

|   |
|---|
| <p style="text-align: center;"><b>Minutes of the Meeting of the University Curriculum Committee</b><br/><b>February 16<sup>th</sup>, 2016</b></p> |
|---|

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

**Members Present:** Angela Lindner, Joel Brendemuhl, Timothy Brophy, Christopher Janelle, Dana Meyers, Monika Oli, David Pharies, Steve Pritz, Brian Ray, Matthew Ryan, Lauren Solberg, Joseph Spillane, Catherine Striley, Curtis Taylor, Christopher Vallandingham, Hans van Oostrom, Nancy Waldron, and Andrew Wehle.

**Liaisons:** Tobin Shorey

**Guests:** Bon A. Dewitt and Casey Griffith.

1. [Approval of minutes of January 19, 2016 meeting](#) Approved.
2. Update from the Faculty Senate: The 2019-2020 academic calendar was approved without discussion.
3. [Proposed changes to the Packaging Engineering Specialization. Effective Summer 2016.](#) Dr. James Leary presented. Approved.
4. [Proposed changes to the Environmental Engineering Sciences Major. Effective Summer 2016.](#) Dr. Curtis Taylor presented. Conditionally approved, pending verification of GIS capacity and submission of catalog copy with tracked changes.
5. [Proposed changes to the Biomedical Engineering major. Effective Summer 2016.](#) Dr. Curtis Taylor presented. Approved.
6. [Proposal to create the Geospatial Analysis specialization within the Geomatics major. Effective Summer 2016.](#) Dr. Bon Dewitt presented. Approved.
7. [Proposal to create the Surveying and Mapping specialization within the Geomatics major. Effective summer 2016.](#) Dr. Bon Dewitt presented. Approved.
8. [Proposed change to the FYCS major. Effective Summer 2016.](#) Dr. Joel Brendemuhl presented. Approved.
9. [Proposed change to the Nonprofit Organizational Leadership minor. Effective Summer 2016.](#) Dr. Joel Brendemuhl presented. Approved.
10. Notice of items from the Academic Assessment Committee (information only)
  - None
11. Notice of items from the Graduate School (information only)

- Close the graduate certificate in Environmental Policy and Management, College of Engineering.
  - New major in Construction Productivity, College of Design, Construction, and Planning.
  - Modification of the curriculum of the Biostatistics Ph.D. to remove STA 7346 from the required course list and instead require an additional elective be taken, College of Public Health and Health Professions.
12. Notice of new graduate certificates (information only)
- None
13. Notice of changes to graduate certificates (information only)
- None
14. Proposed new undergraduate certificates
- Arts**
- [Music in Medicine](#) Recycled to clarify the differences between this and the Arts in Medicine certificate, as both have music options. Also want to clarify that it is ok to not require a 3.5 GPA for an honors course as this is not an honors program.
15. Proposed changes to undergraduate certificates
- Agricultural and Life Sciences**
- [Family Life Education](#) Approved.
16. Proposed new professional certificates
- None
17. Proposed changes to professional certificates
- None
18. Proposed new undergraduate courses
- Engineering**
- [BME 4XXX – Biomolecular Thermodynamics and Kinetics](#)—approved
  - [CEN 3923C – Computer Engineering Design 1](#)—conditionally approved
  - [CEN 4924C – Computer Engineering Design 2](#)—conditionally approved
  - [ECH 4XXX – Management of Fluid Dynamics, Mass Separations, and Heat Transfer Laboratories](#)—Recycled
- Liberal Arts and Sciences**
- [AMH 3XXX – African Diaspora in the Americas](#)—approved
19. Proposed changes to undergraduate courses
- Agricultural and Life Sciences**
- [PCB 4522 – Molecular Genetics](#)—conditionally approved
  - [FYC 3005 – Introduction to Family Resource Management](#)—approved
  - [FYC 4003 – Personal Family Financial Management](#)—approved
  - [MCB 3023 – Principles of Microbiology](#)—approved

- [MCB 4905 – Undergraduate Research](#)—approved
- [MCB 4934 – Special Topics in Microbiology and Cell Science](#)—recycled

### **Engineering**

- [ABE 4949 – Co-Op Work Experience](#)—approved
- [BME 3053C – Computer Applications for BME](#)—approved
- [PKG 4905 – Individual Work in Packaging Science](#)—approved
- [PKG 4932 – Special Topics in Packaging Science](#)—approved
- [PKG 4941 – Work Experience in Packaging Science](#)—approved

### **Honors**

- [IDH 2931 – Honors Seminar](#)—removed from agenda

## 20. Proposed new professional courses

### **Pharmacy**

- [PHA 5755 – Principles of Medical Microbiology, Immunology, and Virology](#)—approved
- [PHA 5933 – Selected Topics in Pharmacy](#)—denied
- [PHA 5782C – Patient Care 2: Introduction to Infectious Disease and Hematology/Oncology](#)—approved
- [PHA 5163L – Professional Practice Skills Lab 3](#)—approved

## 21. Proposed changes to professional courses

### **Nursing**

- [NGR 6509 – Psychiatric Mental Health Nurse Practitioner: Family and Individual Psychotherapy Clinical](#)—approved
- [NGR 7940L – Residency in Advanced Nursing Practice](#)—approved

## 22. Proposed new joint courses

### **Agricultural and Life Sciences**

- [PLP 4XXX/6XXX – Applied Plant Disease Management](#)—approved

### **Engineering**

- [ABE 4XXX/6XXX – Advanced Bio-Based Products](#)—conditionally approved
- [EEE 4379 – Mixed Signal IC Testing 1](#)—approved
- [EEE 4425 – RF/Microwave Passive Circuits](#)—approved
- [EEL 4402 – Computational Photography](#)—approved
- [EEL 4558 – Acoustics](#)—approved
- [EEL 4876 – Intro to Hardware Security and Trust](#)—conditionally approved

## 23. Proposed changes to joint courses

## 24. Proposed new 5000 level courses

- None

## 25. Proposed changes to 5000 level courses

- None

26. Notice of new graduate courses (information only)

**Agricultural and Life Sciences**

- SUR 6XXX - Foundations of UAS Mapping
- SUR 6XXX - Geospatial Applications of UASs

**Liberal Arts and Sciences**

- ZOO 6XXX - Broader Impacts of Science on Society

**Medicine**

- GMS 5XXX - Finding Biomedical Research Information and Communicating Science

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

**Engineering**

- BME 6907 - BME Project

**Health and Human Performance**

- LEI 5188 - Trends in Leisure Studies
- LEI 6944 - Practicum in Leisure Studies

Dr. Lindner ended the meeting with a request for departments and colleges to do more due diligence in what they submit in their requests instead of putting the UCC in the position of having to be nitpicky about areas that should have been reviewed and adjusted at the department or college level. This elicited a productive discussion on how best to create the desired result. Suggestions included creating a submission checklist and to allow department curriculum chairs to attend the UCC as guests to witness the process in its entirety.

The meeting adjourned at 2:50 p.m.

Addendum: University Curriculum Committee  
 Course Recommendations  
 February 16<sup>th</sup>, 2016

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**

18. Proposed new undergraduate courses

| Approved   | Conditionally Approved                   | Recycle                                    |
|--|--|--|
| BME 4XXX: Biomolecular Thermodynamics and Kinetics | CPE 3923C: Computer Engineering Design 1 | ECH 4XXXL: Management of Fluid Dynamics... |
| AMH 3XXX African Diaspora in the Americas          | CPE 4924C: Computer Engineering Design 2 |  |

**Engineering**

A. BME 4XXX: Biomolecular Thermodynamics and Kinetics **[A]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10661>
- Replacing college’s EML 3007 thermodynamics course with this course which is more specific to biomedical engineering.
- ~~Request lists BME4311 as a prerequisite for this course, which is replacing EML3007. Currently, EML3007 is taken in semester 7, while BME4311 is offered semester 9 in the semester plan.~~
  - ~~Will the course order be changing with a curriculum change request in a subsequent UCC meeting?~~ **[Curriculum change added to UCC agenda]**
- ~~Has Mechanical/Aerospace been consulted since they currently offer EML3007, and the proposal is to replace that course with a major-specific version?~~ **[Obtained/added Consult; 2/5/2016]**

B. ~~CPE~~ **CEN** 3923C: Computer Engineering Design 1 **[R][CA]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10549>

- First course in a two course capstone
- ~~CPE is not currently an approved course prefix. [CEN 3923C. Changed in syllabus but not on UCC form1 on 2/11/16. UCC form1 updated with new prefix 2/13/16]~~
- ~~Is this course and the second one replacing the current two semester capstone sequence, or is it a fourth option? [After the approval of this two-course sequence, the CPE students will have two choices: this sequence or the IPPD sequence. Email response, 2/11/16]~~
- ~~Multiple modules within course, each module of course is S/U, final course grade is letter grade. [Update needs to be reviewed again. Incomplete modules result in loss of letter grade, however modules account for 50% of grade. Email 2/12/16][Update 2/15/16. (50% of grade Six Modules (100 points each).]~~
  - ~~“Students are expected to complete each module. Full completion of each module requires an on-time pass on the demonstration and an on-time pass on the associated write-up. For incomplete modules, a full letter grade will be deducted from the final course grade.~~
  - ~~How is a point based letter grade determined from pass/fail modules?~~
- Syllabus item 5: “Relationship of course to program outcomes: c, e, g” Please define these as “ABET Outcomes”. [Updated, 2/12/16]
- No required text, no assigned/provided readings. However there is a requirement of software; is software provided? [Available in dept. email 2/12/16]
  - ~~Submitted syllabus states recommended reading will be provided by instructor, do the readings change/vary? [Readings not specified][Updated 2/15/16. Reading materials related to each learning module will be provided by the instructor on the class website as documents or links to appropriate documents or websites.]~~
- “Students must submit individual work individually on each module/final project. Students are encouraged to work together on homework assignments and share ideas on lab assignments. However, students are not allowed to copy or duplicate any lab material (code, drawings, etc.) from another student. Otherwise, it will be considered cheating.”
  - This might be confusing to students. Can you clarify specifically how “working together” and “copying” are different? In essence, what do you mean by “working together”, and, if students work together and have the same responses, will they be accused of cheating? [“The idea is that students can work together, but develop final codes, etc. independently. If code submitted is

identical or nearly so, this would be considered cheating.” Email 2/11/16. Discussed with Faculty 2/15/16]

- ~~Multiple modules within course, each module of course is S/U, final course grade is letter grade. [Not fixed][Modules now 100 points each. 2/15/16]~~
  - ~~This seems odd. IF the modules are S/U so should the final course grade. The final project is graded on a 100 points scale so it is conceivable to give a quantified score, but a more rigorous grading rubric should be provided.~~

C. CPE ~~CEN~~ 4924C: Computer Engineering Design 2 ~~[R][CA]~~

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10550>
- Capstone course.
- ~~CPE is not a valid course prefix. [Updated syllabus, but updates to UCC1 not performed. Email 2/12/16][UCC form update 2/15/16]~~
- ~~[Emailed responses/updates. 2/12/16]~~
- Will this course and the one proposed above replace the two semester capstone sequence, or is it offered in addition? ~~[After the approval of this two-course sequence, the CPE students will have two choices: this sequence or the IPPD sequence. Email 2/12/16]~~
- No required texts, “may be” required software. Please explain. ~~[The software that the student will use will be determined by the student’s choice of project. Wording changed in syllabus, however still unclear if students must provide/purchase software. Email 2/12/16]~~
- ~~Grading scheme is unclear. “Grades are assigned for Project Abstract, Preliminary Design Report, Preliminary Design Presentation, Intermediate Design Review, Patent Style Notebook, Final Design Report, and Final Design Presentation & Demonstration.” [Updates unclear in new grading scale]~~
  - ~~“In order to pass the class, students must finish their design projects and show a working demonstration. The items with the greatest emphasis towards a final grade are the Final Design Report and the Final Design Presentation/Demonstration.”~~
  - ~~[In order to pass the course, attendance is mandatory. Syllabus: Lectures will not be held on a regular basis. Dates for class meetings will be announced in class\*\*~~
    1. ~~50%—Six modules~~
    2. ~~25%—Final Presentation~~
    3. ~~25%—Working Final Design Demonstration~~
    4. ~~[However no grade for mandatory attendance?]~~
- ~~Is the make-up exam policy in line with UF’s policy; “Otherwise, make-up exams will be considered only in extraordinary cases, and must be taken~~

before the scheduled exam? ~~[Change to Make-up wording may be  
borderline]~~

- ~~The student must submit a written petition to the instructor two weeks prior to the scheduled exam and the instructor must approve the petition.” Please refer to the UF Exam Policy. Any excused absence must be recognized by the instructor with a make-up exam provided within a reasonable time frame. Also, in case of illness, students may not have a two-week lead time to inform the instructor.~~ ~~[Updated 2/15/16. Now in agreement with UF policy.]~~
- ~~There seems to be too much TBD in this syllabus. Where possible, please clarify.~~ ~~[Still some ambiguity]~~
- ~~A more rigorous grading rubric is needed.~~ ~~[Updates unclear]~~ ~~[Updated 2/15/16 to a more detailed grading scale;~~
  - ~~Grading – Grades are determined by the quality of work with 9 specific course requirements:~~
    - ~~10% Project Abstract~~
    - ~~10% Preliminary Design Report~~
    - ~~10% Preliminary Design Presentation~~
    - ~~10% Intermediate Design Review~~
    - ~~10% Patent-Style Notebook,~~
    - ~~15% Final Design Report~~
    - ~~10% Final Design Presentation~~
    - ~~25% Demonstration of Working Final Design.~~
    - ~~[However only 8 are listed, there may be a missing module or 9 is a typo]~~
- ~~The initial part of the makeup policy is fine, but the rest as written here is not consistent with the policy found at~~  
<https://catalog.ufl.edu/ugrad/current/regulations/info/exams.aspx>

D. ECH 4XXXL: Management of Fluid Dynamics, Mass Separations and Heat transfer Laboratories **[R]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10515>
- ~~[Awaiting scheduled meeting w/ Dr. Lindner. 2/10/16. Did not meet/discuss yet]~~
- 3 credit hours, 4 hours of contact/week. What are the total time expectations of the students?
  - Also, how many students will be “hired”/allowed to enroll in this course?
  - Will students also be paid a stipend for their work in this class?
- 50% of grade is performance, based on feedback of course instructors, the lab director, the lab technician, and students taking the course. Is that in compliance with grading policies?



- Please define performance as it relates to the grading scale. Students need to have a clear expectation of their responsibilities, and, given the safety concerns in this lab, earning less than an A (or S) is likely not an option!
- Why is a B+ in one of the Unit Operations classes, a prerequisite?
  - Are students with B's insufficiently prepared for this course?
- 80% of the grade seems quite subjective.
  - Will there be clearly defined performance standards in order to demonstrate "knowledge of the experiments in the lab" and whether someone has met the standard as to "performance during the lab"?
- This "class" is better suited for an S/U grading option.

### Liberal Arts and Sciences

#### E. AMH 3XXX: African Diaspora in the Americas ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10539>
- The instructor has very carefully planned this course. Especially noteworthy are the following:
  - 1.) Including the mention of UF Goals and Objectives,
  - 2.) Having a lecture at the Harn,
  - 3.) Holding a pot luck for one of the final lectures during which the topics are synthesized.
- ~~How will students access the many different required texts and articles?~~
  - ~~Is Course Reader (CR, Mentioned in submitted form) a provided document, listed in weekly topics multiple times, but not in required/assigned readings?~~
  - ~~Will the Course Reader be available for students to purchase through the UF Bookstore?~~
  - [Required book can be purchased online and will be available at library west. Other readings will be available through Canvas. Updated 2/5/16]
- Is class participation detail sufficient? [Course meetings will be run as seminars/discussion sessions. Participation will be based on engagement in discussion sessions, attendance, and class presentation (10%). Updated 2/5/16.]

## 19. Proposed changes to undergraduate courses

| Approved   | Conditionally Approved       | Recycle   |
|--|------------------------------|---|
| ABE 4949: Co-op Work Experience                      | IDH 2931: Seminar            | MCB 4934: Special Topics in Microbiology and Cell Science |
| BME 3053C: Computer Applications for BME             | PCB 4522: Molecular Genetics |   |
| FYC 3005: Introduction to Family Resource Management |                              |   |
| FYC 4003: Personal and Family Financial Management   |                              |   |
| MCB 3023: Principles of Microbiology                 |                              |   |
| MCB 4905: Undergrad Research                         |                              |   |
|  |                              |   |
| PKG 4905: Individual Work in Packaging Science       |                              |   |
| PKG 4932: Special Topics in Packaging Science        |                              |   |
| PKG 4941: Work Experience in Packaging Science       |                              |   |

### Agricultural and Life Sciences

#### A. FYC 3005: Introduction to Family Resource Management ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10575>
- Name change; “Family Resource Management” to “Personal and Family Financial Planning”
- Request includes consults from the FRE program.
- ~~Rather than making nuisance the standard, consider re-phrasing of this policy as such:~~ **[Addressed and Updated. 2/11/16]**
  - ~~Make sure that all electronic devices (cell phones, ipods, gaming devices, etc.) are either turned off or in the silent mode. Do not use these devices for any purpose unrelated to class. In case of emergency and you need to use your device, please inform me of the reason and excuse yourself from class while using the device.~~
- ~~There may be cases in which students show up late for an exam because of a legitimate reason.~~
  - ~~It is recommended to change the wording of the bullet under Classroom Policies/Procedures by leading with “Except in cases of legitimate excuses, students who are late on exam days....”~~
  - ~~Why not allow the students who come late to take the exam with the balance of time remaining?~~ **[Addressed and Updated. 2/11/16]**
- ~~Also, please note that students who have an excused absence for reason of religious holiday do not need to show the instructor documentation.~~
  - ~~Please refer to the religious holidays policy at <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>~~ **[Updated. 2/6/16]**
- ~~What are the requirements for class attendance?~~ **[Not mandatory, but periodic and random clicker quizzes. Updated 2/11/16]**

- ~~What are the expectations of the instructor?~~ [Updated]

## B. FYC 4003: Personal and Family Financial Management ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10576>
- Name change; “Financial Management” to “Financial Counseling”
- Request includes consults from other colleges.
- [Does the listed prerequisite need the proper course prefix and number?]
- ~~Rather than making nuisance the standard, consider re-phrasing of this policy as such:~~ [Addressed and Updated. 2/11/16]
  - ~~Make sure that all electronic devices (cell phones, ipods, gaming devices, etc.) are either turned off or in the silent mode. Do not use these devices for any purpose unrelated to class. In case of emergency and you need to use your device, please inform me of the reason and excuse yourself from class while using the device.~~
- ~~There may be cases in which students show up late for an exam because of a legitimate reason. It is recommended to change the wording of the bullet under Classroom Policies/Procedures by leading with “Except in cases of legitimate excuses, students who are late on exam days....”~~
  - ~~Why not allow the students who come late to take the exam with the balance of time remaining?~~ [Addressed and Updated. 2/11/16]
- ~~Also, please note that students who have an excused absence for reason of religious holiday do not need to show the instructor documentation.~~
  - ~~Please refer to the religious holidays policy at <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>~~ [Addressed and Updated. 2/11/16]
- What are the requirements for class attendance? [~~It is important to be present for all class periods, however, daily class attendance is not taken in this course.~~ Updated 2/11/16]
  - ~~What are the expectations of the instructor?~~ [Addressed and Updated. 2/11/16]

## C. MCB 3023: Principles of Microbiology ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10623>
- Change CHM 2200 or CHM2210 from prerequisite to co-requisite
- Rationale: “The reason is that the students don't need the knowledge of organic chemistry to succeed in the class as it is currently taught. Secondly this change will allow the students to take microbiology earlier in their academic career and thus provides them more time to take other classes in their major (Microbiology and Cell Science)”.
- ~~Please submit the syllabus for the course, and refer to the UF Syllabus Policy available on the approval.ufl.edu site to ensure all required text is included and recommended text considered.~~ [Submitted, 2/12/16]

- ~~If the desire is to have students take CHM2200 or CHM2210 earlier, this implies that the semester plan will change. If this is so, please submit the current semester plan with tracked changes showing the effect of this requested change. This will be used to update the catalog. [The semester plan does not have to change, this is a suggestion, but not mandatory. email comment 2/12/16.]~~

D. MCB 4905: Undergrad Research **[CA][A]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10625>
- Change course title from “Undergraduate research” to “Independent Study”, streamlining with other research/independent study courses while allowing option of non-research based project.
- Change credits from 1-4 to 0-4
- Change to S/U only
- ~~Please submit the syllabus for the course, and refer to the UF Syllabus Policy available on the approval.ufl.edu site to ensure all required text is included and recommended text considered. [This course only has a contract form and not a syllabus as the content for each student is different dependent on the project and adviser. Independent study contract form attached. Email comments from 2/12/16]~~
- ~~Just to be clear, this course would not be considered in counts of undergraduate research, correct? [No this will not count for research or can be applied to thesis work. Email comments from 2/12/16]~~

E. PCB 4522: Molecular Genetics **[CA]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10382>
- Change of prerequisites to allow more non-majors to enroll. Current prerequisites not necessary based on course content.
- **[No update as of 2/12/16]**
- **Please upload the syllabus** for this course, and refer to the UF Syllabus Policy available on the approval.ufl.edu web site to ensure it includes required wording and that you consider recommended wording.
- This allows MCS/MCY majors to take the course earlier, assuming prior to taking MCB3020 or MCB3023.
  - Will MCS/MCY majors be allowed to take this course without MCB3020 or MCB3023?
  - If not, it is recommended to give an option for pre-requisites: MCB3020/MCB3023 or BSC2010 and BSC2010L.
- Stating that enrollment of 200+ is a rationale for the change is confusing.

- Why is this enrollment a motivation for changing the pre-requisite, which in all likelihood will increase the number of students (non-majors)?

F. MCB 4934: Special Topics in Microbiology and Cell Science; supervised teaching ~~[CA]~~ [R]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10624>
- Adding 0 credit option for undergraduate teaching assistants
- [Discussion 2/15/16; A zero credit course option may not be the most appropriate way to accomplish the desired goal for this request. Topic will be revisited with Dr. Lindner and Committee]
- ~~Please submit the syllabus for the course, and refer to the UF Syllabus Policy available on the approval.ufl.edu site to ensure all required text is included and recommended text considered.~~ [This course only has a contract form and not a syllabus as the content for each student is different dependent on the project and adviser.
  - TA contract form is attached,
  - TAs for microbiology lab can sign up online here: [http://microcell.ufl.edu/TA\\_app/](http://microcell.ufl.edu/TA_app/) (content of form is attached to request)
  - Individual training for the TAs occurs through individual instructors; for microbiology lab TAs a 2-day training occurs in spring and fall (example TA training syllabus attached to request). Updated 2/12/16]
- ~~It is not clear in this case why a zero credit hour option is applicable in this course. Please provide an explanation and describe the anticipate degree of frequency.~~ [Email explanation: some students inquire about 0 credit TA opportunity so that they don't have to pay for serving as TA.
  - In some other departments UTAs get paid while our TAs have to pay for the work they do for us.
  - 0 credit options are also available for MCB4911 and 4915.
  - We have about 100 undergraduate TAs in our department per semester and I assume that less than 10% will opt for 0 credit option. 2/12/16]

## Engineering

### G. ABE 4949: Co-op Work Experience ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10607>
- Rationale: This change in title and credits will allow Biological Engineering students to receive credit for qualified engineering work experience to include internships as well as co-ops.
- Changing course title: “Co-op Work Experience” to “Work Experience in Biological Engineering”
- Change credit hours from 1 to 3
- Change min and max credit hours from 1 to 1-3
- **Please submit the syllabus for the course**, and refer to the UF Syllabus Policy available on the [approval.ufl.edu](http://approval.ufl.edu) site to ensure all required text is included and recommended text considered. [Updated in Syllabus. 2/5/16]
- If this is a one-term course, how will co-op students who have a position for multiple semesters be credited for the time of their experience? [If a student is involved in multiple semesters, they will receive one credit per semester. Email comment 2/11/16 ]
  - ~~Should you consider this to be a repeatable course (if not already)?~~  
[This is a repeatable course. Email comment 2/11/16]
- Will faculty determine the quality of the work experience and be part of approving it prior to the student’s enrollment? [Because this is a department-controlled course, the student will identify the parameters by which they are graded. This includes obtaining prior approval of the work to be undertaken to be approved by the BE undergraduate coordinator. Email comment 2/11/16]
- ~~How will the student’s grade be determined?~~ [The student’s internship or co-op supervisor will provide a grade for the student’s performance if determined prior to the work experience. Alternatively, an ABE faculty member may be designated to provide the grade based upon a predetermined deliverable such as a written report or presentation about the experience. Email comment 2/11/16.] ~~Is there a process in place for the student to present her/his work when returned to campus or before leaving the employer?~~ [No] ~~Will a faculty member and the employer communicate regularly during the work experience?~~ [No]
- This type of detail should be included in the syllabus to make it clear for both the employer and the student on the expectations of each. [I have checked both ME and ISE programs for such a syllabus and in neither place was one available. In ISE courses that were underlined has syllabi. Email comment 2/11/16]

### B. BME 3053C: Computer Applications for BME ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10643>
- Adding 1 credit hour (making it 2)
- Changing L code to C in course number.
- Does syllabus reflect/adequately address addition of lecture period for course/lab?
- ~~Make up exam and attendance policy in line with UF policies? “Exams can be rescheduled for an individual due to sickness or religious holidays. The instructor *must* be notified in advance.” [Updated in Syllabus. 2/5/16]~~
- Changes are OK, pending receipt of syllabi/forms that are required to approve it. [Syllabus added 2/5/2016]
- ~~Instructor could be advised to clarify “one 3 hour lab per week and one 50 minute lecture per week” but this will also be evident with the course meeting times when posted on syllabus. [Updated in Syllabus. 2/5/16]~~
- Course title OK, pending other input/approval from committee
- ~~Revise Attendance to be in line with UF policy. [Updated in Syllabus. 2/5/16]~~

H. PKG 4905: Individual Work in Packaging Science ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10608>
- Replacing “Science” with “Engineering” in title. Mirrors specialization change.
- ~~Please submit the syllabus for the course, and refer to the UF Syllabus Policy available on the approval.ufl.edu site to ensure all required text is included and recommended text considered. [Syllabus uploaded 2/12/16]~~

I. PKG 4932: Special Topics in Packaging Science ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10609>
- Replacing “Science” with “Engineering” in title. Mirrors specialization change.
- ~~Please submit the syllabus for the course, and refer to the UF Syllabus Policy available on the approval.ufl.edu site to ensure all required text is included and recommended text considered. [Syllabus uploaded 2/12/16]~~

J. PKG 4941: Work Experience in Packaging Science ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10610>
- Replacing “Science” with “Engineering” in title. Mirrors specialization change.
- ~~Please submit the syllabus for the course, and refer to the UF Syllabus Policy available on the approval.ufl.edu site to ensure all required text is included and recommended text considered. [Syllabus uploaded 2/12/16]~~

K. IDH 2931: Seminar – Change to variable credit [CA]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10663>
- Rationale: “We don’t often offer 3 credit seminar course, variable credit would be more useful”. [No updates. 2/12/16]
- Request does not include a syllabus, required for a change to variable credit for seminar courses?
- This is difficult to assess since little info is provided in how variable credit will be earned.

20. Proposed new professional courses

| Approved  | Conditionally Approved | Recycle | Other             |
|-----------|------------------------|---------|-------------------|
| PHA 5163L |                        |         | PHA 5933 [Denied] |
| PHA 5782C |                        |         |                   |
| PHA 5755  |                        |         |                   |

**Pharmacy**

A. PHA 5163L: Professional Practice Skills Lab III ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10689>
- Should this be “intermediate” since it is a second-year course? [Updated to intermediate. 2/12/16]
- Accommodations must be made for students with valid reasons for coming late to a lab. [Syllabus updated 2/12/16]
- ~~Please refer to the web sites below for attendance and assignment/exam policies. Please note the accepted reasons for excused absences (beyond “extenuating circumstance or serious life event”). It is not always possible that a student can notify the Coordinator before the lab period.~~ [Syllabus updated 2/12/16.]
  - ~~<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>~~
  - ~~<https://catalog.ufl.edu/ugrad/current/regulations/info/exams.aspx>~~

B. PHA 5755: Principles of Medical Microbiology, Immunology, and Virology

~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10660>
- Should this be “intermediate” since it is a second-year course? [Although PHA 5755 is a year 2 course, it is the first course our students have related to medical microbiology, immunology, and virology. It is a principles based course and therefore deemed “introductory.” This was put as an initial course in year 2 because we did not have room to include it in year 1. Email comments 2/12/16.]
- ~~Accommodations must be made for students with valid reasons for coming late to an exam.~~ [Syllabus updated 2/12/16.]
- ~~Please refer to the web sites below for attendance and exam policies. Please note the accepted reasons for excused absences (beyond~~



hospitalization and death in the family). It is not always possible that a student can notify the Coordinator before the exam. Documentation is not required for excused absences because of religious holidays. No make-up exam should disadvantage a student with an excused absence. In other words, the make-up exam should be of the same level of difficulty as the exam taken by students at the normally scheduled time. [Syllabus updated 2/12/16.]

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

C. PHA 5782C: Patient Care 2: Introduction to Infectious Disease and Hematology/Oncology ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10659>
- Should this be “intermediate” since it is second year? [Although a second year course, it introduces the student to infectious disease and hematology/oncology and the content is principles-based. Both of these topics are repeated at a more advanced level in the remainder of Patient Care courses across years 2 and 3. If you feel an “intermediate” designation fits better with the general curriculum tagging at UF, I am open to your suggestion to tag it as intermediate. Email comments 2/12/16]
- Accommodations must be made for students with valid reasons for coming late to an exam. [Syllabus updated 2/12/16]
- Please refer to the web sites below for attendance and exam policies. Please note the accepted reasons for excused absences (beyond hospitalization and death in the family). It is not always possible that a student can notify the Coordinator before the exam. Documentation is not required for excused absences because of religious holidays. No make-up exam should disadvantage a student with an excused absence. In other words, the make-up exam should be of the same level of difficulty as the exam taken by students at the normally scheduled time. [Syllabus updated 2/12/16]
  - <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>
  - <https://catalog.ufl.edu/ugrad/current/regulations/info/exams.aspx>
- “\*Case Studies and Capstone Sessions are active learning sessions that allow for application of other coursework. Since part of the time involves interaction with team members rather than faculty members, a 2.0 hr contact time is equivalent to 1.0 hr of instructor contact time.”
  - Is there no instructor/TA supervision during these activities?
  - [Faculty members and TAs are present.]

- But, the learning activities are more like the interaction with instructors/TAs during a skills lab course than a traditional classroom session.
- Specifically, during the 2 hr period the instructor will intermittently have the teams work together for 5-10 min to discuss and “teach each other.” (these team session occur multiple times during the 2 hr)
  1. The instructor is in the room and roaming during these times.
  2. Then, after this teamwork period the instructor reconvenes the entire class and engages all student in a more traditional instructor led discussion.
  3. Also, the content that students are discussing is content they learned prior to the session via videos. Therefore, it is not new content. Email comments 2/12/16]
- ~~If so, it should be classified as homework and not counted as contact time?~~ [It is not homework; the instructors/TAs are in the room and assisting teams/students in a manner similar to a laboratory course. Email comments 2/12/16]
- ~~If, however, it is supervised, it is fine.~~ [Yes – very much supervised by faculty. Because these courses are interdisciplinary, there is often both a science and clinical faculty member in the room at the same time and they are “co-teaching” so that the science and clinical content are learned simultaneously. Email comments 2/12/16]
- ~~Please provide more explanation of how this is envisioned to work.~~

D. PHA 5933: Principles of Pharmacoeconomics **[D]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10658>
- They are asking for a new section number for a rotating topics course.
- Are they really asking for a new course? If not, then we should deny this with instructions to create a Fall section with the Registrar’s Office.

20. Proposed changes to professional courses

| Approved  | Conditionally Approved | Recycle |
|---|------------------------|---------|
| NGR 6509: Psychiatric-Mental Health Nurse Practitioner (Clinical) |                        |         |
| NGR 7940L: Residency in Advanced Nursing Practice                 |                        |         |

**Nursing**

A. NGR 6509: Psychiatric-Mental Health Nurse Practitioner: Family and Individual Psychotherapy Clinical **[A]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10682>
- ~~Please submit the syllabus for the course, and refer to the UF Syllabus Policy available on the approval.ufl.edu site to ensure all required text is included and recommended text considered.~~ [Syllabus submitted and updated. 2/11/16]
- ~~Looks like this course has historically been graded on an S/U basis (found this link online but it appears it was never designated on the UCC forms as S/U. [Yes, the mistake was discovered and that it is why we are submitting now. Email from 2/8/2016. Cecile.]~~
- ~~Interesting that CON was able to give S/U grades without it being designated as S/U course. Was this approval ever made through UCC?~~
- ~~Regardless, this should be handled as a new request to change from letter grades to S/U grades. Please include a rationale of why the S/U grading option is better suited for this course. [In summer 2014 the mistake was discovered and the registrar changed to S/U but a formal UCC form was never submitted and therefore in summer 2015 grades were submitted. Email from 2/8/2016. Cecile]~~

B. NGR 7940L: Residency in Advanced Nursing Practice **[A]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10681>
- Rationale on form: “Change Course Objectives
- ~~Why are the course objectives changing, and what objectives have changed? What is the motivation behind this change of objectives?~~
- [The course objectives are the program outcomes. The program outcomes were approved by the College in March of 2012 and the course objectives changes were never submitted. The error was discovered in the past month and we are trying to submit the correct course objectives. Email from 2/8/2016, Cecile]
- ~~Please make sure that the attendance policy in the syllabus follows UF policy, which does allow for accommodations for excused absences.~~

21. Proposed new joint courses

| Approved | Conditionally Approved | Recycle |
|----------|------------------------|---------|
|----------|------------------------|---------|

|  |  |  |
|--|--|--|
| EEE 4379: Mixed Signal IC Testing I        | ABE 4XXX, 6XXX: Bio-Based Products             |  |
| EEE 4425: RF/Microwave Passive Circuits    | EEL 4876: Intro to Hardware Security and Trust |  |
| EEL 4402: Computational Photography        |  |  |
| EEL 4558: Acoustics                        |  |  |
| PLP 4XXX: Applied Plant Disease Management |  |  |

## Agricultural and Life Sciences

### A. PLP 4XXX: Applied Plant Disease Management ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10580>
- ~~3000 and 4000 level courses require prerequisites, [Faculty made aware of need to change form, no change yet. 2/12/16]~~[Updated 2/16/16]
- Stated in the Syllabus:
  - “Emergencies do happen, and if they will impact your participation in any graded opportunity, you must contact the instructor by email at least 24 hours **PRIOR** to the quiz/exam/project due date and time. Make-up quizzes may be allowed at the discretion of the instructor in such circumstances.” *[Emergencies do happen, and if they will impact your participation in any graded opportunity, you must contact the instructor by email as close as possible to the quiz/exam/project due date and time. Updated 2/8/16]*
  - This statement does not comply with the UF policies
- Recommended: “Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. A reasonable amount of time to make up a final exam is within 60 days of the originally scheduled final exam date; however, students in their graduation semester may require expedited accommodations to ensure graduation as scheduled.” *[Addressed, 2/8/16]*
  - Please note that students may not be able to contact the instructor in advance of her/his absence or time of exam.
- Under “Accommodating Student with Disabilities”: “Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.” In some cases, they can be, but these are typically handled through the petitions process. It is recommended to remove this sentence. If a student is in a situation in which s/he will request retroactive consideration, s/he will be instructed to participate in the UF petitions process. *[Removed and updated with UF policy link. 2/8/16]*

## Engineering

### B. EEL 4402: Computational Photography [A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10593>

- ~~Grading scale varies between submitted form and submitted syllabus~~
  - ~~Submitted Form: 20% Participation, 15% Presentations, 30% Midterm, 35% Final~~
  - ~~Submitted Syllabus: 25% Presentations, 35% Midterm, 40% Final [Reconciled/Updated. 1/22/16]~~
  - ~~Please reconcile the two.~~
- If this is a technical elective that changes catalog wording, please submit the new catalog wording.

C. EEE 4379: Mixed Signal IC Testing 1 ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10591>
- Joint graduate/undergrad course
  - ~~Homework: differentiated for grad/undergrad by number of assignments, or ability level? [Both. Graduate students have additional homework questions and those questions are more in-depth than the ones the undergraduates do. The wording on the syllabus was changed to: "Graduates: an additional 2 or 3 more in-depth homework questions at the end of the set." Comments in email 2/12/16]~~
  - Labs: undergrad and graduate students perform same assignments. Graduate students are expected to answer more questions.
  - Exams: Same exams for both undergraduates and graduate students, but different grading curve by grad/under grad with separately assigned curve/grade
- ~~Is the grading scheme sufficiently detailed? Grading Scheme varies within submitted documents, please reconcile the two. [Grading scheme on form was revised to match syllabus. 2/12/16]~~
  - Submitted form version 1:
    1. ~~50% exams and quizzes~~
    2. ~~45% Homework and Projects~~
    3. ~~5% attendance~~
  - Submitted from Syllabus:
    1. 50% Exams and Quizzes
    2. 50% Homework and Projects
- ~~In Attendance and Expectations section of provided syllabus; "All though attendance is **not mandatory**, absence from class can result in missing materials tested on exams." However, submitted form shows 5% of grade is attendance.~~
  - ~~If attendance is not mandatory, why is attendance being graded?~~

- ~~If a student opted never to attend class, but simply copied notes from another student, would the instructor be ok with this?~~
- ~~Perhaps instead of “All though attendance is not mandatory, absence from class can result in missing materials tested on exams” state, “Regular attendance is highly encouraged. Material presented during class is tested on exams.” [Syllabus update 2/9/16]~~
- If this is a technical elective that changes catalog wording, please submit the new catalog wording.

D. EEE 4425: RF/Microwave Passive Circuits ~~[CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10595>
- ~~The difference between the undergraduate and graduate expectations is not clear. Is the difference between grad/undergrad course the choice of a project (grad students) vs an assigned topic (undergrads)?~~
  - ~~Please clarify the difference(s). [From Instructor – “For undergraduate students, a design topic is something covered in the class, for example, a Branch Line Coupler with a different printing circuit board and a different operating frequency. For graduate students, a design topic is not limited to a Branch Line Coupler but could be any type of coupler with a specific coupling factor, a frequency band, and an insertion loss. They will identify the best architecture and design a coupler.” The syllabus has been updated with this information. Email comments and course request update 2/12/16.~~
- ~~Grading “Homeworks are due at the beginning of the class period.~~
  - ~~10% if turned in after lecture begins~~
  - ~~20% if turned in after lecture ends (up to one business day late)”~~
  - ~~Does this mean that homework turned in more than one business day late will receive zero credit?~~
  - ~~Does the instructor envision that students who have missed the due date can complete and submit their homework during class in order to have only 10% deducted?~~
  - ~~Please clarify the wording. [From instructor—“an additional reduction of 10 % is applied for every day late from the due date. Ultimately, after 9 days, no submission is credited.” The syllabus has been updated with this information but not the UCC form. Meets recommendations 2/12/16]~~
- If this is a technical elective that changes catalog wording, please submit the new catalog wording.

E. EEL 4558: Acoustics ~~[R][CA]~~[A]

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10489>

- Grading –

- 75% Exams

- 25% Quizzes/Projects (Are there guaranteed quizzes or chance of quizzes?) [Grading system revised; no projects.-email comments 2/12/16.-Change not reflected in submitted UCC form, does removing graded projects impact the class in anyway? Syllabus grading scale now has “Homework will be assigned periodically. They will NOT be collected or graded.”] [“That is an error in the syllabus that I thought I removed. HW is collected and graded.” Email update 2/15/16. Form and Syllabus have been fixed 2/16/16]

- 1. ~~[However this is the revised grading scale which is different than the submitted form:~~ [Updated on form and Syllabus. 2/16/16]

- Grading –

- Exam 1                      30 %

- Exam 2                      30 %

- Exam 3                      30 %

- HWs                         10 %

- Total                       100 %

- Note: This course is co-listed with the undergraduate class. The homework portion of the graduate section will involve additional work and more advanced concepts with respect to the undergraduate section. The exams will also involve more advanced concepts with respect to the undergraduate section.]

- ~~Wording suggests that attendance is required, but it is not included in the grade.~~

- ~~Also, the instructor requests to be notified in advance if the student cannot attend a lecture. In some cases, a student may not be able to notify the instructor prior to the missed lecture. Please clarify this in the syllabus. (“Unless in the case of an unanticipated emergency...”) [Email 2/12/16.”The suggested wording is now included.” In addition to the original wording of notifying professor in advance still in syllabus.]~~

- Assigned homework, but will not be collected or graded, is this the same as homework for graduate students? Just to be clear, the graduate students’ homework questions will be more difficult but also will not be graded? ~~[Right. Homework material is on the tests. Email comments 2/12/16]]~~ [Updated 2/15/16. HW is collected and graded]

- Course outline discusses “Exam Reviews” but does not specify when exams take place or if there is a final exam in addition to exam 1 and 2. Please clarify. [removed from syllabus]
- ~~If this is a technical elective that changes catalog wording, please submit the new catalog wording.~~

F. ABE 4XXX, 6XXX: Bio-Based Products **[CA]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10486>
- [No updates for recommendations as of 2/14/16]
- Joint graduate/undergraduate course with ABE6XXX being separately approved. The main differences between the undergraduate and graduate level courses are in the point percentages associated with Homework, Course Project, and Midterm.
  - The grading scale/methods are the same in both the 4XXX course syllabus and the 6XXX course syllabus.
- Please include the UF attendance policy. Also, note that there are more reasons for excused absences than medical or court excuse. Note also that documentation is not required for absence because of religious holidays.
- Some variation between submitted documents in regards to the course outline and weekly topics, some weeks overlap (e.g., week 11 and week 11-14, etc.), and some are listed in different orders between the submitted form version, 4XXX syllabus, and 6XXX syllabus.
  - Please reconcile the two syllabi and the submitted form in this regard.
- Weeks 4-8 listed as Spring break on the submitted form. Please correct.
- Please include the make-up policy for students with excused absences.
- Since this will be used as a departmental elective or an engineering elective, should the catalog reflect this addition? If so, please include new catalog wording in this submission.
- No textbook is required, but, rather, references. How will the students be able to access these references?

G. EEL 4876 Intro to Hardware Security and Trust ~~[R]~~**[CA]**

- <http://apps.aa.ufl.edu/Approval/Requests/Info/10616>
- ~~The cover sheet asks for EEL4876, but request form requests “4873”. Why is there a discrepancy? [ Updated in forms. 2/8/16]~~
- ~~Hardware is required. Is the student responsible to pay for the board, or will it be provided? Is there a material/supply fee to cover the board? If so, please include in the syllabus. How will the instructor~~



~~accommodate a student who cannot afford the cost of a board?~~

[Email: “This is a technical elective choice, not a required course. As with many courses, if the student cannot afford the supplies for the course, the student should not enroll in the course until the student can purchase the supplies needed.” Is this within policy?

- This semester, the department is experimenting with purchasing the board and providing it to the student.
- If this system is maintained, the department will submit the necessary paperwork to assign a material fee to the course. What that fee will be has not yet been determined. 2/12/16]
- The modules will be graded as S/U. Will these S/U grades be translated into the assignment or project demo letter grade? If so, clarify how this will be done. [Email 2/12/16. “Removed. No longer an issue.” However there is still an “assignments” section in the course grading scale of syllabus which implies there is still ‘homework/modules’. Additionally the modules are still discussed in the ‘Attendance and Expectations’ section in regards to ‘cheating/copying’ 2/14/16]
- [The course is comprised of weekly lectures, 3-4 modules, student presentation module, and a final project.
  - However, the grading scale does not reflect the above statement unless modules are still assignments. 2/14/16]
  - Grading –
    1. 50% midterm and final exams
    2. 20% Project Demonstration
    3. 20% Assignments
    4. 10% Oral Presentation
- ~~“If a student falls too far behind they will be encouraged to drop a class”.~~
  - Better wording in place of this is “Once a student has received two tardy extensions, the instructor will arrange a consultation with the student to learn why s/he is falling behind and to connect her to resources to ensure s/he stays on track. Failure to keep up in the class will endanger the student’s ability to perform well in the material.” [Removed statement about tardiness. Email 2/12/16]
  - ~~“Students encouraged to work as groups or in teams, however you are not allowed to copy or duplicate any lab material (code, drawings, etc.) from another student. This work will be considered cheating and will be dealt with in a severe manner”.~~
    1. If students work together as allowed and individually create the same code and submit the same code, will this be considered cheating? Please clarify what you

~~mean by the above statement.~~ [The idea is that students may work together and devise conceptual approaches, but they must develop final codes, etc. independently. If code submitted is identical or nearly so, this would be considered cheating. Email 2/12/16. Discussed with Dr. Lindner]

- If this is a technical elective that changes catalog wording, please submit the new catalog wording. [Email 2/12/16. “Not applicable”]