

UNIVERSITY OF SOUTH FLORIDA
Undergraduate Council
Minutes of February 9th, 2009

Present: Michael LeVan (Chair), Garnet Butchart, Jay Coble, Laura Gonzalez, Ken Christensen, Sunita Ludwig, JoAnne Larsen

Absent: Kay Perrin (excused), Sherman Dorn (excused), Dell deChant (excused)

Guests/Ex Janet Moore (UGS), Tony Embry (Registrar), Bob Sullins (UGS), Margaret Martinroe (UGS), Michael Kanning (UGS)

The meeting was called to order at 3:04 pm

1. The minutes of January 26th, 2009, were approved.
2. Announcements
 - Review of the Leadership Studies curriculum and course proposals is on hold while the reviewer seeks concurrence and works with the proposer to get more information.
3. New course/curriculum proposals for discussion and approval
 - a) The new course proposal for SPT3101 – Masterpieces of Spanish Literature was **not approved** by the council. Laura Gonzalez will inform the proposer of the changes that need to be made and bring the course back before the Council.
4. Old Business
 - a) **Numbering/Catalog Issues** – Bob Sullins and Margaret Martinroe from Undergraduate Studies and Tony Embry from the Registrar's Office spoke to the concerns of the council regarding course numbering issues. Once a new course is approved by the UGC, Margaret submits the course to the State Course Numbering System (SCNS) in Tallahassee. SCNS either approves the course or sends the course to committee for review. Once SCNS has confirmed a change then the course information can be updated in the catalog. Margaret also emphasized the need for satellite campuses to work closely with USF Tampa to ensure that similar courses receive the same course numbers. This will prevent complications when working with SCNS. Tony Embry spoke about some of the issues regarding the push for an advance of 3 years of scheduling information and the effects that changes in course numbering and other course changes can have on the scheduling process.
 - b) **UGC Proposal site issues** – In response to the concerns of the council in previous meetings, new language was added to the course proposal website. Margaret added that all colleges except for Education utilize the proposal site for internal approval of courses.
5. New proposals needing assignment
 - a) The following substantive change proposals were assigned for review:
 1. HUM3252 – Studies in Culture: The Twentieth Century (Butchart)
 2. HUM3466 – Latin American Civilization: Modern Latin America (Butchart)
 3. HUM4931 – Seminar in Humanities (Butchart)

The next meeting will be Monday, February 23rd, 2009. The meeting was adjourned at 3:53pm.