

**UNIVERSITY OF SOUTH FLORIDA**  
**Undergraduate Council**  
**Minutes of September 12<sup>th</sup>, 2011**

Present: Thomas Pluckhahn (Chair), Chad Michaels, Jennifer Bosson, Richard Austin, Dell DeChant, Ryan Toomey, Deidre Orriola, Brianne Stanback

Absent: None

Guests/Ex Officio: Janet Moore (UGS), Michael Kanning (UGS), Cynthia Brown Hernandez (UGS), Margaret Block (UC), Bea Smith (BCS)

The meeting was called to order at 3:04 pm.

1. The minutes of April 25<sup>th</sup>, 2011 were approved.

2. Announcements

- a. New UGC members were introduced.
- b. Bob Sullins, Dean of Undergraduate Studies, spoke to the council on the importance of their role as reviewers of institutional policies and curriculum. He discussed with the council a number of likely policy changes and programs that they will review this year. He noted a change in the way that proposals for new degree programs will be handled. A limited number of pre-proposals for new programs will first be selected by the Board of Governors then put through the regular university approval process. The first of these proposals, a Health Sciences degree proposal, will be brought to the UGC soon. He also discussed an upcoming change in the way the university handles Special Topics and Experimental course. In order to clarify student transcripts, many courses currently offered under Special Topics numbers will only be allowed to be offered as 'Experimental' courses for one semester before needing to seek approval as a new university course. More details on this change will be brought to the council soon. Dean Sullins concluded by thanking the council members for their commitment to the council and for their work in the coming year.
- c. A resolution to thank previous UGC Chair Michael LeVan for his exceptional service to the council was proposed and passed unanimously.
- d. A checklist for reviewing course proposals was distributed and discussed with UGC members. There will be an increased emphasis placed on inviting course proposers to the UGC meetings this year in order to have any issues dealt with more expeditiously.

3. Old Business

- a. **Consent Agenda:** A number of time-sensitive actions on new courses, change proposals, and tabled items were taken over the summer when the Council was not meeting. Additionally, three Nonsubstantive changes from the College of Engineering were considered as part of the Consent Agenda. These courses are listed below. Nonsubstantive change to PHC4406 was removed from the consent agenda and assigned to a reviewer.
  - I. **New Courses (summer)**
    - i. **EML3022 – Computer Aided Design and Engineering** - This course is intended for developing graphics design concepts in undergraduate students. Learning engineering drawing fundamentals, design views, design and analysis of mechanical engineering power transmission components using computer aided software. **Approved via consent agenda.**
    - ii. **EML4310 – Microcontrollers** - To introduce students to microcontroller technology and to provide them with an understanding of the concepts and principles used to interface input and output devices to microcontrollers, program microcontrollers, and to develop applications. **Approved via consent agenda.**
    - iii. **EML4593 – Haptics** - Course covers the theory and implementation of haptic interfaces and rendering, teleoperation, modeling, control and stability of feedback for robotic systems and virtual environments, and the related human haptic sensing capabilities. **Approved via consent agenda.**
  - II. **Nonsubstantive Changes (summer)**
    - i. **EML4220 – Vibrations** – Adds prerequisites. **Approved during summer via council vote.**
    - ii. **EML4246 – Tribology** – Adds prerequisites. **Approved during summer via council vote.**

### III. Tabled Items

- i. **BS in Information Studies changes** – These program changes were tabled at the 4/25 UGC meeting in order for the proposers to work with other departments to incorporate existing offerings for “Database Concepts” into the new curriculum instead of offering a new course. This was achieved over the summer and the changes were accepted in order to get accurate information in the latest course catalog. **Approved via consent agenda.**

### IV. Nonsubstantive Changes (current)

- i. **EML3262 – Kinematics/Dynamics of Machinery** - Change reflects official number for prerequisite EML3022. **Approved via consent agenda.**
- ii. **EML4220 – Vibrations** - Change reflects official number for prerequisite EML3022. **Approved via consent agenda.**
- iii. **EML4501 – Machine Design** - Change reflects official number for prerequisite EML3022. **Approved via consent agenda.**

### V. Terminations

- i. **Visual and Performing Arts Undergraduate Certificate** – No longer offered by the department.

## 4. New Business

- a. **Proposed changed to the minimum requirements for USF Baccalaureate degrees** – These changes were not considered by the council at this time while a copy of the most up-to-date changes are received from the General Counsel offices.
- b. **Proposal Website** – Michael Kanning presented to the council a test version of changes to the Undergraduate New Course proposal form and the Course change form. Changes include the ability for proposers to edit their own proposals prior to consideration by the UGC, more detailed information regarding course restrictions, better information about the status of proposals in the approval process and a number of other enhancements. Council members were asked to review the new forms and pages and send comments to Michael Kanning in hopes that the new forms can be implemented as soon as possible

## 5. Course/curriculum proposals

- a. **New Courses:** No new courses were approved at this meeting.
- b. **Curriculum changes:**
  - I. **Bachelor of General Studies Program Changes** – Four sets of revisions were made to concentrations within the BGS program to update the curriculum to better match the curriculum of the matching degree programs. The **approved** concentrations changes are:
    - i. Aging Studies
    - ii. Behavioral Healthcare Services
    - iii. Public Health
    - iv. Women’s Studies

## 6. Review Assignments

- a. New Course Proposals
  - i. GEY4XXX – Legal Aspects of Health Care Administration (Stanback)
  - ii. MHS4XX1 – Co-Occurring Disorders (Michaels)
  - iii. MHS4XX2 – Behavioral Healthcare Issues for Children (Bosson)
  - iv. MHS4XX3 – Practical Skills- Children’s Behavioral Healthcare (Michaels)
  - v. MHS4XX4 – Suicide Issues in Behavioral Health (Bosson)
  - vi. MHS4702 - Legal, Ethical and Professional Issues in BHC (Michaels)
  - vii. MUN1XXX – Tuba-Euphonium Ensemble (DeChant)
  - viii. SDS3340 – Career Development for Student Athletes (Pluckhahn)
- b. Substantive Change Proposals
  - i. MUN1100 – University Pep Band (Austin)
- c. Nonsubstantive Changes
  - i. PHC4406 – Informed Decision-making in Public Health (Orriola)
- d. Curriculum Change Proposals
  - i. Aging Studies program changes (Stanback)

The next meeting will be September 26<sup>th</sup>, 2011. The meeting was adjourned at 4:34 pm.