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Undergraduate Council Meeting : 2015 : 02 : 18

Undergraduate Council

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Undergraduate Council Meeting Minutes  
18 February 2015, 2:00 p.m., 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: Han Reichgelt, Carol Hixson, Cyndie Collins, Hemant Merchant

Meeting: Called to order at 2:02 p.m. with quorum present by Tom

Minutes: None

Announcements

Draft of Workflow Chart shared. A draft of the workflow for course and program approvals and revisions was distributed, based upon current practices and recent conversations. Although the chart does illustrate to process from submission and review to approval, there are sometimes questions about where a proposal should revert to if there are necessary edits or revisions. Not every decision to table, return, or deny a course or program proposal will take the document to the same place. The modifications expected govern the place along the chain of command where the item is sent for edits or revisions.

Handouts from Linda Crossman. Linda distributed two handouts and explained their significance: 1. The Undergraduate Degree Program Codes on a spreadsheet that inventories degrees, majors, minors, concentrations, the state CIPC code, and includes a note field that often lists the effective date of the status for each item. Linda also distributed a one-page handout regarding the Florida Statewide Course Numbering System (SCNS) that we use at USFSP and that governs where a course at one institution is considered to be comparable with that at another Florida institution.

New Business

Open Access Textbooks and OER (Open Educational Resources) in Higher Education: Carol Hixson discussed the frequent conversations she has had with Student Government leaders and others who have requested that the library place textbooks on reserve or provide other means of access to course texts and other instructional materials. While the library is supportive of ways to provide resources to students, the library’s budget cannot cover the costs of purchasing copies of textbooks or other materials. Carol described how some college and university libraries have worked in partnership with faculty to encourage use of Open Educational Resources (OER), free and usually peer-reviewed resources that complement or replace traditional texts. Carol also mentioned that as the costs of course materials has accelerated well above the rate of inflation, a growing number of students have elected not to purchase those materials, even if mandated by the course syllabi. When fewer students acquire the required course materials, this has an adverse effect on student success and retention. She provided handouts as well. Carol wanted to share this with UGC as a point of discussion, and expressed her willingness as well as the willingness of the library to work with various stakeholders on campus who have an interest in considering OER and Open Access materials. General discussion followed about OER/Open Access, matters related to copyright, and the publishing industry’s financial interests and for-profit concerns with this matter.

Following discussion, Jim MOVED that the Undergraduate Council SUPPORT a non-binding resolution (see attached) that encourages USFSP undergraduate faculty to consider OER or other alternatives when selecting textbooks or other course materials. Bonnie SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.
Curricular Matters

1. Revisions to the Global Business major. Hemant Merchant presented a proposed change to the BA/BS undergraduate Global Business degree programs at USFSP. At the present time, 24 hours are divided into the following areas: 1. Required major or core courses (12 hours), 2. Elective major courses (9 hours) that include both Global Business electives (6-9 hours) and possibly a Global Knowledge elective (0-3 hours), and 3. A Global Cultural Experience course (3 hours). Revisions would keep the 24 credit hours in the same components, but make some changes that would: 1. Move some current required major courses into the Global Business electives, 2. Add some Special Topics courses and other new courses to the required major, 3. Delete as well as add some (previously excluded) courses to the lists of Global Business, Global Knowledge, and Global Cultural Experience components. Merchant illustrated the changes in a matrix format to clarify.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the revisions to the Global Business major, contingent on the approval of additional course proposals and submissions required within the curricular framework. Bonnie SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

2. Consideration of Course Proposal and Syllabus for GEB3359: Cultural Environment of International Business. Hemant Merchant attended the meeting during deliberations. Upon review of the course application form and syllabus, the following concerns were discussed: 1. Under minimum qualifications of instructor on page 3 of form, we encouraged use of standard language, rather than requiring an "MBA with relevant expertise and experience/effective instructor . . ." 2. The credit hours column on page 3 should be changed to “3”, with 45 semester contact hours, and a fixed number of 3 credit hours. 3. Prerequisites on page 3 should be specified rather than the use of a generic “completion of all lower division coursework” that may be subject to different interpretations. Registration restrictions can be handled online by classifying the student in COB with “BP” (KTCOB) registration restrictions. 4. All questions should be answered on page 7 of the form and these items should be clearly enumerated in the sample syllabus or reflect what is already there, especially related to how students are evaluated.

Due to the edits and corrections suggested, the Undergraduate Council RETURNED the proposal for appropriate edits and modifications and will review a revised version upon resubmission prior to the deadline for a forthcoming meeting.

3. Consideration of Course Proposal and Syllabus for GEB3864: Managing a Diverse Workforce. Hemant Merchant attended the meeting during deliberations. Upon review of the course application form and syllabus, the following concerns were discussed: 1. Under minimum qualifications of instructor on page 3 of form, we encouraged use of standard language, rather than requiring an "MBA with relevant expertise and experience/effective instructor . . ." 2. The credit hours column on page 3 should be changed to “3”, with 45 semester contact hours, and a fixed number of 3 credit hours. 3. All questions should be answered on page 7 of the form and these items should be clearly enumerated in the sample syllabus or reflect what is already there, especially related to how students are evaluated.

Due to the edits and corrections suggested, the Undergraduate Council RETURNED the proposal for appropriate edits and modifications and will review a revised version upon resubmission prior to the deadline for a forthcoming meeting.

4. Consideration of Course Proposal and Syllabus for GEB4113: Managing the Growing Small to Medium-Sized Company (in a Global Context). Hemant Merchant attended the meeting during deliberations. Upon review of the course application form and syllabus, the following concerns were discussed: 1. Under minimum qualifications of instructor on page 3 of form, we encouraged use of standard language, rather than requiring an "MBA with relevant expertise and experience/effective instructor . . ." 2. The credit hours column on page 3 should be changed to “3”, with 45 semester contact hours, and a fixed number of 3 credit hours. 3. All questions should be answered on page 7 of the form and these items should be clearly enumerated in the sample syllabus or reflect what is already there, especially related to how students are evaluated.
Due to the edits and corrections suggested, the Undergraduate Council RETURNED the proposal for appropriate edits and modifications and will review a revised version upon resubmission prior to the deadline for a forthcoming meeting.

5. Consideration of Course Proposal and Syllabus for GEB4357: International Competitiveness. Hemant Merchant attended the meeting during deliberations. Upon review of the course application form and syllabus, the following concerns were discussed: 1. Under minimum qualifications of instructor on page 3 of form, we encouraged use of standard language, rather than requiring an “MBA with relevant expertise and experience/effective instructor . . .”. 2. The credit hours column on page 3 should be changed to “3”, with 45 semester contact hours, and a fixed number of 3 credit hours. 3. Prerequisites on page 3 should be specified rather than the use of a generic “completion of all lower division coursework” that may be subject to different interpretations. Registration restrictions can be handled online by classifying the student in COB with “BP” (KTCOB) registration restrictions. 4. All questions should be answered on page 7 of the form and these items should be clearly enumerated in the sample syllabus or reflect what is already there, especially related to how students are evaluated.

Due to the edits and corrections suggested, the Undergraduate Council RETURNED the proposal for appropriate edits and modifications and will review a revised version upon resubmission prior to the deadline for a forthcoming meeting.

6. Consideration of Course Proposal and Syllabus for GEB4361: International Business Study Abroad. Hemant Merchant attended the meeting during deliberations. Upon review of the course application form and syllabus, the following concerns were discussed: 1. Under minimum qualifications of instructor on page 3 of form, we encouraged use of standard language, rather than requiring an “Doctorate in Business/ relevant expertise . . .”. 2. The credit hours column on page 3 should be changed to “3”, with 45 semester contact hours, and a fixed number of 3 credit hours. 3. Prerequisites on page 3 should be specified rather than the use of a generic “Business prerequisites” that may be subject to different interpretations. Registration restrictions can be handled online by classifying the student in COB with “BP” (KTCOB) registration restrictions. 4. All questions should be answered on page 7 of the form and these items should be clearly enumerated in the sample syllabus or reflect what is already there, especially related to how students are evaluated.

Due to the edits and corrections suggested, the Undergraduate Council RETURNED the proposal for appropriate edits and modifications and will review a revised version upon resubmission prior to the deadline for a forthcoming meeting.

7. Consideration of Course Proposal and Syllabus for GEB4910: Directed Independent Research (in Global Business). Hemant Merchant attended the meeting during deliberations. Upon review of the course application form and syllabus, the following concerns were discussed: 1. Under minimum qualifications of instructor on page 3 of form, we encouraged use of standard language, rather than requiring an “Doctorate in Business/ relevant expertise . . .”. 2. The credit hours column on page 3 should be changed to “3”, with 45 semester contact hours, and a fixed number of 3 credit hours. 3. Prerequisites and co-requisites on page 4 should be specified rather than the use of a generic “determined by the Department” that may be subject to different interpretations. Registration restrictions can be handled online by classifying the student in COB with “BP” (KTCOB) registration restrictions. 4. All questions should be answered on page 7 of the form and these items should be clearly enumerated in the sample syllabus or reflect what is already there, especially related to how students are evaluated.

Due to the edits and corrections suggested, the Undergraduate Council RETURNED the proposal for appropriate edits and modifications and will review a revised version upon resubmission prior to the deadline for a forthcoming meeting.

8. Consideration of Course Proposal and Syllabus for GEB4930: Special Topics/Seminars (in Global Business). Hemant Merchant attended the meeting during deliberations. Upon review of the course application form and syllabus, the following concerns were discussed: 1. Under minimum qualifications of instructor on page 3 of form, we encouraged use of standard language, rather than requiring an “MBA with relevant expertise and experience/effective instructor . . .”. 2. The credit hours column on page 3 should be
changed to “3”, with 45 semester contact hours, and a fixed number of 3 credit hours. 3. Prerequisites and co-requisites on page 4 should be specified rather than the use of a generic “determined by the Department” that may be subject to different interpretations. Registration restrictions can be handled online by classifying the student in COB with “BP” (KTCOB) registration restrictions. 4. All questions should be answered on page 7 of the form and these items should be clearly enumerated in the sample syllabus or reflect what is already there, especially related to how students are evaluated.

Due to the edits and corrections suggested, the Undergraduate Council RETURNED the proposal for appropriate edits and modifications and will review a revised version upon resubmission prior to the deadline for a forthcoming meeting.

9. Consideration of Substantive Curriculum Change for Mass Communications major. This change raises the program requirements from 42 hours outside of the major (the standard in the USFSP College of Arts and Sciences) to 72 hours outside of the major (to correspond with requirements of the Accrediting Council on Education in Journalism and Mass Communications). This change in catalog copy assures that the requirements outlined for students match the requirements of the external professional accrediting body for the major.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the substantive curriculum change to the Mass Communications major as presented. Joan SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

10. Consideration of Substantive Curriculum Change for the History major. The proposal calls for an increase in the minimum number of semester hours required for History majors to increase from 36 to 37. Of these hours, the minimum number of semester hours required in upper-level courses increases from 24 to 25. The number of minimum upper-level semester hours required beyond the 7 hours in two required courses (Theory in History and Pro-Seminar in History) will increase from 16 to 18. Also, exit courses entitled Issues in History (HIS3938) and War and Society (HIS3308) will now be eligible for credit within the major.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the substantive curriculum change to the History major as presented. Joan SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

11. Consideration of American National Government (POS2041) as a course within General Education. Those in attendance briefly discussed this matter.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the inclusion of this course in the GE curricular framework. Tom SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

12. Proposal regarding Florida Studies. Michael Francis sent a proposal to UGC that regards a graduate-level program. This proposal was returned so it could be reviewed by the Graduate Council.

The meeting adjourned at 3:45 p.m.

Respectfully Submitted,

Jim Schnur
University Librarian