

<p style="text-align: center;"><b>Minutes of the Meeting of the University Curriculum Committee September 9, 2008</b></p>
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Daniel Wubah convened the UCC at 1:30 p.m. in 226 Tigert Hall.

**Members Present:** Daniel Wubah, Chair, Cammy Abernathy, Kelli McCormack Brown, Peggy Carr, Shelley Collins, Tom Dana, Sheila Dickison, Tracy Flack, Stephanie Hanson, Selman Hershfield, Mirka Koro-Ljungberg, Albert Matheny, Andrew McCollough, Wayne McCormack, James McLeskey, Bill Page, Robert Primosch, Steve Pritz, Meredith Rowe, Edward Schaefer, Elaine Turner

**Guests:** Roxanne Barnett, Joanne Foss, Frank Bracco, Jonathan Ossip

**1. Approval of minutes of the April 22, 2008 meeting.**

The minutes were approved as written.

**2. Dr Wubah welcomed the members to a new academic year and reviewed the composition of the UCC.**

Once the recently approved changes are implemented, the UCC will consist of 12 members appointed by the president, 12 members elected by the Faculty Senate, 3 student representatives, a chair appointed by the president and a co-chair selected by agreement of the elected representatives. This year's elected representatives will select their co-chair. Dr Wubah also hopes to create a UCC operations manual during this year, in conjunction with the Faculty Senate.

**3. Update from Faculty Senate meeting.**

Content of the August 28 meeting can be viewed on the Faculty Senate website. President Machen spoke at the Faculty Senate meeting about the difficult budget situation at UF, and indicated further budget call backs were possible this year. A decrease in external funding is indicative of decreases in funding at the national level.

**4. Discussion of the volume of course approvals and changes during the summer.**

New courses that are intended to be taught or current courses that are intended to be changed effective for the fall term need to be reviewed by the UCC prior to the final meeting of the spring term. Departments need to be made aware of this process so that they can begin sooner to meet these deadlines. The UCC will consider an additional meeting during May, if needed, to consider courses and changes approved by the colleges prior to the end of the spring term but after the April meeting.

**5. Discussion of degree changes via the approval system.**

The UCC hopes to move towards using the electronic system for degree approvals at some point in the future.

There were several suggestions for changes to the approval system, including:

Allowing a more streamlined upload by using freeware to allow data typed on the pdf form to be stored in the system.

Provision of a mechanism to allow the UCC form to be created in word and then uploaded as a pdf to the system.

The use of different system terminology to distinguish course issues from curricular issues.

A separate way to identify new course requests (UCC1 forms) from course change requests (UCC2 forms).

Dr Wubah will talk to the staff that provides systems support for this process and to determine what options are possible.

**6. Discussion of approval and elimination of specializations and tracks.**

Updates have been sent to Academic Affairs that have not yet been through the college approval process. Please be sure your departments are aware of the correct protocol to follow.

**7. Discussion of academic calendars 2011-2012 and 2012-2013.**

The UCC will review 2 calendars this term. Timing of spring break has still not been resolved between the UCC and the Faculty Senate. While the academic preference is for spring break to be held after the 8<sup>th</sup> week of the 16 week term, the Faculty Senate has previously requested it to be scheduled no earlier than after the 9<sup>th</sup> week of the term. Dr Wubah and Steve Pritz will be meeting with the Academic Policy Council of the Faculty Senate to discuss a resolution.

**8. Proposed revision to the BS in Mechanical Engineering and BS in Aerospace Engineering degree programs effective Fall 2009.**

Dr Abernathy summarized the changes, which affect the placement of courses within these academic plans but not the total hours or courses required. This revision was approved, with the caveat that the executive summary included is modified to remove reference to the state's summer school requirement.

**9. Proposal to reorganize the Jacksonville campus Department of Otolaryngology as a division of the Jacksonville campus Department of Surgery.**

Dr McCormack explained this is an administrative reorganization that affects only the program in Jacksonville do to the small size of the department. This proposal was approved.

**10. Items from Graduate School (information only).**

**11. New/changed undergraduate courses.**

All approved, except NGR 4829.

The department move for NGR 4829 to not be considered since it does not require UCC approval and will be handled administratively through the Office of the University Registrar.

**12. New/changed professional courses.**

Pharmacy course was tabled until next meeting as no representative was present to discuss the proposals.

Dental courses were approved with the addition of a prerequisite for the sequentially taught courses.

**13. Notice of proposed new/changed graduate courses (information only).**

The meeting adjourned at 2:34 p.m.