4-22-2015

Undergraduate Council Meeting : 2015 : 04 : 22

Undergraduate Council

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Undergraduate Council Meeting Minutes
22 April 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: Thomas Smith, Michael Martinez-Colón, Dan Marlin, Mark Walters, Camielle Swenson

Meeting: Called to order at 2:04 p.m. with quorum present by Tom

Minutes: Minutes of March 18 approved on motion by Kevin, seconded by Bonnie

Announcements

New Library Representative. Jim introduced Camielle Swenson as the new library faculty representative on Undergraduate Council for the 2015-2016 academic year. Camielle will assume these duties beginning in the fall 2015 semester.

Use of Special Topics Courses: Best Practices. Although there is no formal policy in place, there is an expectation that courses offered as special or selected topics more than three times should go through an application and approval process so that they may be added to the USFSP course inventory.

Clarification of Submission Process. Faculty wishing to submit requests for new courses, course changes, or program changes are reminded that they should route requests through the faculty member who represents their College on the Council. All required signatures and documentation must be submitted prior to the Council reviewing requests.

Old Business

Curricular Matters

1. Discussions of revisions related to the Honors Program. Thomas Smith attended the meeting to discuss program revisions to the Honors Program. Tom shared an email regarding this proposal on March 19. For many years, certain General Education courses had corresponding lower-level IDH courses that were available to those in the Honors Program. Although this coupling of GE and IDH courses worked well in the past, the new GE curriculum does not fit as well and this has occurred at a time when more students come to USFSP with some of their GE courses covered by IB Programs, Advanced Placement, or other college-level credit awarded before actual university attendance. As a result of this, the Honors Program wishes to reduce the number of Honors courses taken in the first two years from five to four, Freshmen Honors students would take two IDH courses (one in the fall and one in the spring), Sophomore Honors students would take two Honors sections of USFSP GE courses, and students would take IDH4000 as their Major Works/Major Issues exit seminar.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the revisions to the Honors Program curriculum as presented. Kevin SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

2. Discussions of revisions to a proposal for a new course: Capstone Experience in ESP (EVR4xxx). Michael Martinez-Colón attended the meeting to share revisions to the Capstone course originally discussed on 21 November 2014 and subsequently tabled. He forwarded revised documents to Tom and Kevin on April 16 that the Council reviewed. The forms addressed all of the concerns of the Council. The only new concern
that was discussed involved the inclusion of GEO4340 (Natural Hazards) and GEO4372 (Global Conservation) as prerequisites for the course since their availability might make it difficult to take them prior to the Capstone course, postponing graduation by one semester. We agreed to move forward with a plan to approve the documents as presented, except that these two upper-level courses would NOT need to be taken prior to the Capstone course, in the opinion of the Council. This would allow for faculty to recommend their completion but would also allow for students to take the Capstone course without unnecessary delay.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the revisions to the Capstone Course (EVR4xxx) with the except that the Council does not mandate the completion of GEO4340 and GEO4372 prior to enrollment in the Capstone course. Kevin SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

3. Discussions of revisions related to the status of Mass Communications and Society (MMC3602), adding it to the General Education curriculum. At the 24 November 2014 meeting, the Council tabled action on a proposal to add MMC3602 as a course that would have attributes that partially met the Communications requirement for General Education, without having the attributes of the Gordon Rule and the associated word count requirements. The proposal was tabled until the Council could ask questions regarding this status. Mark Walters attended the meeting to answer these questions. Although the Council expressed its concern that the proposal, as presented, could have the effect of complicating matters for Mass Comm students and may open the door for others to take this as a substitute for ENC1102 due to the lack of a writing requirement, the Council moved forward as follows:

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the revisions to Mass Communications and Society (MMC3602) so that the course may be used partially to fulfill the Communications requirement under General Education. Bonnie SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council with one abstention.


Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the proposal to add this course with the edits provided. Bonnie SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

5. Reconsideration of Course Proposal and Syllabus for GEB3864: Managing a Diverse Workforce. Hemant Merchant resubmitted the proposal with edits to Tom on March 20.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the proposal to add this course with the edits provided. Bonnie SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.


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New Business

Curricular Matters

1. Changes to the Management Major Regarding Selected Topics (MAN4930) and Independent Research (MAN4931/GEB4941). Dan Marlin attended to discuss a proposal to limit the number of elective hours in Selected Topics and Independent Research that would be accepted in the major as hours counting towards graduation. Students could take additional hours in these areas, but they would be counted as general electives outside of the major. All MAN4930, MAN4931, and GEB4941 courses would require approval of the Management area coordinator, with only 3 hours of MAN4931 and/or GEB4941 allowable as part of the 21 hours in the Management elective, and only 6 combined hours of MAN4930 and MAN4931 and/or GEB4941 permitted within the Management major as the 21 elective credits. There was some discussion about whether or not the software used by advisors could “flag” courses to make sure that students did not attempt to take additional hours beyond these 6 towards elective credits in the major. Dan will have a follow-up meeting with Cynthia Collins.

   Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the revisions to the Management major, related to elective hours for Selected Topics and Independent Research, contingent on the ability of Academic Advising and the Management faculty finding a suitable way to track students who may be impacted. Tom SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

2. Addition of Management Ethics (MAN4063) to the undergraduate catalog and course inventory. Dan Marlin was in attendance as the Council reviewed this proposal to add a course already taught regularly at USF Tampa with the assigned state course number and occasionally at USFSP with a Selected Topics designation.

   Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the proposal to add this course. Tom SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.
3. Removal of two courses from the Management major. Dan Marlin was in attendance as the Council reviewed this proposal to remove two courses from the inventory of those offered at USFSP in the Management major. The courses, MAN4804 (Small Business Management Counseling) and MAN3401 (Industrial Relations) have not been taught in more than three years and will not be offered in the future.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the proposal to delete MAN4804 and MAN3401 from the course inventory effective in the fall 2015 semester. Joan SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

4. Change in the status of Intermediate Financial Accounting III (ACG4123) from an elective to a required course in the Accounting major and the reduction of accounting elective hours from six to three. The Council reviewed a plan to move Intermediate Financial Accounting III from elective status to a required course. The number of elective hours would reduce from six to three, and the total number of hours within the major would remain the same. This move acknowledges that the topics covered in the course are ones expected by many employers and follows a curricular initiative taken by other accounting programs.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the proposal to change ACG4123 from an elective within the Accounting major to a required course within the major. Kevin SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

5. Addition of Special Topics in Health Sciences (HSC4932) to the undergraduate catalog and course inventory. The Council reviewed a plan proposed by Norine Noonan to add a Special Topics course to the Integrated Health Sciences concentration within the Health Sciences degree. At the present time, there is no formalized option for a Special Topics course in this area. This proposal, if approved, would allow for timely and focused courses that could be taught by faculty or visiting health policy scholars.

Following discussion, Jim MOVED that the Undergraduate Council ACCEPT the proposal to add this course. Joan SECONDED this motion. Hearing no further discussion, the MOTION WAS APPROVED by vote of the Council.

The meeting adjourned at 3:10 p.m.

Respectfully Submitted,

Jim Schnur
University Librarian