

3-19-2007

Undergraduate Council Meeting : 2007 : 03 : 19

Undergraduate Council

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UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG
Undergraduate Council Meeting
Monday, March 19, 2007, 10:00AM

Present: Grover Kearns, Seth McKee, Elizabeth Mulig, Tina Neville, Jay Sokolovsky, Bob Thompson, Bonnie Braun, and Jennefer Khattabi
Absent: Jennifer Baker

Approval of the minutes

The minutes from the January 8, 2007 meeting were approved as written.

Process for UG program suspension, deletion or reinstatement

A draft recommendation was distributed prior to the meeting. A brief discussion followed about the appropriate reviewing groups, with the following recommendations:

- Change the first sentence in the document from “appropriate faculty of the college” to “the Undergraduate Curriculum Committee of the College (UGCC)”
- Change the second sentence in the document from “The faculty recommendation” to “The committee’s recommendation”
- And, in the first bulleted point under the deletion of a program, change “Upon approval by the appropriate college faculty” to “Upon approval by the college UGCC”

Bob Thompson moved to approve the document with the changes noted above. Bonnie Braun seconded. Motion passed.

Grover will send a copy of the document to the chair of the Graduate Council to ensure that the process is in line with any similar Graduate Council processes.

Proposed change to COB Economics Major and Minor

A brief discussion confirmed that the proposal is very logical. The program change has already been approved by the COB undergrad curriculum committee and the COB Dean.

Bob moved to accept the proposed change. Liz Mulig seconded. Motion passed.

Proposed Program Change Form

Grover distributed a draft form to track progress on curriculum change proposals. A lengthy discussion ensued about what might be needed on the form. Greatest concern was over the types of changes (substantive, non-substantive, etc) that would be submitted, what approvals would be needed for each, and whether one form would work for all types of proposals. The following recommendations were made:

- Talk to Jennifer Baker about all the types of changes that would be possible
- With Jennifer, attempt to classify the proposal types into three levels (Level 1, Level 2, and Level 3)
- Add additional signature lines to the approval section and note by each signature whether it would be required for Level 1, 2, or 3 approval
- Add an “action” section next to each signature so the decision can be tracked. Action categories would include approved, denied, comments, etc.

Grover will attempt to revise the draft to incorporate the suggestions and will then redistribute it via email for additional comments.

Old Business

Journalism program changes

Grover commented that Dr. Durand approved the changes to the journalism program that were discussed at the last UG Council meeting.

Changes and corrections to the online catalog

Grover commented that the COB had noticed a problem with the online UG catalog. The current catalog indicates that a prerequisite is required for certain accounting courses even though the prerequisite has been dropped. The accounting department, the Dean, and the advisors have been notified of the inconsistency but it would be useful to have a process for making last-minute changes to the catalog.

Bob moved that the accounting prerequisite correction be changed on the online catalog at the earliest possible opportunity. Jay Sokolovsky seconded. Motion passed.

Grover will talk to Jennifer Baker to find out the best method for fixing typos and incorrect information that appears in the course catalog. He will also ask her to clarify the dates for when regular course catalog changes are due.

Meeting adjourned at 10:55 am.

Next meetings

(second Monday of the month) at 10:00 am in BAY 220:

April 9, 2007

May 7, 2007

Respectfully submitted,
Tina Neville
Secretary