2-20-2006

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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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 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.
<table>
<thead>
<tr>
<th>MOTIONS</th>
<th>APPROVAL STATUS</th>
</tr>
</thead>
</table>
| Motion to approve RED 5147 pending changes by Margaret Hewitt | • Bonnie Braun proposed the motion  
• Andy Reeves seconded.  
• Motion carried unanimously |
| Motion to adjourn the meeting. | • Mark Koorland proposed the motion  
• Andy Reeves seconded.  
• Motion carried unanimously |

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