USF Undergraduate Council - Minutes of February 25, 2008

**Present:** Dell deChant (CAS), Sherman Dorn (COEd), Laura Gonzalez (Nursing), Michael LeVan (CAS), Sunita Lodwig (USFSM), Dewey Rundus (CoEg), Larry E Thompson (FMHI)

**Absent:** Keenan Arodak (SG), Tom Brantley (VPA), Cordell Chavis (SG), Sharon Geiger (Honors), Verna Glenn, Bradley Kamp (COBA), Maja Lacevic (SG), Kay Perrin (COPH), Steve Reader (CAS),

**Guests/Ex-Officio:** Dave Armitage (IT-Lakeland Campus), Glen Besterfield (UGS), Jay Coble (CVPA), John Daly (CAS), Sandra Fogel (Ed Outreach), Charlene Herreid (UGS), Lagretta Lenker (Ed Outreach), Janet Moore (UGS), Sandy Reynolds (CAS), Robert Sullins (UGS)

The meeting was called to order at 3:13 p.m.

1. The minutes of February 11, 2008 were approved as read.

2. Announcements

   The Charge of this Council was updated; this update was approved by the Faculty Senate Executive Committee and will go to the full Faculty Senate next week. These recommendations split our responsibilities with the General Education Council and added the Chair of the USF St. Petersburg Campus Undergraduate Council as an ex-officio, non-voting member. Lakeland and Sarasota representation was split. A Lakeland representative will need to be appointed.

   Identity security for on-line courses: It was reported that FIU has instituted a policy that all students in on-line courses who reside in three local counties must take the final exam for their courses on campus. Chair Thompson is continuing to work with the Council on Technologies for Instruction and Research (CTIR) as they develop policies to secure on-line learning.

3. Consent Agenda. Non-substantive Changes

   Chair Thompson reviewed courses presented for nonsubstantive changes. These were COM 3120, LIT 3022, PET 3617C, PET3618C, PET 3630, PET 3670L, PET 3671L, PET 4384, PET 4672L and PET 4673L. He advised that the changes were indeed nonsubstantive and recommended approval of the changes by the committee. It was moved, seconded and approved that the nonsubstantive changes to these courses be accepted by the Council.
4. **New Course/Curriculum Proposals**

Discussion of HSC 4001, HSC 4172 and HSC 4630 was tabled until the next meeting so that Kay Perrin of the College of Public Health could be available for the reviews.

Discussion of the Bachelor of General Studies Degree was delayed until later in the meeting when all of the persons responsible for the proposal could be present to discuss the issue. (See item 7 below.)

5. **Distribution and Assignment of new course proposals, etc.**

CDA 4213L CMOS-VLSI Design Lab was assigned to Dell deChant (New Course).

ENG 3014 Introduction to Literary Methodology was assigned to Dewey Rundus (New Course).

HUM 2515 Introduction, the Cultural Study of Popular Music was assigned to Michael LeVan (New Course).

LIT 3093 Contemporary Literature was assigned to Michael LeVan (Substantive Change).

PET 3613 Measurement and Evaluation in Athletic Training was assigned to Sherman Dorn (New Course).

PET 3696 Documentation in Athletic Training was assigned to Sherman Dorn (New Course).

Athletic Training Program Changes were assigned to Sherman Dorn.

6. **UGC Policies and Procedures.**

   **Requirement for statement or letters of concurrence.** The revised statement of concurrence was discussed. The new version is as follows: “Whenever students or faculty might reasonably view a proposed course as within the subject domain of another department/college, that department/college should be asked to evaluate the proposed course. The question of needed concurrence should be addressed by the curriculum committee of the college initiating the submission or may be requested by the UGC. A note of concurrence from the other department/college should indicate that it has no objection to the new course proposal. If differences are present, the two departments/colleges should attempt to resolve the problems prior to course proposal submission. If reasonable
and timely response is not received, the proponent of the course can proceed with the submission to the UGC.”

There was discussion about the statement. It was agreed that wording should be added acknowledging that there will be inevitable overlap in courses due to the increasing interdisciplinarity of courses offered at the university. Michael LeVan volunteered to fashion a statement acknowledging this. He will forward the statement to Charlene Herreid who will incorporate the statement into the current version. It was moved, seconded and approved that the statement with this revision be sent forward by the Council.

New Course Curriculum and Proposals (continued):

Bachelor of General Studies Degree. Dewey Rundus led a discussion of the proposed Bachelor of General Studies degree. Discussion topics included criteria for admission, oversight, size of the program and assessment. There was also discussion about use of capstone courses for this major. It is anticipated that the degree may be offered in the Fall 2008 term for a small group of students if it is approved by the Board of Trustees. It was moved and seconded that the Council accept the proposal that the Bachelor of General Studies degree be submitted to the Board of Trustees. The proposal was amended to add that the advisory committee for the degree must include a ranked faculty member outside the concentration. There was unanimous approval for the amendment. The overall motion carried and the Undergraduate Council recommends that the Bachelor of General Studies major be adopted.

7. Academic Policy Issues

a) General Attendance Policy. The General Attendance Policy subcommittee reported that they studied attendance policies at other SUS schools including UCF, UF and FSU. Relevant additions and changes were made to the USF policy. Michael LeVan reviewed the draft policy and there was discussion. Issues addressed included attendance responsibilities for on-line courses and that students must inform instructors about specific class dates they expect to meet. The statement will be reviewed by the General Counsel. It was agreed that the final policy should put trust and responsibility on the instructor to know what is best needed in the learning environment. It was moved that the General Attendance Policy as discussed be forwarded to the General Counsel and to the Faculty Senate Executive Committee. The motion was adopted and the Policy will be so forwarded.
b. Handling Disruption of the Academic Process. Council members reviewed the latest draft of the Academic Disruption Policy. Minor changes were recommended. It was moved that the policy be forwarded to the General Counsel and the Faculty Senate Executive Committee. The motion was passed and these actions will be taken.

c. Presentation on Measures Currently Undertaken to Improve Undergraduate Retention and Graduation Rates. Dr. Glen Besterfield, Associate Dean of Undergraduate Studies, appeared before the Council to discuss actions the university is taking to improve undergraduate retention and graduation rates. The 2012 goals for retention and graduation rates for FTIC (First Time in College) students at USF are as follows: 1-yr return rate, 90%; 4-yr graduation rate, 45%; 6-yr graduation rate, 65%. The current 4-yr graduation rate for the FTIC class entering in 2002 was 21% and the 6-yr rate for the 2000 class was 47%. Fall to Spring return rates for this year’s FTIC’s are looking good and we are hoping for a 84% first year return rate next year. Initiatives to improve retention that have been implemented in recent years include the following: all freshmen must see an academic advisor two semesters in a row, academic advising puts a hold on all students on academic probation and they must see an advisor before enrolling for the next term, and institution of the re-advising program wherein students who are “off-track” for completing a degree in a reasonable period of time are offered academic and career counseling. Other programs recently implemented are: an intervention to help students keep their Bright Futures Scholarships, Freshman Interest Groups, Living/Learning Communities; a survey of first-term non-returning students; and a study examining whether pre-enrollment student characteristics can be used to predict later retention. Chair Thompson thanked Dr. Besterfield for his update and indicated that the UG Council supports this work and would like to be advised of future progress.

The next meeting of the Undergraduate Council will be Monday, March 24, 2008 at SVC 2080. The meeting was adjourned at 5:15 p.m.