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College of Arts & Sciences Council: Academic Programs Committee Meeting: 2018: 03: 23

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

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APC meeting minutes: March 23, 2018

The meeting began at 1 PM:

Present: Kevin, Christina, Jenny, Joan & Suganthi

1. Discussion started on changing Geography (4+1) to Geospatial 4+1 program for geospatial analysis & geography majors wishing to pursue Master’s with Florida studies program.
   - Christopher Meindhl from Geography was present to clarify questions

2. Discussions focused on
   a. Whether the program was approved before and what changes were made new.
      - If substantial changes were made the committee suggested that it needs to be submitted again for approval
      - Christopher said there is no course change but it is just a title change
      - Jenny’s suggestion was if Kevin could write a note to Cindy and Cheri and ask if these changes could be done without resubmission
      - Christopher said it was approved last year as Geography but does not say 4+1
   b. The committee’s recommendation is since it is just a catalog change it does not need approval from the committee.
      - Cheri wants a clean copy of it and wants every committee to approve it.
      - The committee voted to approve and sign off and send it off to the next committee for approval

3. Course change Geo 3113- Qualitative research methods
   - Christopher Meindl from Geography was present to clarify about the course
   a. Discussions were focused on the syllabus
      - This course was proposed years ago as ISS and was sent to Tampa and got lost and now it has come back as GEO 3113
   b. The following were issues with the submitted syllabus
      - Christina pointed out there were 2 types of objectives on the form: course learning & student learning & needs to be corrected to just 1 set of objectives
      - include one course objectives on online and syllabus so it matches
      - add a standard template version of the syllabus and then add what Rebecca (faculty who generated the syllabus) wants to incorporate specifically to the course
      - Also there are other sections missing from the syllabus template and needs to be incorporated
   c. The committee approved the course change provided the proposed changes listed above were completed
      - Kevin will send the changes proposed to Rebecca so she could make the changes online and submit for approval by Kevin
4. Eng 4950 Senior Portfolio:
   a. There were discussions about prerequisite changes for this course:
      - add prereq ENG 3445 (introduction to the major) to limit registration to seniors for this course
   b. Joan explained the prerequisite addition to the course
      - When they created this capstone course, they did not have prerequisites.
      - Many transfer students who could not get into the introductory course due to demand were taking both introductory and the capstone course at the same time since this capstone course did not have the prerequisites
      - so they are introducing the prerequisites such that the introductory course will be taken prior to the capstone course.
   c. The following are changes suggested by the committee:
      - Christina pointed out that the Academic Learning compacts in the course syllabus should be located in Section A of “Other Course Information” and the following:
      - The learning outcome statement is in the online course change form but not in the syllabus
      - The course information needs to be added into the boxes at the top of the syllabus.
      - The syllabus is missing information on 4 sections: grade dissemination, late work, extra credit and final exam policies
   d. The committee recommended that the form be sent back for revision and Kevin will communicate the revisions that needs to be done before it could be sent to the committee for approval.

The meeting adjourned at 2.10 PM