

UNIVERSITY OF SOUTH FLORIDA
Undergraduate Council
Minutes for September 8, 2014

Present: Brianne Stanback, Chair (BCS), Sara Dykins Callahan (CAS), Claudia Dold (LIB), Deidre Orriola (At-Large), Kathi Katz (NUR), Jim King (EDU), Tina Kouri (ENG), Richard Plank (BUS), Jill Roberts (COPH)

Absent: Claudia Cooperman (At-Large) *excused*

Guests

/Ex Officio: Mary Goodwin (ENG), Louis Gray (Registrar's Office), Janet Moore (UGS), Sue RiCharde (UGS), Scott Rimbey (GEC Chair)

The meeting was called to order at 3:02pm.

1. Welcome and Announcements
 - a. Chair Brianne Stanback presented the council with the *Undergraduate Council Resource Guide for Members*. This valuable tool is for both new and returning council members, and it will be updated as needed. The Chair will also send this electronically to the UGC.
2. Approval of Minutes
 - a. The minutes of the 4/28/2014 meeting were approved as submitted.
3. New Business
 - a. Proposed Procedural Changes to Posting "I" Grades – Dr. Janet Moore
 - i. The proposed new procedure for submitting an "I" grade on Canvas was presented by Dr. Moore. IT is adding a drop-box on Canvas which will appear to instructors when the "I" grade is entered for a student in their course. The instructor will be prompted to provide the student's last day of attendance and a brief list or summary of the remaining assignment(s) needing completion by the student before the instructor enters a new final grade. If the "I" grade is not completed within 2 semesters, as the policy states for undergraduates, then Banner will convert the "I" to an "IF" grade, as Banner already does now. This procedure will also automatically send an email to the student, the instructor, and the department chair to confirm an "I" grade has been assigned for the student and will include the drop-box information entered on remaining assignments for course completion. This course completion information will also be automatically sent to Banner for BDMS record of that student's terms for completion in the course. One council member suggested that the instructor should also be prompted to identify the percentage of coursework that the remaining assignments will provide toward completion of the course. Dr. Moore agreed to ask IT to add that prompt within the drop-box information. Some discussion centered on the current "I" Grade Policy, which was reviewed by the council and found to be current and acceptable. Note was made that the policy's stated time limit *may not exceed two academic semesters*, so instructors may specify an earlier deadline for course completion in the drop-box information and may change the "I" grade accordingly before the "IF" is posted by Banner. All council members **supported** the proposed procedural changes for posting "I" grades.
 - b. College of Engineering – Proposal to change maximum number of attempts allowed for required Math and Science Courses from 3 to 2
 - i. After discussion between the UGC and Mary Goodwin (Director, Engineering Student Services), the Undergraduate Council **approved** this change. The justification is as follows: To reduce excess hours that students accumulated while trying to get through engineering. The college feels that students should be able to get through the program without repeating courses more than twice.
4. Consent Agenda – **all consent agenda items approved**
 - a. [EML 4421 Internal Combustion Engines](#) (*Pre-requisite change*)
 - b. [EML 4601 Air Conditioning Design](#) (*Pre-requisite change*)
 - c. [MHS 4202 Behavioral Assessment and Intervention Planning](#) (*Pre-requisite change*)

5. Old Business (Course Proposals Under Review)
 - a. Course Proposals
 - i. New Courses
 - ii. Previously Tabled New Courses
 1. [EEL 4210 Personal Healthcare Systems](#) (Kouri) **Tabled**
 2. [EEL 4285 Sustainable Energy](#) (Kouri) **Tabled**
 3. [EEL 4466 MEMS 1: Chemical/Biomedical Sensors and Microfabrication](#) (Kouri) **Tabled**
 4. [EEL 4593 Mobile and Personal Communication](#) (Kouri) **Tabled**
 5. [EEL 4820 Biomedical Image Processing](#) (Kouri) **Tabled**
 6. [ITT 4531 Italian Food in Film](#) (Moore) **Tabled**
 - iii. Substantive Course Changes
 - iv. Curriculum Changes
6. New Business (*review assignments were made as follows*)
 - a. Course Proposals
 - i. New Courses
 1. [ENT 4024 Small Business Management - Entrepreneurship](#) (King)
 2. [GEB 4098 Professional Development Premiere I](#) (King)
 3. [GEB 4099 Professional Development Premiere II](#) (King)
 4. [MHS 3069 Behavioral Health Aging](#) (Katz)
 5. [PHC 4409 Health Education Theory and Behavior](#) (Orriola)
 6. [PHC 4500 Intervention Program Planning and Management](#) (Orriola)
 7. [PHC 4780 Health Educ Methods, Communication, and Advocacy](#) (Orriola)
 - ii. Previously Tabled New Courses
 - iii. Substantive Course Changes
 - iv. Curriculum Changes
 1. [BS Behavioral Healthcare - Concentration in Aging and Behavioral Health](#) (Katz)
 2. [Electrical Engineering Admission Criteria](#) (Kouri)
 3. [Formalizing Concentrations in Undergraduate Humanities Major](#) (Dykins Callahan)

The meeting was adjourned at 3:46pm. The next meeting is scheduled for September 22, 2014, at 3pm in SVC 5012.