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Undergraduate Council Meeting : 2007 : 11 : 19

Undergraduate Council

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UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG
Undergraduate Council Meeting
Monday, November 19, 2007   10:00AM

Present:   Grover Kearns, Jennifer Baker, Bonnie Braun, Seth McKee, Tina Neville, Kim Stoddard, Bob Thompson
Absent:   Mike Luckett, Ella Schmidt
Guests:   Margaret Hewitt, Jacqueline Schneider, Narciso Hidalgo

Approval of the minutes
The minutes from the October 15, 2007 meeting were approved as written.

Faculty Senate Report
Margaret Hewitt was present to discuss several issues from the Faculty Senate:
• General Education Committee – the Senate has added the General Education Committee as an additional standing committee. They would like to have one committee member act as a liaison between the General Education Committee and the Undergraduate Council. Since Tina Neville has already been appointed to both groups, she will serve in that role for the 2007/2008 year.
• Dr. Hewitt also wanted to confirm the Undergraduate Council appointment dates:
  Grover Kearns   rolls off in 2008
  Bonnie Braun    rolls off in 2008
  Seth McKee     rolls off in 2008
  Tina Neville   rolls off in 2008
  Mike Luckett   rolls off in 2009
  Ella Schmidt   rolls off in 2009
  Kim Stoddard   rolls off in 2009
  Bob Thompson   rolls off in 2009
• Once the minutes of a meeting have been approved, copies should be forwarded to Jerry Notaro for addition to the web site and to Margaret Hewitt as Chair of the Faculty Senate.
• By April 20, 2008, the UGC Chair must submit an annual report to the Faculty Senate.

Institutional Residency Document
At earlier meetings, members of the UGC had expressed concerns that it was difficult to keep track of the latest version of the Institutional Residency Document since they are not always marked or dated. In addition, UGC members are concerned that the document regularly comes to the USFSP UGC very late in the process.

Grover Kearns and Jennifer Baker met with Dr. D'Elia to discuss these concerns. Dr. D'Elia assured them that he shares the concerns of the UGC and values their input. He will do his best to make sure that the new documents are identified with the date and version number and will try to make sure that the UGC receives the documents in a timely fashion.

The UGC discussed the latest Institutional Residency Document (Version 8-Post AAMC, October 8, 2007) which was distributed prior to the meeting. Some UGC members still have concerns with the exact wording on exceptions as listed in the course catalog section of Appendix A. There does not seem to be a useful reason to include exception types (specifically the UF correspondence courses) in the document and it is not clear in Appendix A who has the authority to approve exceptions. The section on exceptions listed on page 2 of the policy is more useful:
**Exceptions:** The degree granting institution may approve exceptions to this policy in advance for a student enrolling in courses that fail to meet the institutional residency requirement. For undergraduate degrees, the dean of the college within the degree granting institution has the authority to approve any credit hours transferred in the last 60 hours if those credits meet the policies of the Articulation Coordinating Committee and the State Course Numbering System…

In the interest of getting the Residency document approved in time for the new course catalogs, Kim Stoddard moved that the USFSP UGC accept Version 8, October 8, 2007 of the Institutional Residency Document with the condition that the USFSP UGC revisit the document by April 2008 to remove the specific exceptions listed in the last paragraph of Appendix A and to make it conform more closely with the policy statement on exceptions listed on page 2 of the Oct. 8, 2007 document. Motion to approve with this condition was unanimous.

**New Courses/Curriculum proposals:**

**Criminology:**
Jackie Schneider was present to answer questions about the new course proposals for the criminology department. After examining top schools in criminology (both nationally and internationally) the criminology faculty have noted an increased emphasis on crime prevention and crime analysis. The new courses that they propose will better prepare USFSP students for graduate work or for work in the field of criminology. New courses are:

- CCJ 3706 Applied Statistics in Crime
- CJE 3440 Crime Prevention
- CJE 3640 Introduction to Forensic Science
- CJE 4651 Introduction to Crime Analysis
- CJL 3500 Introduction to Courts

The only question about the package was a request that the department work with the advisors to help them recognize which of the senior seminars are appropriate as exit courses for non-majors. The department plans to begin tagging those courses with “with permission of instructor” limits for non-majors which should address this problem.

After complementing the department on their nicely prepared package, Bob Thompson moved to accept the package as written. Motion to approve was unanimous.

**Psychology:**
The psychology department would like to create a new course entitled

- CLP 4941 Community Practicum in Selected Topics

This course would allow students to get credit for student internships. This is becoming increasingly important as USFSP continues to emphasize civic engagement. Bob Thompson moved to accept the course proposal contingent on the correction of page 2 of the form—need to remove the “x” next to limiting course to majors/non-majors. Motion to approve with this correction was unanimous.

**History:**
The course proposals for Western Civilization I and II were resubmitted with corrections made in response to comments from the last UGC meeting.

EUH 2000 Western Civilization I
EUH 2001 Western Civilization II

Bob Thompson moved to approve the two new courses as written. Motion to approve was unanimous.

**New Minor Proposals**

**World Languages:**
Narciso Hidalgo was present to discuss the World Languages department’s request for two new minors:

- Minor in Spanish and Latino Studies
- Minor in French and Francophone Studies

New courses will be created that will include Spanish and French literature as well as studies of business cultures in these countries. Dr. Hidalgo also encourages additional administrative support for the minors by allowing slightly smaller class sizes below the usual cap of 25.

Bob Thompson moved to accept both new minors. Motion to approve was unanimous.

**Reduction in Credits to Journalism and Media Studies**
Because of a minor oversight the journalism and media studies program is listed as requiring 131 credits. The department has requested that the program requirements should be reduced to 125 credits. This will bring it more in line with other departments and will not affect ACEJMC accreditation.

Bob Thompson moved to accept the new credit total of 125. Motion to approve was unanimous.

**New Business:**
Grover Kearns asked all UGC members to look at the current online process for course proposal submissions. For the next meeting, please come prepared to discuss ways that we may make the online process more effective and efficient.

Meeting was adjourned at 11:15 am

**Next meeting:**
(third Monday of the month) at 10:00 am in BAY 220
   December 17, 2007

Respectfully submitted,
Tina Neville