

4-10-2013

## Undergraduate Council Meeting : 2013 : 04 : 10

Undergraduate Council

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## Undergraduate Council Meeting Minutes

10 April 2013, 2:00 p.m., Conference Room, Piano Man Building

Members Present: Tom Ainscough (chair, COB), Bonnie Braun (COE), Linda Crossman (Registrar), Joan Eldridge (Academic Advising), Kevin Wang (CAS), Jim Schnur (LIB)

Regrets: None.

Guests: Lyman Dukes, Bill Heller, Grover Kearns, Xin "Lucie" Li, David O'Neill

Meeting: Called to order at 2:01 p.m. by Tom

Minutes: Action on March minutes deferred

## Old Business

**Environmental Sciences and Policy update:** Linda held a meeting with representatives from ESP faculty regarding a proposal that had received our approval contingent on the reduction of hours for a concentration to levels consistent for University expectations for similar programs. Progress has been made and once faculty come to an agreement regarding hours, this matter may be considered closed business.

## New Business

### ***Announcements***

**1. Change in Credit Hour Requirements for certain USF System courses and some matters regarding our courses:** In a March 25 email to Undergraduate Council members, Linda shared information about a decision made at USF Tampa during Spring Break regarding the changing of a number of courses from four semester hours to three semester hours when USF standards (four hours) differed from the prevailing practice at other state institutions, where courses with the common course numbering are offered as three credit hour courses. Since we have "shared curriculum" with USF Tampa, this has immediate implications, especially since the change is scheduled to go into effect during the summer term, and registration for that term has already started. The three courses that belonged to our campus on the list, all residing in the College of Education, received successful appeals in an effort led by Bill Heller and will not be affected. However, the remaining courses in the USF System inventory, mostly in History, Art History, and Geography (courses in the College of Arts and Sciences), will become three credit hour courses. On our campus, program changes will go into effect during the fall, and students will be allowed (and encouraged as appropriate) to come under the new 2013-2014 catalog requirements. This will be especially important in programs where successful completion of degree requirements is measured in semester hours, rather than number of courses completed, since the number of hours in some courses shall be reduced. In some situations, students that may run into complications may be offered a one semester hour companion course (such as an independent or directed study) so they can maintain the same number of hours as what would have been offered if the number of hours had not been reduced.

**2. World Languages is a newly approved program with the designation "WLP."** Linda is waiting to get a copy of the final paperwork for the forms so it can be placed in the new catalog.

**3. Undergraduate and General Education Course Application Form:** Shortly before the meeting began, some members received a draft of a new single form that addresses undergraduate course applications as well as courses for General Education that was drafted by Faculty Senate. On quick review, this form led to concerns. Tom encouraged members to share their thoughts so they can be addressed at Faculty Senate on Friday, April 12.

## Curricular Matters

### College of Education Proposals: Moving courses from selected topics to standard course numbers in the Professional Training Option.

**Request for permanent course number for selected topics courses entitled Secondary Teaching Methods and Practicum in Secondary Teaching.** Council reviewed a request presented by Lyman Dukes to have a specific course number for each of these courses, presently offered under a generic selected topics designation.

Following discussion, Jim **MOVED** that the Undergraduate Council accept the proposed changes as presented. Joan **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

### Colleges of Arts and Sciences Proposal: Add courses to the Leadership Minor that is offered through the Bishop Center

1. **Add Public Speaking (SPC2608) as an elective in the Leadership Minor.** Public speaking skills are an essential element in any curriculum focused on Leadership. This course gives students an opportunity to strengthen their skills, as appropriate.

Following discussion, Jim **MOVED** that the Undergraduate Council accept the addition of Public Speaking as an appropriate elective course in the Leadership Minor. Joan **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

2. **Add a new course, Leadership in the Great Outdoors (LDR3260), to the undergraduate catalog and given it standing as an elective in the Leadership minor.** Bill Heller and David O'Neill discussed this proposal, one that involved Terry Tomalin, a USFSP Florida Studies graduate, offering this course. Some concerns were discussed regarding whether the credentials for the instructor would be problematic since his academic training was in an area outside of the training usually expected of those teaching courses in the "LDR" prefix and Leadership Studies. The interdisciplinary nature of the course and his well-documented expertise address this concern. The drafted syllabus addressed the needs of students with disabilities in an appropriate manner. This course may not be something that certain students are able to take because of the nature of the class meetings if they are unable to participate in experiences in a canoe or camping, but the standard language for reasonable accommodations is sufficient.

Following discussion, Jim **MOVED** that the Undergraduate Council accept the proposed changes as presented, contingent on resubmission of this proposal using the correct USFSP form, changing minimum qualifications to reflect standard language (master's degree or equivalent with eighteen semester hours in field or appropriate professional experience (as a suitable alternative)), the inclusion of learning outcomes mentioned in the course syllabus on the form, and the removal of checkmarks in the "Skills and Dimensions" section of Liberal Arts Certification. Bonnie **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

3. **Add a new course, Community Leadership and Nonprofit Organizations (LDR3330), to the undergraduate catalog and given it standing as an elective in the Leadership minor.** Bill Heller and David O'Neill discussed this proposal, one that involved Amy Kedron.

Following discussion, Jim **MOVED** that the Undergraduate Council accept the proposed changes as presented, contingent on resubmission of this proposal using the correct USFSP form, changing minimum qualifications to reflect standard language (master's degree or equivalent with eighteen semester hours in field) or appropriate professional experience (as a suitable alternative), and the removal of checkmarks in the "Skills and Dimensions" section of Liberal Arts Certification. Joan **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

**4. Modification of the Leadership Minor to incorporate new elective options.** The Undergraduate Council then considered a measure permitting the inclusion of these courses, once finally approved, as electives in the Leadership Minor.

Following discussion, Bonnie **MOVED** that the Undergraduate Council accept the proposed addition of these three courses as electives, once the Leadership in the Great Outdoors course and the Community Leadership in Nonprofit Organizations course have been appropriately revised. Joan **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

#### **College of Arts and Sciences Proposals: Health Sciences Internship**

**Review of recommended corrections and edits for the Internship (HSC4940).** This proposal was submitted earlier and reviewed by Undergraduate Council. Corrections were made. The only concerns were: A. The form presented to us lacked signatures. We want to be sure that the edits we suggested were reviewed by the Dean and the Chair of the College's Academic Programs Committee, and B. We believe the minimum qualifications in the justification (8h) may actually be too restrictive, since they could possibly be applied to "site supervisors" as well as "faculty of record." We recommend using standard language (master's degree and 18 hours in field) and removing the second sentence that delineates that "regular" faculty "would be" supervisors because there may be circumstances where an appropriately credentialed adjunct or courtesy faculty could assume this role.

Following discussion, Jim **MOVED** that the Undergraduate Council accept the proposed changes as presented, contingent on the modifications as outlined above, including evidence of approval by way of a new signature sheet. Bonnie **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

#### **College of Arts and Sciences Proposals: Senior Seminar in Biology**

**Review of recommended corrections and edits for the Senior Seminar in Biology (BSC4xxx).** This proposal was submitted earlier and reviewed by Undergraduate Council. Corrections were made. The only concerns were: A. The form presented to us lacked signatures. We want to be sure that the edits we suggested were reviewed by the Dean and the Chair of the College's Academic Programs Committee, B. We believe the minimum qualifications in the justification (8h) should use standard language (master's degree and 18 hours in field), and C. Under "Other Course Information" (9Ba) the major topics states to "See Syllabus: "and should include syllabus language.

Following discussion, Bonnie **MOVED** that the Undergraduate Council accept the proposed changes as presented, contingent on the modifications as outlined above, including evidence of approval by way of a new signature sheet. Joan **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

#### **College of Arts and Sciences Proposals: Adding a Course from the Tampa Inventory on Water Resources Management:**

**Request for addition of Water Resources Management (GEO4284) to USFSP course inventory by Chris Meindel.** The Council reviewed a request to add this course. The course has great merit and value, but there are some specific matters within the proposal that should be addressed before the Council is able to entertain a motion for approval. The proposal was rejected due to areas requiring necessary revision, specifically:

A. Course is listed on proposal as 4 hours. Since it was not offered at USFSP as a regular course, we are unsure if it is one of the courses in Geography that will experience in reduction from four to three hours. This needs to be investigated.

B. Under "Registration Restrictions," the statement "should be limited to juniors or seniors" may cause difficulties for advisors who wonder whether the expressed intent is "junior standing only" or whether this is a

preferred (but not firm) restriction. We recommend that a statement such as “junior standing only” be used if the instructor wishes to limit enrollment.

C. Throughout, we recommend the removal of first person “I,” such as replacing “I want to add a class” with “The faculty of the College of Arts and Sciences wishes to add a class.”

D. In the “Justification” section, we recommend: 1. In 8b, instead of saying what the other course (Fluid Earth) entails, explain the areas this course will address. 2. In 8c,, 8d, and 8e, focus on the need based on student interests in the value of such a course, rather than putting it within the framework of the faculty, and in anticipating enrollment, change “each term” to “whenever offered.” 3. In 8f, instead of mentioning that the course will “reduce the pressure . . . to hire adjuncts,” put it in a statement that is student-focused. 4. For qualifications in 8h, we recommend standard language (master’s degree with 18 hours in field) because if approved as presented, a faculty member lacking a PhD cannot be permitted to teach the class.

E. The syllabus should also include standard language for disability services, etc.

F. When revisions are completed, we suggest that an accompanying program change form be included so we can also act on incorporating the course and thereby assure it a home in the curriculum.

## **College of Business Proposals**

**1. Returning Computers in Business (CGS2100) to the business core and increasing the business core from 36 to 39 hours.** Grover Kearns explained that the course is a mandated requirement in Florida. There is no impact on the total number of hours since the course was always required but was not, for some reason, kept in the business core.

Following discussion, Jim **MOVED** that the Undergraduate Council accept the proposed change as presented. Bonnie **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

**2. Request to change the number of semester hours required outside of the College of Business for majors from 54 to 48 hours.** The AACSB had, at one point, required that degree programs have students take a minimum of 54 hours outside of the College of Business. This qualification is no longer required, so removing this restriction permits students to take classes in that six-semester hour window in courses of their choosing, including the College of Business.

Following discussion, Jim **MOVED** that the Undergraduate Council accept the proposed change as presented. Bonnie **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

**3. Review of recommended corrections and edits for New Venture Creation (ENT3013).** This amended proposal corrects a statement that MAN4802 was a required prerequisite. It is not, and no such requirement was mentioned on the syllabus. Grover Kearns presented this proposal.

Following discussion, Jim **MOVED** that the Undergraduate Council accept the proposed change as presented. Joan **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

**4. Request for review of course, Operations Supply Chain Process.** The Council reviewed a request Lucie Li for this course to be added during the fall 2013 semester. Paperwork was not received with signatures prior to the time of the meeting for the Undergraduate Council to review.

Following discussion, Jim **MOVED** that the Undergraduate Council accept the proposal as presented, contingent on inclusion of a form with proper signatures. Kevin **SECONDED** this motion. Hearing no further discussion, the **MOTION WAS APPROVED by vote of the Council.**

Having no further business, the meeting adjourned at 4:20 p.m. Next meeting: To be determined

Respectfully Submitted,

Jim Schnur  
Associate University Librarian