USF Undergraduate Council - Minutes of April 28, 2008

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

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

Guests/Ex-Officio: Lori Collins (CAS), Charlene Herreid (UGS), Janet Moore (UGS)

The meeting was called to order at 3:01 p.m.

1. The minutes of April 14, 2008 were approved as read.

2. Announcements

   Chair Thompson read a letter from members of the School of Aging Studies who had been working on the BS in Long Term Care Administration degree. They wanted to apprise the Council of various other activities that were required to change their program name after it was approved by this Council.

3. Consent Agenda. Non-substantive Changes

   The course name change for ANT 4241 was approved.

4. New Course/Curriculum Proposals

   • Anthropology Program Changes – The rationale for changes in the Anthropology program was addressed by Lori Collins from that department. A motion was made, seconded and passed to accept the proposal.

5. Further Announcement

   • Chair Thompson discussed possible improvements to the Undergraduate Council Course Website with Dean Sullins. One change that has been suggested is to expand the website so that proposers can know the status of the courses they have been proposed. Chair Thompson was informed by Dean Sullins that this will probably not be possible for a while as Mia Fluitt, who was maintaining the website, has left the University and will not be replaced, due to budget cuts.

   • Another issue is that changes in courses are supposed to be provided in proposal form, but changes in programs are offered only by memo. This can cause confusion and failure to provide consistent information to be used by the Council for decision making.
• Chair Thompson also discussed the new role of the Undergraduate Council in reviewing and approving University policies. It has been pointed out by a consultant that USF has no policy to approve procedures or policies. Chair Thompson will meet with the new President of the Faculty Senate and talk about procedures and policies. Some person or group should set up an agenda of policies that need to be reviewed.

6. **UGC Policies and Procedures**

There was discussion about language for the Boilerplate Syllabus Guidelines. The following statement was moved, seconded and approved. “The Undergraduate Council recommends that syllabi for all courses be available electronically on Blackboard (paper copies are optional) by the first day of the term.”

This statement will be forwarded to the Faculty Senate and Provost.

The University’s final exam policy was discussed. USF policy states that final exams can only be given during final examination week. This policy does not work for summer classes.

Janet Moore informed the Council that faculty members will be working on an overall Academic Integrity Policy over the summer. This is to be distinguished from the Academic Dishonesty in On-line Courses policy that was reviewed by the UGC this term. The Academic Disruption and General Attendance Policies are back with the Faculty Senate.

7. **Election of New Chair**

Chair Thompson opened the floor for nominations for Chair of the 2008-09 Undergraduate Council. Sherman Dorn was nominated. He declined the nomination. Michael LeVan was nominated. Nominations were closed. Michael LeVan was elected chairman by acclamation.

Congratulations and thanks were offered to the outgoing chair, Larry Thompson.

The next meeting of the Council will be in fall. All members will be notified of the place and time.

The meeting was adjourned at 4:45 p.m.