10-4-2017

Undergraduate Council Meeting : 2017 : 10 : 04

Undergraduate Council

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Undergraduate Council Meeting Minutes
04 October 2017

Members Present (who are eligible to vote, not ex officio): Thomas Smith (CAS), Alejandro Brice (COE), Mike Sinclair (KTCOB), Camielle Crampsie (LIB), Joan Eldridge (Academic Advising),

Regrets: Michelle Madden (IE, ex officio non-voting)

Guests: Shari Schwartz (Registrar)

Meeting: Snell House, 12:30pm

Minutes: N/A

New Business

1. Requests for new majors, minors, concentrations, tracks, certificates, etc., under an existing CIP need an APAC Concept (intent) form completed prior to going to any institutional council such as UGC.
   a. The Intent form is being finalized. This was policy, but was not adhered to in the past. All three institutions must follow this procedure effective fall 2017.
   b. Once the final concept form is approved, the USFSP curriculum procedures will be updated and added to the Registrar’s site. Instructions on college links are out dated and are not in synch—this will help eliminate that.
2. Modifications to the USFSP Curriculum Change Request form – will be sent to faculty senate for approval.
   a. Shari has gone through the backlog, many curriculum change requests that involve changes to or creation of new courses are not begin submitted simultaneously, which has caused issues. The form has been updates to include a note concerning that as well as information on adding new concentrations, minors, etc., to existing majors.
      i. Course change and curriculum changes were not being done separately in the past. Course requests must be submitted through online course proposal system
3. All minutes for UGC are now in the digital archive. The link is: USFSP Undergraduate Council Minutes (http://digital.usfsp.edu/fac_senate_council_undergrad/). A link will be posted on the Registrar’s site once the updated internal instructions are posted and on the System Academics Site under the USFSP information

Next Meeting: November 8, 2017, 12:30 – 2:00pm, Snell House

Respectfully Submitted,
Camielle Crampsie
Assistant Librarian