2-23-2018

College of Arts & Sciences Council : Academic Programs Committee Meeting : 2018 : 02 : 23

University of South Florida St. Petersburg, College of Arts & Sciences.

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MEETING 2/23
Kevin, Felipe, Jenny (note taker), Suganthi, Felipe

**GRAPHIC DESIGN PROPOSALS**
Presented by Erika Greenberg-Schnieder

- **ALL**
  - Justification K: clarify qualifications on each 11
  - Justification B: writing was vague – need to add more examples of topics
  - If there is a restriction, make sure it says on syllabus file AND course submission form.
  - Header/delete template text removed from some files
    - GRA 4190 – pre requisite repeat at the beginning of the syllabus
    - GRA 4179 – pre requisite repeat at the beginning of the syllabus
    - GRA 4137 – inconsistent information of pre requisite between the syllabus and the online form
    - GRA 4880 no course information on top
      - ‘grading...’ section need some clarifications and edits
      - inconsistent information of pre requisite between the syllabus and the online form
  - **ART 3202** header
    - Should not only put ISBN – provide details
    - **SHOULD BE GRA**
    - Header issue/template text ‘grading...’
    - Check that both prereqs are listed in BOTH places
    - Remove Amazon links from textbook section
  - **ART 2302**
    - Inconsistent pre requisites on syllabus and online form
  - GRA 4547
    - Header issue/template text ‘grading...’
    - Remove Amazon links from textbook section
  - GRA 4423
    - Header issue/template text ‘grading...’
  - GRA 3118
    - Header issue/template text ‘grading...’
    - Remove Amazon links from textbook section
  - ART 2300
    - **TYPOS in WORD DOC // look for mistakes especially in grades**

- Note that the following are labeled as **Returned to Proposer** from last meeting.
  - ART 2300C Drawing
    - Need changes as per Shari’s email
  - GRA 4880 Advanced Illustration
    - Need changes as per Shari’s email
BIOLOGY
Presented by Melanie Whitmore

*Here is the link to the most recent Syllabus Template: https://www.systemacademics.usf.edu/proposals/resources

- PCB 4234 (paper)
  - Syllabus needs to follow template.

- PCB 4315 (online)
  - Syllabus needs to follow template, especially mandate languages.
  - Course pre-requisite needs to be added into syllabus
  - Course number needs to be updated
  - Gender Based Crimes – needs update
  - Accommodation Policy
  - Schedule section (page 3) needs to update course number
  - Textbook information is incomplete in the online form

- BOT 4714C (Online)
  - Shows BSC in the course title in the syllabus
  - Syllabus needs to follow template, especially mandate languages.

- PCB 4402 (Online)
  - Syllabus needs to follow template, especially mandate languages.

- BSC 4937 (paper)
  - Syllabus needs to follow template, especially mandate languages.

- Concentration changes

Approved Pending Changes