

Minutes of the Meeting of the University Curriculum Committee

December 18th, 2018

Dr. Lindner convened the UCC at 1:00 p.m. in the LVV Room at Criser Hall.

Members Present: Angela Lindner, Eleni Bozia, Joel Brendemuhl, Timothy Brophy, Abdol Chini, Stefanie Gazda, Youssef Haddad, Stephanie Hanson, Christopher Janelle, Steve Pritz, Kelly Rice, Matthew Ryan, Richard V. Scholtz, III, Jennifer Setlow, Alexander Sevilla, Joseph Spillane, Hans van Oostrom, Beverly Vidaurreta, Nancy Waldron, and Michael Weigold.

Liaisons: None

Guests: Rajeeb Das, Brian Marchman, and Stacy Wallace.

AGENDA

1. [Approval of minutes of November 20, 2018 meeting](#). Approved.

2. Update from the Faculty Senate. Nothing related to curriculum was presented at the last meeting.

3. Repeat Course Petition.

[Nov. Doc](#) | [Dec. Doc](#)

The committee compared a document from last month's meeting to an updated document. The revised document refined the instructions and only includes the college and department of the student's major and not the college that is offering the course, as it has been in the past. This was done to make the process more compact.

The number of students who repeat courses who have already earned a C has historically been small; however, with the new policy both grades would factor into the overall GPA so there could be incentive for more students to retake a course.

The UCC is not setting the exceptions that are valid for retaking a course, but some examples were given, such as a course that requires a B from majors and earned less than that in their first attempt. Other accreditation requirements could require a student to get a certain grade in a course.

After the holiday break UFIT will help make this form an online process to remove the need to use a paper form. It's expected that the electronic process will be piloted in spring but not rolled out in full until after that, perhaps as late registration for fall.

A concern was that upperclassmen who think they are off track could reserve a seat in the next semester which could take a seat from underclassmen and thus potentially put them behind. It was stressed that there needs to be a good reason for students to repeat a course and advisors will be encouraged to adhere to the policy.

CLAS is thought to be the college with the most courses repeated by students and cited that the biggest decider in retaking a course is whether it was failed and not getting a C, so they were in support of the policy, although there was a concern with incentivizing retaking a course that has already been passed. The UCC will review the numbers at the May meeting and then again in the Fall to assess.

It was cited that many majors have a two attempt policy so it was asked if there should be a broader discussion about making this a university policy.

The committee agreed that we should flesh out the new form into an online form for future review, and not include the permission of the offering college.

4. Notice of programs moving to UF Online (information only).

- None

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

- None

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

- None

7. Notice of new graduate certificates (information only).

- None

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

Journalism and Communications

- Global Strategic Communication (13290)

Public Health and Health Professions

- Psychiatric Epidemiology (13311)

9. Proposed new undergraduate certificates.

- None

10. Proposed changes to undergraduate certificates.

- None

11. Proposed new professional certificates.

- None

12. Proposed changes to professional certificates.

- None

13. Proposed new undergraduate courses.

Agricultural and Life Sciences

- [HOS 3XXX The Organic Debate: Organic Agriculture Development & Regulations](#)—approved

Arts

- [DIG 4XXXC Production of Immersive Environments](#)—approved
- [HUM 3XXX Visual Arts in Medicine](#)—conditionally approved
- [TPA 4XXX Digital Design in Theatre and Dance 1](#)—approved
- [TPA 4XXX Digital Design in Theatre and Dance 2](#)—approved

Journalism and Communications

- [ADV 2XXXC Advertising Writing](#)—approved
- [ADV 3XXX Health Communication](#)—approved

Liberal Arts and Sciences

- [AFA 3XXX Black Power Movement](#)—approved

- [AFS 4940 African Studies Internship](#)—recycled
- [PSY 4XXX Psychology of Sustainability](#)—approved
- [SSA 3XXX Yoruba Culture and Customs](#)—approved

14. Proposed changes to undergraduate courses.

Arts

- [ARH 4471 Late Twentieth Century Art](#)—approved

Liberal Arts and Sciences

- [FRE 2221 Intermediate French 2](#)—approved

15. Proposed new professional courses.

Law

- [LAW 7930 Special Topics in Law](#)—recycled

16. Proposed changes to professional courses.

Veterinary Medicine

- [VEM 5885 Advanced Equine Theriogenology](#)—approved

17. Proposed new joint courses.

Engineering

- [ABE 4XXX Modeling Coupled Natural-Human Systems](#)—conditionally approved
- [EIN 4216 Occupational Safety Engineering](#)—conditionally approved

18. Proposed changes to joint courses.

- None

19. Proposed new 5000 level courses.

- None

20. Proposed changes to 5000 level courses.

- None

21. Notice of new graduate courses (information only).

Education

- ESE 5XXX Data-Driven Decision Making for Secondary Teachers (11930)

Engineering

- EAS 5XXX Mechanics of Composite Materials (12240)

Liberal Arts and Sciences

- ANG 6XXX Foundations for a Career in Anthropology (12892)

Medicine

- GMS 6XXXL Artifacts of Decomposition Laboratory (12926)
- GMS 6XXXL Forensic Photography Laboratory (12927)
- GMS 6XXXL Principles of Bloodstain Pattern Analysis Laboratory (12929)
- GMS 6XXXL Principles of Crime Scene Investigation Laboratory (12930)

Veterinary Medicine

- VME 5XXXC Small Animal Soft Tissue Minimally Invasive Surgery (12231)

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

Agricultural and Life Sciences

- BSC 6459 Fundamentals of Bioinformatics (13038)

Education

- SCE 5316 Inquiry-Based Science Teaching (12610)

Engineering

- CES 5801 Design and Construction in Timber (13205)
- ENV 5072 Pollution Control and Prevention (13263)
- ENV 5518 Field Methods in Environmental Hydrology (13264)

- ENV 5520 Fluid Flow in Environmental Systems (13265)
- ENV 5565 Hydraulic Systems Design (13266)
- ENV 6052 Immiscible Fluids in Porous Media (13267)
- ENV 6130 Aerosol Mechanics (13269)
- TTE 5805 Geometric Design of Transportation Facilities (13227)

Liberal Arts and Sciences

- ANG 5531 Culture and Nutrition (13321)
- LAS 6938 Latin American Area (13351)

Medicine

- GMS 6022 Principles of Neuroscience II: Cellular and Molecular Neuroscience (12425)
- GMS 6802 Health Outcomes Research for Chronic Diseases (13153)
- GMS 6833 Health Outcomes Research in Vulnerable Populations (13147)
- GMS 6835 Health Outcomes Research in Children (13149)
- GMS 6844 Time Series and Quasi-Experimental Design for Health Outcomes Research (13148)

Public Health and Health Professions

- SPA 6311 Medical Audiology (13309)

Meeting adjourned at 2:04 p.m.

ADDENDUM

Notes Compiled Before the Meeting

University Curriculum Committee Program and Course Recommendations

December, 2018

PROGRAM RECOMMENDATIONS

- NONE
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COURSE RECOMMENDATIONS

13. Proposed New Undergraduate Courses

Approved	Conditionally Approved	Recycle
HOS 3XXX – The Organic Debate: Organic Agriculture Development & Regulations	HUM 3XXX – Visual Arts in Medicine	AFS 4940 – African Studies Internship
DIG 4XXXC – Production of Immersive Environment	SSA 3XXX – Yoruba Culture and Customs	
TPA 4XXX – Digital Design in Theatre and Dance		
TPA 4XXX – Digital Design in Theatre and Dance 2		
ADV 2XXXC – Advertising Writing		
ADV 3XXX – Health Communication		
AFA 3XXX – Black Power Movement		
PSY 4XXX – Psychology of Sustainability		

Agricultural and Life Sciences

A. HOS 3XXX – The Organic Debate: Organic Agriculture Development & Regulations: [CA][A]

- <https://secure.aa.ufl.edu/Approval/reports/12997>
- Comments:
 - ~~Course seems like it requires more effort than a 1-credit hour course. How much time is the student expected to devote to this course outside of classroom?~~ [Students are expected to invest 2 hours of their time outside the classroom per week. The instructor reduced the number of quizzes and case studies in the course. Also, note that the video assignment is a group project. These changes are now reflected in the form and attached documents. Email response, 12/10/18]

Art

B. DIG 4XXXC – Production of Immersive Environment: [CA][A]

- <https://secure.aa.ufl.edu/Approval/reports/13306>
- Comments:
 - ~~Participation in the peer review process will determine 10% of the grade. Attendance and participation in the weekly lectures will determine 10% of the grade.~~
 1. ~~How will these grades be determined daily? Expectations are given, but will each student be given an individual grade daily?~~ [Concerns addressed on the revised syllabus (uploaded), pages 3 and 4. 12/9/18]

C. HUM 3XXX – Visual Arts in Medicine: [CA]

- <https://secure.aa.ufl.edu/Approval/reports/13057>
- Comments:
 - In make-up policy, need to account for emergencies where request cannot be made in advance (or within the 5 day window).

1. [Late work will only be accepted in the event of an excused absence or with prior permission from the instructor, and only within five days of the deadline. Requests for make-up tests, assignment presentations, or acceptance of late written assignments must be accompanied by documentation of extenuating circumstances. Email, 12/9/18]
 2. [This does not align with UF policy still. Students may not have time to alert faculty prior to an emergency. Additionally extenuating circumstances may not allow for students to complete make-up work within 5 days. -CG 12/9/18]
- How will participation be graded/recorded:
 1. “Participation (peer feedback, discussion, attendance)”
 - These are all different.
 - [Please see the attached revised syllabus which includes a participation rubric. 12/9/18]
 - [Uploaded rubric lists different point values for participation expectations. (i.e. 20 pts for 5 different metrics), yet a 10 pt value overall. Rubric does not state how participation will be recorded. – CG, 12/13/18]
 - ~~UCC form refers to Sakai for messaging the course instructor; is Sakai still used? What aspects of this course involve online learning~~
 1. [No, Sakai is no longer used and has been changed to eLearning. Email. 12/9/18]
 - Is this an online only course?
 1. ~~Both the general questions about the course and the Netiquette section on the UCC form seem to indicate there is online work involved, which are not described. And, the UCC form makes clear class attendance is the way that students will learn in this course.~~
 - [No, this is not an online course. 12/9/18]
 2. Students should be allowed to contact using official UF email addresses as communication option.
 - [No response, new syllabus does not include a variety of items required by UF syllabus policy including contact information. –CG. 12/12/18]
 - Need to include Grading scale in syllabus and request form (i.e. A=, B=, C=, etc)

D. TPA 4XXX – Digital Design in Theatre and Dance: ~~[CA]~~[A]

- <https://secure.aa.ufl.edu/Approval/reports/11843>
- Comments:
 - Comments/Response from April

- Syllabus appear to be the same for both courses **Correct. This is a two part course. NWSA offers several two part courses of this type (we found 8 without any difficulty).**
- Objectives and course must be differentiated from 2nd course **Again, this is a two part course, which is common at NWSA. If we need to change how we work with their curricula (note that this course will ONLY be offered at NWSA), please let us know.**
- Requires prereq **No NWSA courses have a prerequisite. Again, if we need to change how we have worked with them in the past, let us know.**
- Needs attendance/Excused absence policy **NWSA has their own policies, and these can be included in the syllabus if necessary.**
- Please include links to standard UF policies

E. TPA 4XXX – Digital Design in Theatre and Dance 2: **[CA][A]**

- <https://secure.aa.ufl.edu/Approval/reports/11844>
- Comments:
 - See above

Journalism

F. ADV 2XXXC – Advertising Writing: **[CA][A]**

- <https://secure.aa.ufl.edu/Approval/reports/13078>
- Comments:
 - ~~Please clarify exactly what “exploratory major is”, there are exploratory majors within different colleges.~~ **[Prerequisite language changed in the UCC proposal form to simply read: "ENC 1102 & JM classification" (since we don't have an “exploratory” designation in the college). Email, 12/9/18]**
 - ~~Please include direct link to UF attendance policy and stipulation that all missed assignments/grades may be made up in a timely fashion with an excused absence. Current language is vague.~~ **[Language added to grading section of UCC proposal form and sample syllabus: "All missed assignments/grades may be made up in a timely fashion with an excused absence. Please see <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/> for UF's attendance policy and what counts as an excused absence." Email 12/9/18]**

G. ADV 3XXX – Health Communication: **[R][A]**

- <https://secure.aa.ufl.edu/Approval/reports/12970>
- **Comments:**
 - ~~3XXX level course require prerequisites.~~ **["Junior-level standing" added as a prerequisite (and that change has been made to the UCC proposal form). Email 12/9/18]**

Liberal Arts and Sciences

H. AFA 3XXX – Black Power Movement: ~~[CA]~~[A]

- <https://secure.aa.ufl.edu/Approval/reports/13138>
- **Comments:**
 - ~~Mentions meeting AA Studies minor and major requirements, will those be updated?~~ **[No]**
 - ~~Textbook section lists a lot of materials, but it is unclear if all are required. Are students required to buy all the materials?~~ **[All are required]**
 - ~~Policy section is incomplete and only lists links to DSO and attendance policy, please include all required policy links from UF syllabus policy.~~ **[Updated in syllabus and system, 12/12/18]**

I. AFS 4940 – African Studies Internship: [R]

- <https://secure.aa.ufl.edu/Approval/reports/13238>
- **Comments:**
 - Please provide a grading scale. **[Updated, 12/11/18]**
 - **[Grading scale does not include point values for assignments or expectations for what is satisfactory/unsatisfactory. S = 70%, however documents and form do not detail how assignments/work will be graded, there are no values assigned for assessments, just descriptions of the assignment. -CG]**
 - How does effort, assignment, and assessment change with each credit option? **[Updated language, however new language does not provide clarity regarding expectations and what work will be different for each credit option. -CG 12/10/18]**

- [50 work hours per credit? Work on what? How does this change by credit amount for variable credit offering?-CG]
- [Please upload full syllabus. -CG]

J. PSY 4XXX – Psychology of Sustainability: ~~[R]~~[A]

- <https://secure.aa.ufl.edu/Approval/reports/11754>
- Comments:
 - ~~How will attendance and participation (30% of grade) be assessed?~~
 1. ~~Please provide detail and rubric(s).~~ [Uploaded syllabus]

K. SSA 3XXX – Yoruba Culture and Customs: [CA]

- <https://secure.aa.ufl.edu/Approval/reports/13062>
- Comments:
 - What is the rationale for IUF100 as prereq?
 1. Additionally, IUF has changed prefix and number, this will need to be updated before approval.
 2. Why this course as a prerequisite rather than a standing, major, or other course? (i.e. sophomore/junior, etc)
 3. What content does IUF provide that is necessary for this course?
 - The 3rd course objective should be updated, current wording is too broad.

14. Proposed Changes to Undergraduate Courses

Approved	Conditionally Approved	Recycle
ARH 4471 – Late Twentieth Century Art		
FRE 2221 – Intermediate French 2		

Art

A. ARH 4471 – Late Twentieth Century Art: **[A]**

- <https://secure.aa.ufl.edu/Approval/reports/13068>
- Comments:
 - None

Liberal Arts and Sciences

B. FRE 2221 – Intermediate French 2: **[A]**

- <https://secure.aa.ufl.edu/Approval/reports/13083>
- Comments:
 - Correct prerequisite issue

15. Proposed New Professional Courses

Approved	Conditionally Approved	Recycle
		LAW 7930 – Special Topics in Law

Law

A. LAW 7930 – Special Topics in Law : **[R]**

- <https://secure.aa.ufl.edu/Approval/reports/11545>
- Comments:
 - Weekly contact hours: 3-45?
 - Course description needs rewriting. Check guidelines/suggestions for course descriptions in this document: <https://gov.clas.ufl.edu/files/Common-Problems-Checklist.pdf>
 - Course Objectives: Need rewriting. Check <https://gov.clas.ufl.edu/files/Common-Problems-Checklist.pdf> for suggestions about best practices.
 - Links and Policies should not vary by course or professor.
 - State Common Numbering System (SCNS) will not recognize a 7000 level special topics' course. Recommend creating 6930 or a permanent course.

16. Proposed Changes to Professional Courses

Approved	Conditionally Approved	Recycle
VEM 5885 – Advanced Equine Theriogeneology		

Veterinary

A. VEM 5885 – Advanced Equine Theriogeneology: **[A]**

- <https://secure.aa.ufl.edu/Approval/reports/12899>
- Comments:
 - None

17. Proposed New Joint Courses

Approved	Conditionally Approved	Recycle
	ABE 4XXX – Modeling Coupled Natural-Human Systems	
	EIN 4216 – Occupational Safety Engineering	

Engineering

A. ABE 4XXX – Modeling Coupled Natural-Human Systems: **[R][CA]**

- <https://secure.aa.ufl.edu/Approval/reports/12854>
- Comments:
 - ~~Will this be a joint 4000/5000 or 4000/6000?~~
[This will be 4000/5000]
 - Prereqs should be clearly identified by course number. Not sufficient to say “basic calculus and college-level probability courses” (this also indicates more than 1 course is required but not the total number of prereqs, and that’s not specific enough).

[After thinking over the prerequisites, I believe that “MAC2312 or equivalent” is sufficient. I have changed the syllabus accordingly. Email response, 12/10/18]
Need to update Request form to reflect this change. –CG 12/12/18]

▪ **Will expectations re: the progress reports/final presentations be different for undergrad and grad students?**

1. **UCC form only says differences will be in homework and midterm exam.**

[Yes, the expectations for progress reports/final presentations are the same, because oftentimes, I encourage graduate and undergraduate students to work together in the same group projects. Email Response 12/10/18]

2. **Does homework refer to the assignments?**

[Yes, although I believe that in the last version of the syllabus, only the term “assignments” was used. Email Response 12/10/18]

▪ **Undergrad syllabus says number of assignments and topics are tentative; will value of assignments decrease and value of other assignments increase if there are fewer assignments (e.g. 1 or 2 rather than 4 assignments)?**

~~1. Or will value of each individual assignment increase if there are fewer, such that total value of assignments will always equal 45%?~~

[The value will remain at 45%.]

2. **The current number of assignments and topics are the exact same for undergrad and grad in both syllabi.**

[Yes, but for the assignments for the graduate students usually have an extra problem or two that are more advanced/challenging.

[This will need to be stated in the syllabus, submission currently implies that grad and undergrad work will be the same. Email response. 12/10/18]

- “They are to present two progress reports throughout the semester and a final presentation of their project at the end of the semester. **It will be encouraged that a group consist of both undergraduate and graduate students. The progress reports and final presentation will be the group’s collective work, and the expectations will be the same for both undergraduate and graduate students.**
- Question for UCC; Is there enough intellectual differentiation between expectations of undergrad/grad? – CG. 12/13/18]

B. EIN 4216 – Occupational Safety Engineering: ~~R~~[CA]

- <https://secure.aa.ufl.edu/Approval/reports/13099>
- Comments:
 - ~~Category of instruction just says “joint (ugrad/grad)”. Please confirm that undergraduate course will be advanced undergraduate level.~~ [Confirmed joint course request.]
 - ~~UCC form co-listing explanation details requirements for graduate students. Explanation should include more information about what is required for the undergraduate students, how this compares to what is required for graduate students, and how the differences are appropriate for the level(s).~~ [Undergraduate and graduate syllabus provided]
 1. ~~For example, clarify that undergraduate students are NOT required to read peer review articles each week in addition to the assigned textbook readings.~~
 2. ~~Clarify that the report required from the graduate students is not required for the undergraduate students.~~
 3. ~~Delineate differences between undergraduate and graduate effort in document and please upload.~~
 - Prerequisites should be more objective and substantial than instructor permission. [No update, 12/14/18]
 - ~~Need more information (sample instructions or even a brief description of the assignment) about the assignments such as the library assignment, record keeping exercise, and calculations exercises.~~
 1. ~~Course cannot be evaluated without this info.~~
 - Undergrad syllabus should include URLs to undergrad – not grad – catalog. Attendance and grading policy link in undergrad syllabus submitted is to grad catalog. UCC form doesn't include link to any policies. [No update. 12/14/18]