

UNIVERSITY OF SOUTH FLORIDA
Undergraduate Council
Minutes of October 27th, 2008

Present: Michael LeVan (Chair), Garnet Butchart, Dell deChant, Sherman Dorn, Ken Christensen, Jay Coble, Sunita Ludwig

Absent: Laura Gonzalez (excused), JoAnne Larsen (excused), Kay Perrin (excused)

Guests: Janet Moore, Michael Kanning

The meeting was called to order at 3:09 pm

1. The minutes of October 13th, 2008, were approved with minor revisions.
2. Announcements
 - Council members should notify colleagues that all changes to classes/degree programs/concentrations need to be submitted online through the Undergraduate Studies site.
 - Changes should be made to the Course proposal website that make it easier to track the progress of course proposals. Also, steps should be taken to expedite the process of posting the course proposals on the site.
3. Consent Agenda
 - a) Non-Substantive Changes
 - i) The following Non-Substantive changes were **approved**: EUH2021 (two changes to be seen as one change – the correct title for the course is “Byzantine Empire”)
 - b) Minor/Certificate/Track/Concentration Proposals
 - i) The Certificate in Chinese Studies was **approved**.
4. Review of Assigned Courses
 - None
5. Academic Policy Issues
 - a) Incomplete Policy
 - Primary concerns raised include placing additional work burden on faculty and possibility of student abuse of the policy to essentially get extended time, giving them an unfair advantage.
 - A suggestion was made to obtain figures on how often Incomplete grades are currently assigned.
 - Further discussion and Voting for this policy change is tabled until the next meeting.
 - b) Testing and Final Exams
 - Information about the proposed changes was distributed for discussion at the next meeting.
6. New Business
 - New Certificate Proposals were assigned for review:
 1. Certificate in Web Development (Butchart)
 2. Certificate in Information Security (Butchart)

- The proposer for these certificates will be asked to attend the next meeting.

The next meeting will be Monday, November 10th, 2008. The meeting was adjourned at 4:10pm.