the forms. Marilyn Bartlett was charged with the task of creating two separate forms and sending them to the members via email for feedback.
- B. Contract for Incomplete Grade Form:** Marilyn Bartlett presented a Contract for Incomplete Grade Form to the committee for consideration per Dr. Micklo's suggestion. It seems that the College of Business has a similar form and the College of Arts and Science is considering one as well. Committee members suggested some changes including clarification of the actual USF system policy on Incomplete Grades. Marilyn Bartlett will make these changes and send to committee for final approval.

It was also suggested that the graduate version of these forms be sent to the various Graduate Program advisors for their feedback and suggestions prior to a final vote.

IV. New Business

- A. New Course Approval:** Margaret Hewitt presented RED 5147 for the committee's review. This course is needed for the MAT in ESE and may also be used as a course for other certification needs. Mark Koorland recommended adding more detail in the justification section before sending it on to the USFSP Graduate Council. Committee discussion also centered on how this course is different from RED 4310 and the suggestion was made to clarify these differences. Motion was made to approve pending changes as suggested by the committee. The motion was seconded and carried.
- B. Presentation by Chair of USFSP Graduate Council:** Deanna Michael presented detailed information on USFSP Graduate Council processes. The purpose of this presentation was to provide the COE C & P committee with the necessary information to guide our new courses and folio through the appropriate channels prior to the June 1st deadline. Dr. Michael also suggested that the committee keep in mind that new courses and programs must go all the way through the Academic Affairs Coordinating Committee, which is a USF system committee.

IV. Future Meetings

Next Meeting: March 20th if necessary.

V. Adjournment

Mark Koorland moved to adjourn the meeting. Andy Reeves seconded the motion. Motion passed. Meeting adjourned at 2:55 PM.

MOTIONS	APPROVAL STATUS
Motion to approve RED 5147 pending changes by Margaret Hewitt	<ul style="list-style-type: none"> • Bonnie Braun proposed the motion • Andy Reeves seconded. • Motion carried unanimously
Motion to adjourn the meeting.	<ul style="list-style-type: none"> • Mark Koorland proposed the motion • Andy Reeves seconded. • Motion carried unanimously

ACTIONS (FOLLOW UP)	PERSON(S) RESPONSIBLE	DEADLINE (if any)
Make suggested changes to the course substitution/transfer documents.	Marilyn Bartlett	Send to graduate advisors for suggestions. Send to committee members for final approval
Review websites for COE and USFSP. Develop list of recommendations	C & P Committee Members	Prior to Next C & P meeting
Changes will be made to the syllabi	Margaret Hewitt	Prior to submission to Graduate Council
Make suggested changes to the Contract for Incomplete Grade Form	Marilyn Bartlett	Send to graduate advisors for suggestions. Send to committee members for final approval