1-22-2008

Undergraduate Council Meeting : 2008 : 01 : 22

Undergraduate Council

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Present: Grover Kearns, Jennifer Baker, Bonnie Braun, Tina Neville, Ella Schmidt, Kim Stoddard
Absent: Mike Luckett, Seth McKee, Bob Thompson

Approval of the minutes
The minutes from the November 19, 2007 meeting were approved as written.

New Courses/Curriculum proposals:

College of Education:

New Course FLE 4000 ESOL Practicum
This course has been offered under a directed studies course number and the COE is now applying for a permanent course number. This is a one credit practicum that is required by the State of Florida. All students in the program are required to have direct field experience. No discussion. Motion to approve was unanimous.

EDG 4012
This course was approved by the UGC in November 2006 on the contingency that the COE provide the proposal’s signature approval page and a list of current courses in the program and and list of the proposed courses depicting how this required one hour course will be incorporated into the program so that student’s won’t be required to take extra credits. The COE provided this documentation in their resubmission at today’s meeting. Approved unanimously.

New Business:

Communication between campuses regarding new course proposals
Grover Kearns reminded the UGC that USF remains one system so we need to make sure that all course numbering and descriptions remain consistent between campuses. Courses cannot have the same course number and then have different course names, pre-requisites, etc. There was a discrepancy recently that raised some issues about communication between campuses and the approval process.

Proposed courses are posted on the UGC web site: http://www.stpt.usf.edu/ugc/proposals.htm. College curriculum committees need to be sure that they are checking the web links regularly.

To facilitate communication between campuses, the UGC proposes that the USFSP undergraduate online course proposal form add a step requiring the College Curriculum Council to send an email to the College Curriculum Chairs at the other USF campuses as an additional method for notifying the other campuses of our new proposals. Bonnie Braun moved that the UGC change the online proposal form to reflect this step. Kim Stoddard seconded. Approved unanimously.
Grover volunteered to create brief verbiage for the form and Jennifer Baker will see that it gets added to the online form.

**Undergraduate Catalog**

Jennifer Baker noted that the new UG Catalog submission is due at noon today. All changes relating to residency requirements, new courses and programs, etc have already been approved by the USFSP UGC so the UGC does not have to approve the overall catalog. The catalog will also include some state-mandated changes. Once the Board of Governors approves the new catalog it will be mounted on the USFSP web site.

**Comparison of the graduate and undergraduate online course proposal forms**

Bonnie Braun mentioned that the graduate course proposal form includes a step requiring the signature of the Chair of the College Curriculum Committee. This is not included in the undergraduate course proposal. Jennifer and Grover confirmed that that authorization is not required for undergraduate proposals.

Meeting was adjourned at 10:45 am

**Next meeting:**
(third Monday of the month) at 10:00 am in BAY 220
February 18, 2007

Respectfully submitted,
Tina Neville