

Members present: Julieann Ulin, AL; Ethlyn Williams, BA; Lincoln Sloas (representing John Renne), CDSI; Melissa Mariani, ED; Dan Meeroff, EG; Miguel Ángel Vázquez, HC; Sunghae Ress, Library; Katherine Chadwell, NU; Jerry Haky, SC; Edward Pratt, Dean, Undergraduate Studies; Brian Hodge and Maria Jennings, Registrar's Office.

Guests: Fred Bloetscher, Engineering and Computer Science; Donna Chamely-Wiik, Office of Undergraduate Research; Mary Ann Gosser, University Honors Council; Andra Opalinski, Nursing; Evonne Rezler, Science; Bridget Smith, Medicine.

The meeting was called to order at 10:01 a.m.

I. ELECTION OF CHAIR, MINUTES DISCUSSION AND ANNOUNCEMENTS

1. Election

Long-time UUPC Chair Jerry Haky welcomed everyone to a new year and opened the meeting with the election of the Committee chair for 2018-2019. He said he enjoys serving as UUPC chair and would be willing to do so again this year. There being no other nominations for chair, a motion was made and seconded to elect Jerry Haky to serve as chair for 2018-2019. The motion passed unanimously.

2. Approval of Minutes, Introductions and Announcements

Chair Haky then asked for review/approval of the Committee's minutes from its last meeting, April 30, 2018. **The UUPC approved the minutes as written.**

Introductions took place next as there are new representatives serving for several colleges this year. Chair Jerry Haky then mentioned that the University Faculty Senate (UFS) would be meeting that afternoon. He said items that the UUPC approved on April 30 would be on the UFS agenda and asked that representatives for each new program or program change be present in case questions arise.

3. Course Forms

Chair Haky opened the floor for any other discussion. Maria Jennings, Registrar's Office, asked Committee members to request that staff in their colleges who prepare proposals download the course forms or program change form directly from the UUPC site, instead of using old bookmarks or copying previous forms. She said the forms are updated at least once a year and that forms older than 2017 or Microsoft Word forms will no longer be accepted. Jennings also asked that representatives check the syllabus guidelines link on the UUPC site to ensure syllabi submitted with the course proposals include all items required. The newest syllabus requirement, the Counseling and Psychological Services statement approved last year, should now appear in all syllabi.

4. Last day to withdraw from a course without an F

Chair Haky gave an update on the proposal to change the last day to withdraw without an F. This proposal, put forth by Engineering last year, recommends moving the deadline from the 13th week of the semester to the 10th week, on the day before advanced registration begins. The proposal states that it is very helpful for advisors to know whether a student is still enrolled in a course that is a prerequisite to a course they should be taking the next term. Because the withdrawal deadline is currently after the registration advising period, students may withdraw from a course after being advised, which then affects their schedule for the next term.

This change was narrowly approved by the UUPC in the spring. It then needed approval by the Dean of Undergraduate Studies, Ed Pratt, followed by the University Graduate Programs Committee (UGPC). The proposal was not approved by Dean Pratt and, therefore, was not forwarded to the UGPC for review. Dean Pratt cited the negative impact this change will have on student success and the lack of a strong consensus on the part of the UUPC as the reasons for his denial. Chair Haky added that moving the withdrawal date would increase the number of F's as students would not have as much time to make

decisions about withdrawing. Chair Haky further explained that since Dean Pratt is considered a representative of the President’s Office, he is able to stop proposals from moving forward, but word of this veto has reached the UGPC and UFS. Representatives from those committees are asking if there is a recourse and would like to see the proposal discussed by those entities.

A discussion took place about the prerequisite checking process and how a variation of that process might be helpful to the colleges. Chair Haky said he would keep the Committee informed of what occurs next with this proposal.

II. OLD BUSINESS

College of Arts and Letters

Representative Julieann Ulin mentioned that the paperwork for SPN 3501 is still working its way to her. She tabled this course change once more, but said she expects to have it for the next meeting.

SPN 3501 Form Syllabus	Latin American Culture and Civilization	3	Change prereq. and remove coreq.	Tabled
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III. NEW BUSINESS

1. Undergraduate Studies

Dean Pratt presented a proposal to reduce the number of course withdrawals an undergraduate student may have. As he explained, this proposal addresses “serial withdrawers,” those students who withdraw from courses multiple times for various reasons. This proposal would send a message to students that they need to take each course registration seriously. It would take effect fall 2019 for new students.

Dean Pratt was asked why two withdrawals are proposed for lower-division courses and three for upper-division courses. He explained that the no-credit (NC) grade policy for freshmen already takes care of Intellectual Foundations courses for which students get a grade lower than C. It eliminates the need for students to withdraw from those courses. Therefore, this new policy would work in tandem with the NC grade policy.

Another policy that works in conjunction with the proposed policy was also mentioned in the discussion. This is the third registration rule. If students take a course twice, they cannot register for it a third time without seeing an advisor, discussing the reasons for the third registration, and getting permission to take the course again. Dean Pratt added there has been much discussion at the University about putting a limit on withdrawals, and it is already common policy among other universities in the state and across the country. Further discussion occurred, but in the end, **the UUPC approved the Limitation on Number of Withdrawals Policy.**

New Policy	Limitation on Number of Withdrawals		New	
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2. Business

Representative Ethlyn Williams began by discussing the changes for two courses, ISM 4243 and HFT 4453, indicating that these are simply updates to prerequisites and course descriptions to make the courses more current and relevant to their industries. The revisions to the Hospitality major and minors involve adding a fairly new course, HFT 3785, Casinos and the Gaming Industry, to the list of elective choices in each program. **The UUPC approved the program and course changes. Following the meeting, the College of Business withdrew the changes to HFT 4453,** stating more changes need to be made to this one. It will be re-submitted to the Committee once all the updates are complete.

ISM 4243 Form Syllabus	Business Software Systems Development Project	3	Change prerequisites and description	
Program Changes to Major (Form) (Explanation)	Hospitality and Tourism Management: Add course HFT 3785 to electives		Change	
Program Changes to Minors (Form) (Explanation)	Hospitality and Tourism Management: Add course HFT 3785 to electives		Change	
HFT 4453 Form Syllabus Explanation	Financial Analytics for Hospitality Managers	3	Change prerequisites	Withdrawn by the College of Business following this meeting.

Curriculum Placement for New Courses

Following discussion of the Business items, University Registrar Brian Hodge asked the Committee about the placement of new courses in the curriculum. He indicated it is very important for new courses to be added in the proper location in the catalog and on the degree audit for each major as degree audits are tied to degree applicability and financial aid.

Whether a course is part of the core or part of required electives, it is helpful to note this when the course is submitted for approval at the UUPC. This can be done by either submitting a program change form along with the new course proposal or by submitting a copy of the catalog table where the course should be inserted.

BA Rep. Williams stated that while giving course placement ahead of time is a good idea, departments are not always sure where the new course will fit. As an example, she mentioned the Casinos course she had just presented. Hospitality and Tourism Management leaders were unsure of how the course would be received when it was first proposed last year and, therefore, would not have been able to submit a catalog update at that time. Now, nearly a year later, they submitted a proposal to place the course in the curriculum. A discussion followed about DIR courses and whether they are all automatically part of a program’s degree requirements. EG Representative Dan Meeroff indicated they should all be added to the curriculum upon course approval, but Chair Haky disagreed, stating the Biology DIR is not required.

In the end, the Committee agreed that it is a good idea for a discussion of a new course’s placement in the curriculum to occur when the course is being proposed. This discussion should occur at the College Programs Committee level and followed up at the UUPC. It would provide a systematic approach in which the new course and its placement in curriculum are approved simultaneously, allowing the circle to be completed.

The UUPC approved a motion to recommend that when a new course is submitted, the proposal/proposer should describe if the course is a requirement or an elective and indicate where the course will fit in the curriculum. Providing a check box on the new course form to address curriculum placement will also be implemented.

Academic Service Learning

While on the topic of course forms, EG Rep. Meeroff explained that Academic Service Learning approvals for courses will now fall under the UUPC’s purview. He asked if the course form could be adjusted to include an area denoting Academic Service Learning. For now, he will indicate this in the course description portion of

the form. Chair Haky would like the Committee to have more details about what is occurring with Academic Service Learning, and said he will invite the program lead, Ron Nyhan, to attend a future UUPC meeting.

3. Engineering and Computer Science

Rep. Meeroff informed the group that the college’s plan to convert the Geomatics Engineering major to an Engineering Technology major, approved by UUPC last year, did not get approved by the Board of Governors (BOG). The BOG asked for the Engineering Technology major to be submitted as a new major and go through the full “new major” process, instead of a conversion. The changes below are related to the BOG’s decision. Because Geomatics was intended to change into Engineering Technology, it was not updated last year when Engineering updated all of its majors. Now that the college must continue with Geomatics Engineering for the time being, it must update the curriculum for Geomatics Engineering to make it more viable and include the Engineering Technology component. Rep. Meeroff added that the college will revisit its plans of creating an Engineering Technology major in the future. **The UUPC approved the B.S.G.E. curriculum changes.**

Program Changes (Explanation Form) Catalog Changes (w/markup) Catalog Changes (clean copy)	B.S.G.E. in Geomatics Engineering		Change	
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4. Honors College

Representative Miguel Vázquez introduced the new combined program that the Honors College has created in conjunction with the History Department in the College of Arts and Letters. This program is geared toward highly motivated Honors College students pursuing the B.A. in Liberal Arts and Sciences with Concentration in History. The combined program would provide an opportunity for these students to graduate with the BA as noted above and an MA in History in as little as five years. Once approved for the program, students would be able to take 12 credits of graduate courses in their senior year that would count for both the BA and the MA. **The UUPC approved the combined program. Next, it goes before the University Graduate Programs Committee (UGPC) for review.**

Rep. Vázquez then introduced three new courses to be offered by the Honors College. He stated that they all received approval by the University Honors Council. EG Rep. Meeroff asked if non-Honors College students could register for these courses. Rep. Vázquez replied that any Honors College class is open to non-HC students. They would just need to get permission.

New Combined Program Form Form with Signatures Catalog Changes and Rationale Course Checklist History Support Honors Clg. Support	B.A. in Liberal Arts and Sciences, concentration History/M.A. in History		New	Sent to UGPC for review following this meeting.
COP 3073 Form Syllabus Honors approval	Honors Introduction to Data Science	3	New	
ISS 4304 Form Syllabus Honors approval	Honors Computational Social Science	3	New	

REL 3100 Form Syllabus Honors approval	Honors Religion: Theory, Culture and Society	3	New	
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5. Medicine

College of Medicine Representative Bridget Smith explained the college’s reasoning for requesting the two directed independent research courses for undergraduate students. As undergraduate research grows at this University, many Biological Sciences majors choose to do research with Medicine faculty. Up to now, students have participated as volunteers and have been unable to receive credit for their work. These two DIR courses would allow students to receive credit for this work, and the courses would count as part of their free electives. Rep. Smith added that the courses cannot be taken as a substitute for the independent study or independent research courses that are part of the Biology program. These Medicine courses would be in addition to those. Chair Haky asked why can’t students get credit for this research under a Biology course. Rep. Smith replied that this would not be possible because in order to work with Medicine faculty, the students must be registered in a Medicine course. **The UUPC approved the new DIR courses.**

Rep. Smith then asked the Committee to table the courses below that are scheduled for termination. A few signatures are still missing on the forms.

PCB 4915 Form	Directed Independent Research	1-3	New	
PCB 4916 Form	Directed Independent Research	0-3	New	
BSC 4833 Form	Introduction to Radiation Biology	3	Terminate	Tabled
PCB 4803 Form	Reproductive Endocrinology	3	Terminate	Tabled

6. Nursing

Representative Katherine Chadwell turned the discussion over to her colleague Andra Opalinski. Dr. Opalinski explained that this new directed independent research course will serve the college and students in two ways. Now that the college offers an Honors program, this course will allow students to receive credit for their research. It also serves as an avenue for non-Nursing students, who wish to work with Nursing faculty in research, to receive credit for their work. **The UUPC approved the new course.**

NUR 4916 Form	Directed Independent Research	0	New	
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7. Design and Social Inquiry, Education, Science, and the Library had no reports.

IV. NEXT MEETING/ADJOURNMENT

1. The next UUPC meeting will be on Monday, October 8, 2018, 10 a.m. to noon in SU 132.
2. Steering Meeting dates: <http://www.fau.edu/ufsgov/steering-committee.php>
3. University Faculty Senate meeting dates: <http://www.fau.edu/ufsgov/calendar.php>
4. Chair Haky adjourned the meeting at 11:12 a.m.