UNIVERSITY OF SOUTH FLORIDA
Undergraduate Council
Minutes for March 26, 2018

PRESENT: Jill Roberts, Chair (COPH), Dora Arreola (COTA), Ronald Bernard (At-Large), Sarah Callahan (Student-COPH), Kyaian Conner (CBCS), Kaushik Dutta (MCOB), Kevin Dennis, (Student-ENG), William Hendrix (ENG), Alyssah Insua (Student-CAS), Kathi Katz (CON), Connie Mizak (CAS)

ABSENT: Daniel Belgrad (CAS), Tara Deubel (CAS), Stephanie Jacobs (LIB), Pat Daniel Jones (EDU)

GUESTS/EX-OFFICIO: Roberta Baer (CAS), Kara Fulton (GCP), Louis Gray (RO), Lorene Hall-Jennings (UGS), John Kuhn (ENG), Jennifer Lister (UGS), Merry Lynn Morris (COTA), Joan Perl (CON), Sandra Ruzycki (UGS), Phil Ventura (ENG)

The meeting was called to order at 3:04 p.m.

1. Welcome and Announcements
2. Approval of the February 26, 2018 Minutes – The meeting minutes were approved as submitted.
3. New Business
   a. Jennifer Lister discussed a form which is available from the System Academics website that is used to change grading options, section type changes or remove a course attribute from courses in Banner. This form is separate from the course proposal system. This form has the same four questions used in the online course proposal system if a course would like to add the online delivery option. (Link: https://www.systemacademics.usf.edu/proposals/documents/grading-option-change-section-type-change-course-attribute-removal-formv3.pdf). When this form was being used to change delivery options from class lecture to online, based on USF’s policy, the course proposal system was the mechanism used to have these requests reviewed and approved by the UGC. The course proposal system has USF Policy #10-065 Credit Hours, posted for online delivery requests. This policy highlights the need for the Undergraduate Council’s approval. The expedited form has been used in the past to expedite courses needing delivery option changes in Banner; however, this practice conflicts with the online proposal system practice and causes confusion. Jennifer noted that other campuses and Graduate Council use the System Academics form. After discussion and questions from the UGC members, it was decided that the form could be used if there were no other changes being processed with the request (e.g., no changes to the course description, objectives, outcomes, etc.) and placed on the Consent Agenda.
   b. Jennifer Lister reviewed Dr. Jane Harvey’s INTO proposal requesting that USF accept two additional tests (IELA and FCE) in addition to the TOEFL and IELTS to meet the English language proficiency requirement for international students. This topic was discussed at the UGC meeting of February 12, 2018. Jennifer reported that Drs. Schindler (WLE), Runge (English), and Potter (CAS Dean’s Office) all concur that USF should accept two additional tests (IELA and FCE) for English Language Proficiency for international students. In addition, Jennifer noted that the Graduate Council did approve this request. A vote to accept these two additional test (IELA and FCE) was conducted. APPROVED
   c. Jennifer Lister discussed the FLEX and TOEFL requirements. The Foreign Language Graduation Requirement for B.S. Students (FLEX) is a state requirement and in the 2017-2018 catalog provides a list of languages that students can demonstrate proficiency in coursework to meet this requirement. Jennifer reports that UGS is working on a student’s request to apply this to their USF coursework completed during their tenure, since the student’s native/first language was not listed. After discussion with the UGC, Jennifer will conduct a more extensive review of other SUS institutions’ processes and will provide an update on her research at a future meeting.
   d. Jennifer Lister discussed the Internal (USF-Tampa) Concurrency component of the course proposals being reviewed by the UGC. This function is a part of the UGC Reviewer’s checklist when discussing this with the proposer, which is separate from the USF System Concurrency
Review (14 days) after UGC approval. Jennifer notes that other USF campuses and Graduate Council all process internal concurrency differently, with some areas requiring the completion of a form from the proposer that documents this process has been completed. Jennifer discussed this with Dean Paul Atchley who agrees that this is a process that should be conducted by the UGC. Jill Roberts respectfully disagreed and stated that UGS and UGC should both be conducting a concurrency review. After discussion, the process will be conducted by the UGC Reviewer. If the UGC Reviewer assigned needs assistance, UGS will coordinate assistance with this process with College leadership and UGC Reviewer.

4. Consent Agenda

1. **EMA 4003** Introduction to Materials Science \textit{APPROVED}
2. **ECH 3240L** Chemical Engineering Laboratory I \textit{APPROVED}
3. **ECH 4241L** Chemical Engineering Laboratory II \textit{APPROVED}
4. **EEE 3394** Electrical Engineering Science I – Electronic Materials \textit{APPROVED}
5. **EEL 4512C** Introduction to Communication Systems \textit{APPROVED}
6. **CLA 3435** The Hellenistic World \textit{APPROVED}
7. **MHS 4723** Professional Seminar in Behavioral Healthcare \textit{APPROVED}
8. **MAR 3613** Marketing Research (Online Class Delivery) \textit{APPROVED} (via Email Vote)

5. Old Business
a. Course Proposals (Course Proposals Under Review)
   i. New Courses
   1. **EGS 3011** Research Design, Methods & Interpretation (WILLIAM HENDRIX) \textit{APPROVED}
   2. **ECH 4715** Chemical Process Safety and Ethics (CONNIE MIZAK) \textit{APPROVED}
   3. **ECH 4785** Sustaining the Earth: An Engineering Approach (GCP) (KYAIEN CONNER) \textit{TABLED}
   4. **ECH 4680** Product Design and Manufacturing (STEPHANIE JACOBS) \textit{APPROVED}
   5. **CIS 4200** Penetration Testing for IT (KEVIN DENNIS) \textit{APPROVED}
   6. **EGS 2034** Professional Formation for Engineers 1 (JILL ROBERTS) \textit{APPROVED}
   7. **EGS 3035** Professional Formation for Engineers 2 (JILL ROBERTS) \textit{APPROVED}
   8. **EGS 3037** Professional Formation of Engineers 3 (JILL ROBERTS) \textit{APPROVED}
   ii. New Courses (Tabled)
   1. **WST 4415** Global and Transnational Feminism (GCP) (STEPHANIE JACOBS) \textit{TABLED}
   2. **ENV 4070** Resilient and Sustainable Infrastructure (RESIN) (CONNIE MIZAK) \textit{TABLED}
   iii. Course Changes
   1. **EUAH 3576** History of the Soviet Union, 1917-1991 (GCP) (CONNIE MIZAK) \textit{TABLED}
   2. **ASL 4201C** American Sign Language IV (GCP) (SARAH CALLAHAN) \textit{TABLED}
   3. **BUL 3320** Law and Business I (GCP) (ALYSSAH INSUA) \textit{TABLED}
   4. **EEL 4657** Linear Control Systems (PAT DANIEL JONES) \textit{TABLED}
   5. **EGN 3373** Introduction to Electrical Systems I (KAUSHIK DUTTA) \textit{TABLED}
   6. **NUR 3875** Telehealth in Healthcare (KATHI KATZ) \textit{APPROVED}
   7. **DAA 4694** Senior Choreography Project (DORA ARREOLA) \textit{APPROVED}
   iv. Course Changes (Tabled)
   1. **ANT 4285** Oral History (GCP) (JILL ROBERTS) \textit{APPROVED}
b. Curriculum Proposals (Curriculum Proposals Under Review)
   i. Curriculum
      1. *B.A. - DANCE (DAN)* (Changes) (DORA ARREOLA) *APPROVED*
      2. *B.F.A. - DANCE (DAN)* (Changes) (DORA ARREOLA) *APPROVED*
      3. *B.S.C.H. - CHEMICAL ENGINEERING (ECH)* (Changes) (JILL ROBERTS) *APPROVED*

   ii. Curriculum (Special Note)
      1. *B.S. in Biomedical Engineering* (Final Version: Language Change)
         *APPROVED (via Email Vote on March 22, 2018)*

6. New Business
   a. Course Proposals (Course Proposals Needing Reviewer Assignments)
      i. New Courses
         1. *AFA 4452* Haiti: Legacy of Resilience and Freedom (GCP) (RONALD BERNARD)

      ii. Course Changes
         1. *VIC 3943* Visual Communication Practicum (DORA ARREOLA)

   b. Curriculum Proposals (Curriculum Proposals Needing Reviewer Assignments)
      i. Curriculum
         1. *Business Advertising Major* (Major change) (KAUSHIK DUTTA)
         2. *Minor in Community Engaged Homeland Security and Emergency Management (HSE)* (Changes) (JILL ROBERTS)
         3. *Major in Behavioral Healthcare, Concentration in Children’s Mental Health* (Changes) (KYAIEN CONNER)

The meeting adjourned at 4:52 p.m.