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Undergraduate Council Meeting : 2014 : 10 : 29

Undergraduate Council

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Undergraduate Council Meeting Minutes
29 October 2014, 3:00 p.m., Piano Man Building

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

Regrets: Tom Ainscough (chair, COB)

Guests: Solitaire Kelley

Meeting: Called to order at 3:20 p.m. with quorum present by Jim

Minutes: N/A (September meeting minutes deferred)

New Business

Curricular Matters

1. Proposed Redefinition of Credit Hours for “University Success” SLS1107. Undergraduate Council previously approved SLS1107 as a one-credit hour course. Upon reflection by those developing and offering the course, they believed that the amount of work and contact time merited a course with a higher credit hour value. Since SLS1107 had to be offered as a one-credit hour course, they offered a three-credit hour version under a “Selected Topics” course (x930, 4930, may later become 2930). Solitaire Kelley, one of the instructors, was present during discussion of a plan to revise SLS1107 so that it may be offered as a three-credit hour course. Upon discussion, it was agreed that the plan was to move firmly from one to three credit hours, without the option of offering variable (1-3 hours) credit hours, that the course was for FTIC, that the course was not considered mandatory, and that some library instruction component was guaranteed to be incorporated within the broader learning objectives outlined.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the course proposal to revise the credit hour requirement for SLS1107 to three credit hours contingent on the revisions stated above, with Tom being requested to affirm our vote, if approved, by signature upon his return. Joan SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council. When Tom signs the document on the Council’s behalf, it may move forward.

2. Proposed inclusion of Contemporary and Moral Issues Course in General Education Curriculum PHI2630. Undergraduate Council reviewed a proposal to add this course to the General Education course inventory. Upon review of documents submitted, it was determined that the syllabus presented to the Council requires revision to account for standardized language all syllabi should have regarding Students with Disabilities, Title IX, etc. In addition, if the course is to be offered by the same person who is the author of the textbook, evidence of acknowledgement of USF System policies regarding Faculty-Authored Texts, as outlined in Sec. 112.313, Statutes of Florida, should be mentioned in the form presented to Council, to assure that the instructor is aware of Standards of Conduct for public employees.

Following discussion, Jim MOVED that the Undergraduate Council RETURN the course proposal for necessary revisions to the syllabus and inclusion of a statement acknowledging awareness of polices regarding Faculty-Authored Texts. Bonnie SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

3. Proposed inclusion of Introduction to Comparative Politics in General Education Curriculum CPO2002. Undergraduate Council reviewed a proposal to add this course to the General Education course inventory. Upon review of documents submitted, it was determined that the syllabus presented to the Council
requires revision to account for standardized language all syllabi should have regarding Students with Disabilities, Title IX, etc.

Following discussion, Jim MOVED that the Undergraduate Council RETURN the course proposal for necessary revisions to the syllabus. Bonnie SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

Announcements

Implementation of New State-Mandated General Education Curriculum. The College of Arts and Sciences and the General Education Committee have been mapping old and new general education requirements for crosswalk and transition to the new GE requirements that must begin by the fall 2015 semester. We do have the authority to launch the requirements at an earlier time, something that is highly advisable for those students who seek admission of Summer B of 2014-2015 and will be admitted into a semester with only six weeks under old GE before moving into the new GE framework. By Linda’s count, there are thirty fully-vetted GE courses with appropriate paperwork and evidence of approval at all levels. This is a good starting number that will allow students to have options if we institutionally decide to move to the new GE curriculum in Summer 2014-2015, while still allowing time for other courses to be added to the inventory as they finish gaining approval. Course attributes still do need to be defined (i.e., clarifying that a course meets the GE requirements for Humanities at USFSP). That needs to happen in the near future.

Considering Modular Curricular Models. Linda has also had conversations with colleagues at Tampa about exploring different models for offering courses, such as modular scheduling that allows for concentrated delivery of a course over an abbreviated window of time. This is not a new concept and has been used by USF System entities for decades, but there is renewed interest. The discussions centered on exploring whether certain arrangements would be possible, not how to require and mandate any change to present course scheduling. The only caveat involves new interpretations of federal financial aid regulations that tend to put more emphasis on the duration or calendar longevity of a course (as opposed to compressed courses) rather than the actual credit hours/contact hours a course has, regardless of timeframe for scheduled meetings. Any consideration of modular scheduling must certainly take into account that enrollment may be affected if financial aid restrictions curtail interest.

Discussions

November Meeting, Possible Need to Reschedule: There is a strong possibility that we may not have a quorum for our meeting planned for November 26 at 2 p.m. Members in attendance wonder if an alternative meeting date, perhaps during the first week of December, could be considered in lieu of the November 26 date. This additional week may work to the advantage of other units, giving them a little extra time to forward proposals or resubmissions. Those in attendance request reconsideration of the November date.

Invitation to Dr. Han Reichgelt: Members in attendance see great value in inviting Dr. Reichgelt to a forthcoming meeting so he can understand our workflow process and also have an awareness for some of the general reasons that we return items for revision. We do this not as a way of slowing down or obstructing the business of the University, but instead to assure that proposals, syllabi, and other supporting documents follow best practices and assure compliance with SACS and other accrediting bodies.

Appropriate Location of Meeting Minutes: The USFSP Digital Archive has allowed for many campus units to post meeting minutes and other documents for broad distribution and, when necessary, to assure compliance with provisions of Florida Public Records Law (Chapter 119, Statutes of Florida). All in attendance were in agreement that the USFSP Digital Archive is the appropriate location for meeting minutes and other documents related to the business of the USFSP Undergraduate Council once such items have been reviewed and approved.

Having no further business, the meeting adjourned at 4:21 p.m.
Respectfully Submitted,

Jim Schnur
University Librarian