

<p style="text-align: center;">Minutes of the Meeting of the University Curriculum Committee November 17th, 2015</p>

Dr. Lindner convened the UCC at 1:30 in Marston Science Library L136.

Members Present: Angela Lindner, Joel Brendemuhl, Linda Haddad, Christopher Janelle, Dana Meyers, David Pharies, Steve Pritz, Alison Reynolds, Matthew Ryan, Edward Schaefer, Lauren Solberg, Venita J. Sposetti, Catherine Striley, Christopher Vallandingham, Hans van Oostrom, Nancy Waldron, and Andrew Wehle.

Liaisons: Tobin Shorey

Guests: Bruce Carroll, Brian Marchman, and Stacy Wallace.

[1. Approval of minutes of October 20, 2015 meeting.](#) Approved.

2. Update from the Faculty Senate. Presenting an UMWC resolution to underscore the need to proactively assist students in need.

[3. Resources Page for Syllabi.](#) Dr. Lindner led a discussion on a new suggested resources page that faculty can use with their submissions to be compliant; they may add to the sheet but cannot edit or delete. Approved.

3A. New Submission Schedule. Dr. Lindner outlined a new submission schedule with earlier deadlines that facilitates document resubmission in advance of UCC meetings, with a goal that most if not all agenda items would be passed at each UCC meeting. The new schedule will be used for the December and January meetings. Approved.

[4. Approval of the 2019-2020 Academic Calendar](#) Steve Pritz presented the calendar, along with a history of the academic calendar. Approved with a request to correct the drop/add period for the Fall semester.

[5. Proposed modification of curriculum to Bachelor of Science Mechanical Engineering. Effective spring 2016.](#) Dr. Carroll presented the update to the curriculum which allows students more flexibility. Approved, contingent on new courses being approved at the same meeting.

[6. Proposed modification of curriculum to Bachelor of Science Aerospace Engineering. Effective spring 2016.](#) Dr. Carroll presented, proposing changes that would make the aerospace degree more useful upon graduation. Approved, contingent on new courses being approved at the same meeting.

7. Notice of items from the Academic Assessment Committee (information only)

- None

8. Notice of items from the Graduate School (information only)

- New concentration of Hydrologic Sciences to the Master of Construction Management and Master of Science in Construction Management degrees, College of Design, Construction and Planning
- Add a secondary concentration of Hydrologic Sciences to Ph.D. with a major of Design, Construction and Planning with a concentration of Construction Management
- Change the track in Audit to a concentration in Auditing for the Master of Accounting degree, Warrington College of Business Administration
- Change the track in Tax to a concentration in Taxation for the Master of Accounting degree, Warrington College of Business Administration
- Dual degree between the University of Florida and the Pusan National University, South Korea for Mr. Jaehyun Park
- Modification of the curriculum of the major in Mass Communication for the Master of Arts in Mass Communication degree, College of Journalism and Communications

9. Notice of new graduate certificates (information only)

Medicine

- Medical Physiology

10. Notice of changes to graduate certificates (information only)

Design, Construction and Planning

- Construction Project Management
- Sustainable Construction

11. Proposed new undergraduate certificates

Liberal Arts and Sciences

- [Geographic Information Technologies](#) Recycled; requesting certificate name agreement between CALS, DCP, and CLAS.

12. Proposed changes to undergraduate certificates

- None

13. Proposed new professional certificates

- None

14. Proposed changes to professional certificates

- None

15. Proposed new undergraduate courses

Agricultural and Life Sciences

- [ABE4XXX – Writing Grant Proposals for Scholarships and Fellowships](#)—approved
- [AEB4XXX – International Agricultural Trade](#)—approved

The Arts

- [HUM4XXX – Music in Medicine Capstone](#)—approved

Design, Construction and Planning

- [BCN4XXX – Sustainable Housing: Putting the 3 E’s into Residential Practice](#)—conditionally approved

Engineering

- [EAS2XXX – Introduction to Aerospace Engineering](#)—conditionally approved
- [EAS4XXX – Aerospace Sciences Lab and Design](#)—conditionally approved
- [EGN4XXX – NSF Fellowship Preparation](#)—approved
- [EML4502 – Mechanical Engineering Design 3](#)—conditionally approved
- [EML4XXX – Re-engineering Historic Machinery](#) —conditionally approved

Liberal Arts and Sciences

- [AFA3XXX – Black Lives Matter](#)—conditionally approved
- [AFA3XXX – Black Masculinity](#)—approved
- [AFH3931 – Special Topics in African History](#)—approved
- [ANT4XXX – Digital Anthropology](#)—recycled
- [GLY4822 – Groundwater Geology](#)—conditionally approved
- [ISC3XXX – Integrative Biomedical Science](#)—approved

Medicine

- [MDU4XXX – Global Health Disparities](#)—recycled

16. Proposed changes to undergraduate courses

Agricultural and Life Sciences

- [AEC4065 – Issues in Agricultural and Life Sciences](#)—approved

Engineering

- [CEN4721C – Human Computer Interaction](#)—approved
- [COP3503 – Programming Fundamentals 2](#)—approved
- [EAS4101 – Aerodynamics](#)—conditionally approved
- [EAS4132 – Compressible Flow](#)—conditionally approved
- [EAS4300 – Aerospace Propulsion](#)—conditionally approved
- [EAS4412 – Dynamics and Control of Space Vehicles](#)—conditionally approved
- [EAS4510 – Astrodynamics](#)—conditionally approved
- [EAS4700 – Aerospace Design 1](#)—conditionally approved
- [EAS4710 – Aerospace Design 2](#)—approved
- [EGM3344 – Introduction to Numerical Methods of Engineering Analysis](#)—conditionally approved
- [EML2322L – Design and Manufacturing Laboratory](#)—conditionally approved
- [EML3005 – Mechanical Design](#)—conditionally approved
- [EML4140 – Heat Transfer](#)—conditionally approved
- [EML4220 – Vibrations](#)—conditionally approved
- [EML4312 – Control of Mechanical Engineering Systems](#)—conditionally approved
- [EML4314C – Dynamics and Controls System Design Laboratory](#)—conditionally approved
- [EML4321 – Manufacturing Engineering](#)—conditionally approved
- [EML4501 – Mechanical System Design](#)—conditionally approved
- [EML4507 – Finite Element Analysis and Design](#)—conditionally approved

Nursing

- [NUR4935 – Honors Seminar in Nursing](#)—approved

17. Proposed new professional courses

Business

- [QMB7565 - Statistical Research Methods](#)—approved

18. Proposed changes to professional courses

- None

19. Proposed new joint courses

- None

20. Proposed changes to joint courses

- None

21. Proposed new 5000 level courses

- None

22. Proposed changes to 5000 level courses

- None

23. Notice of new graduate courses (information only)

Agriculture and Life Sciences

- ANS6XXX - Genetic Analysis of Complex Traits in Livestock
- ENY6XXX - Ecology of Vector-Borne Disease

Engineering

- EES6XXX – Environmental Nanotechnology

Liberal Arts and Sciences

- GEO6XXX - Geostatistics

Medicine

- GMS64XX – Fundamentals of Medical Physiology
- GMS64XX – Medical Cardiovascular and Muscle Physiology
- GMS64XX – Medical Endocrinology and Reproduction
- GMS64XX – Medical Gastrointestinal Physiology
- GMS64XX – Medical Pulmonary Physiology
- GMS64XX – Medical Renal Physiology

24. Notice of changes to graduate courses (information only)

Journalism and Communications

- MMC6426 - Seminar in Qualitative Research

Addendum: University Curriculum Committee
Course Recommendations
November 17th, 2015

The recommended actions on course requests for this meeting are as follows:

A = Approved

CA = Conditionally Approved - sent back to College. After UCC comments have been addressed, the college may again approve the request. Such requests will typically be handled by UCC staff and not return to the full UCC.

R = Recycle – sent back to College. After UCC comments have been addressed, the requests will return to the full UCC.

D = Denied – sent back to College. Item will need to be submitted as new request.

NR = No recommendation at this time (request will be discussed at the UCC meeting).

T = Tabled

20. Proposed new undergraduate courses

Agricultural and Life Sciences

- *ABE4XXX Writing Grant Proposals for Scholarships and Fellowships* [CA]

UCC:

- Please provide required reading.
- Is this an Engineering or CALS course (syllabus online lists this under Engineering).
- Please include more specific designation of topics. The course request form says weeks 6-12, opportunities and funding agencies, with a list of agencies.
- What is “homework”? Please provide more detail about homework assignments.

- *AEB4XXX International Agricultural Trade* [A]

UCC:

- Please give students more detail about homework assignments. What will the assignments ask for them to do? Will they be long-answer, short-answer, research questions, special readings, etc.?

Arts

- *HUM4XXX Music In Medicine Capstone* [A]

UCC: No concerns

Design, Construction, and Planning

- *BCN4XXX Sustainable Housing* [CA]

UCC:

- 4000-level courses are considered advanced courses and must have a prerequisite or “senior standing.” Please revise field 19 to “advanced” and field 22 to include a prerequisite.
- The course description is 52 words in length, and the maximum allowed is 50. Please revise to comply with word limit (field 21).

- Please provide clearer breakdown of grading scheme. Rather than lumping them together to total 40%, what percentage of the final grade do exams, assignments, posts, and participation make up (i.e., exam is x% of final grade, assignments are x% of final grade, etc.)?
- Please provide some information on what Project 1 and Project 2 entail. What will students be asked to accomplish in the projects? How are the projects relevant to the overall learning outcomes of the course? How will their performance on the projects be based?

Engineering

- ***EGN4XXX NSF Fellowship Preparation [A]***

UCC: Note: There may be a typo in the course description: should it state “pertaining [to] intellectual....”?

- ***EAS2XXX Introduction to Aerospace Engineering [CA]***

UCC:

- Department will have to submit UCC paperwork to change Aerospace curriculum to include course.
- *“Attendance is mandatory. Excused absences will be given for documented medical reasons, UF related travel or job interview travel. Documentation must be in the form of a doctor’s note, or letter from the sponsor of the travel.”* Note that other forms of absence besides medical or travel fall within the UF Absences and Make-up Work Policy. The UF policy covers medical and travel reasons along with other legitimate reasons for excused absences. Note also that documentation is NOT required for students missing religious holidays.
- *“During class, cell phones must be turned off.”* Given that cell phones allow emergency contact for students, please change wording to request students to silence their cell phones.

- ***EML4XXXC Re-engineering Historic Machinery [CA]***

UCC:

- Please provide more detail about the types, sources, and content of readings that students will be provided.
- *“Class Demeanor Expectations: During class, cell phones must be turned off.”* Given that cell phones are an emergency contact for students, please change wording to request students to silence their cell phones.
- *“Students requesting classroom accommodation must first register with the Dean of Students Office. That office will provide the student with documentation that he/she must provide to the course instructor when requesting accommodation.”* For academic accommodations for disabilities, the first step to request these is registration with the Disability Resource Center, not the Dean of Students. See wording of UF policy for syllabus at the end of this document (“Students Requesting Accommodations”).

- ***EML4502 Mechanical Engineering Design 3 [CA]***

UCC:

- Please provide more detail about the types, sources, and content of readings that students will be provided.

- ***“Class Demeanor Expectations: During class, cell phones must be turned off.”*** Given that cell phones are a means for emergency contact for students, please change wording to request students to silence their cell phones.
- ***“Students requesting classroom accommodation must first register with the Dean of Students Office. That office will provide the student with documentation that he/she must provide to the course instructor when requesting accommodation.”*** For academic accommodations for disabilities, the first step to request these is registration with the Disability Resource Center, not the Dean of Students. See wording of UF policy for syllabus at the end of this document (“Students Requesting Accommodations”).

· ***EAS4xxxC Aerospace Lab and Design [CA]***

UCC:

- Please provide more detail about the types, sources, and content of readings that students will be provided.
- ***“Attendance is mandatory. Excused absences will be given for documented medical reasons, UF related travel or job interview travel. Documentation must be in the form of a doctor’s note, or letter from the sponsor of the travel.”*** Note that other forms of absence besides medical or travel fall within the UF Absences and Make-up Work Policy. The UF policy covers medical and travel reasons along with other legitimate reasons for excused absences. Note also that documentation is NOT required for students missing religious holidays.
- ***“During class, cell phones must be turned off.”*** Given that cell phones are means of emergency contact for students, please change wording to request students to silence their cell phones.
- ***“Students requesting classroom accommodation...”*** See wording of UF policy for syllabus at the end of this document (“Students Requesting Accommodations”).
- ***“Failure to contact the instructor prior to the exam will result in a zero on that exam.”*** This is too rigid and does not accommodate true emergencies that a student may have. Please change wording to accommodate legitimate student emergencies that may cause the student to miss an exam.

Liberal Arts and Sciences

· ***AFA3XXX Black Lives Matter [CA]***

UCC:

- The course description seems broader than the title suggests. Note: Would this content be more appropriate for a rotating topics course? Or can the description be refined to more closely reflect specific relationship of content to the African American race?
- This course appears to require significant amount of work and incorporates more sophisticated assignments. Should the course be considered as 4000 level?

· ***AFA3XXX Black Masculinity [A]***

UCC: No concerns

· ***AFH3931 Special Topics in African History [A]***

UCC: No concerns with proposed content but I presume textbooks, weekly schedule of topics, and assessments will change depending on the special topic offered in a given semester

· **ANT 4XXX Digital Anthropology [R]**

UCC:

- Attendance policy may not align with catalog entry: *“There will be no makeup exams, makeup exercises, or makeup assignments without an excused absence. Per University of Florida policy, excused absences include medical appointments and illness (with doctor’s note), deaths in the family (with documentation) and school events (with documentation on school letterhead). Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.”* The above is covered with the simpler “Absences and Make-up Work Policy” included at the end of this document.
- While the content of the may not entirely overlap with the DAS program offerings, obtaining a consult with this program would possibly encourage collaboration between Anthropology and DAS. Please obtain acknowledgement from the DAS program of this course.
- Are there services on campus where students can borrow the necessary equipment for this course if they don’t have what they need? Please include this information if so.

· **GLYC4822 Groundwater Geology [CA]**

UCC:

- Please provide more detail on graded components of assignments and reports.

· **ISC3XXX Integrative Biomedical Science [A]**

UCC: No concerns

Medicine

· **MDU4XXX Global Health Disparities [R]**

UCC:

- Course is listed as “Introductory” but is at the 4000 level? Is this because students in the Junior Honors Medical Program are enrolled in this course?
- Because this is an advanced course (at the 4000 level), it needs a prerequisite.
- Please obtain approval for this course from PPHP and CLAS, both offering courses/programs in this topic area.

21. Proposed changes to undergraduate courses

Agricultural and Life Sciences

· **AEC4065 Issues in Agricultural and Life Sciences [A]**

Request: Lower course level from 4 to 3; revise pre-requisite to sophomore standing

UCC: No concerns

Syllabus: New syllabus submitted addressing concerns

- There are other acceptable reasons for an excused absence besides illness and UF-approved activities (legal obligations, religious holidays, etc.). Revise attendance policy language to reflect the University policy (see statement at end of this document).
- Include a statement informing students of the online course evaluation process (see below).

Engineering

- ***CEN4721C Human-Comp Interact* [A]**
Request: Remove combined lab code (C)
UCC: No concerns
- ***COP3503 Programming Fundamentals 2* [A]**
Request: Revise prerequisites to require a minimum grade of C in MAC2311
UCC: No concerns
- ***EAS4101 Aerodynamics* [CA]**
Request: Revise course description; revise prerequisites to COP2271, EAS3020C-or-EGN3353C, EML3100C, MAC2313C, and MAP2302C
UCC:
 - Please provide rationale for course description change and pre-requisite change.
 - There are other acceptable reasons for an excused absence besides illness, UF travel, and job interviews (family emergencies, religious holidays, etc.). Please revise attendance policy language to reflect the University policy (see below).
 - Please revise makeup work policy to allow for makeups because of excused absences (including emergencies where the student may not be able to notify the instructor in advance).
- ***EAS4132 Compressible Flow* [CA]**
Request: Revise prerequisites to EAS4101-or-EGN3353C
UCC: Provide rationale for prerequisite change.
- ***EAS4300 Aerospace Propulsion* [CA]**
Request: Revise prerequisites to EAS4101
UCC: Provide rationale for prerequisite change.
- ***EAS4412 Dynamic and Control of Space Vehicles* [CA]**
Request: Revise prerequisites to EGM4313-or-MAP4305-or-MAP5304
UCC: Provide rationale for prerequisite change.
- ***EAS4510 Astrodynamics* [CA]**
Request: Revise prerequisites to EGM3401C and EGM4313-or-MAP4305-or-MAP5304
UCC: Provide rationale for prerequisite change.
- ***EAS4700 Aerospace Design 1* [CA]**
Request: Revise course description.

UCC: No concerns

Syllabus: Please provide some description of the course material developed by the instructor.

- ***EAS4710 Aerospace Design 2* [A]**
Request: Revise course description.
UCC: No concerns
- ***EGM3344 Introduction to Numerical Methods of Engineering Analysis* [CA]**
Request: Revise prerequisites to MAC2313 and COP2271
UCC: Provide rationale for prerequisite change.
- ***EML2322L Design and Manufacturing Laboratory* [CA]**
Request: Revise prerequisites to EML2023, ENC3246, and EG-ME-or-EG-ASE major
UCC: Provide rationale for prerequisite change.
- ***EML3005 Mechanical Design* [CA]**
Request: Revise course title to *Mechanical Engineering Design I*; revise transcript title; revise prerequisites to COP2271, EGM3520C, & EML2322L
UCC:
 - Current transcript title field is black (field 14); please provide.
 - Provide a rationale for course title change and prerequisite additions.
- Syllabus: Is the title change a result of significant content change? If so, please provide a syllabus for the course.
- ***EML4140 Heat Transfer* [CA]**
Request: Revise prerequisites to EAS4101-or-EGN3353C and MAP2302C
UCC: Provide rationale for prerequisite change.
- ***EML4220 Vibrations* [CA]**
Request: Revise prerequisites to EGM3344C, EGM3401C, EGM3520C, and MAP2302.
UCC: Provide rationale for prerequisite change.
- ***EML4312 Control of Mechanical Engineering Systems* [CA]**
Request: Add EGM3344C as prerequisite
UCC:
 - Course number is blank (field 3); please provide.
 - Provide rationale for prerequisite change.
- ***EML4314 Dynamics and Controls System Design Laboratory* [CA]**
Request: Add EML4312 as prerequisite
UCC: Provide rationale for prerequisite change.
- ***EML4321 Manufacturing Engineering* [CA]**
Request: Add EML2322L as prerequisite
UCC: Provide rationale for prerequisite change.

- ***EML4501 Mechanical System Design* [R]**
Request: Revise course title to *Mechanical Engineering Design 2*; revise transcript title; add EGM3401C, EGN3353C, and EML2322 as prerequisites
UCC:
 - Current transcript title field is black (field 14), please provide.
 - Provide a rationale for course title change and prerequisite additions.
Syllabus: Is the title change a result of significant content change? If so, please provide a syllabus that reflects change of content.
- ***EML4507 Finite Element Analysis and Design* [CA]**
Request: Revise prerequisites to EGM3344C, EGM3520C, and MAP2302C
UCC: Provide rationale for prerequisite change.

Journalism

Nursing

- ***NUR4935* SU only [A]**
UCC: Please make sure that they know that ALL courses under this number will be S/U, and cannot be letter graded.
-

22. Proposed new professional courses

Business Administration

- ***QMB7565 Statistical Research Methods* [A]**
UCC: Approval from the Department of Statistics was received and uploaded on the Approval System.

23. Proposed changes to professional courses

24. Proposed new joint courses

Agricultural and Life Sciences

19. Proposed changes to joint courses

20. Proposed new 5000 level courses

21. Proposed changes to 5000 level courses

UF Policy Example Statements:

Absences and Make up Work:

“Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.”

Students Requiring Accommodations:

“Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.”

Online Course Evaluation:

“Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.”

Grading Policy:

“More information on grades and grading policies is here: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.”