

Members present: Chair Jerry Haky, SC; Clifford Brown, AL; Ethlyn Williams, BA; Ellen Ryan, CDSI; Dan Meeroff, EG; Peggy Goldstein, ED; Michael Harrawood, HC; Alyse Ergood, Library; Katherine Chadwell, NU; Edward Pratt, Dean of Undergraduate Studies; Maria Jennings and Nilce Maldonado, Registrar's Office.

Guests: Donna Chamely-Wiik, University's Quality Enhancement Plan Director; Jeff Galin, Writing Across Curriculum Director; Mark Harvey, Associate Professor of Sociology; Tim Lenz, Professor of Political Science.

Chair Jerry Haky called the meeting to order at 10:06 a.m.

I. MINUTES AND ANNOUNCEMENTS/DISCUSSION

1. **MINUTES:** The minutes of the September 5, 2014 meeting were approved and Chair Haky congratulated the Registrar's Office staff for the very well-prepared minutes.

2. ANNOUNCEMENTS/DISCUSSION

a. General Studies Bachelor

Chair Haky informed the committee that the Bachelor of General Studies, approved by the UUPC in September, received a positive recommendation from Steering and would be presented to the University Faculty Senate (UFS) later that day.

b. Intellectual Foundations Program (IFP): General Education Curriculum

This item was tabled by Steering because a representative was not present to address questions that arose. One of the questions referred to the removal of the requirement that courses in the IFP need to be chosen from different departments. Undergraduate Studies Dean Edward Pratt noted this is being removed because it creates confusion among students as they don't always know in which departments courses are housed. This requirement is also an issue due to limited seat availability in some courses. Dean Pratt added the proposal will go before Steering once again in October.

c. Electronic Forms and Registration

Last meeting the committee asked Registrar's Office (RO) Representative Maria Jennings to request that the RO study the feasibility of creating electronic course forms for the UUPC. Rep. Jennings reported that the RO is working on a different project with a company that offers electronic course form capability. She added that the University Registrar has shared this company's capabilities with the Provost's Office for review and further consideration.

While on the subject of the RO, Chair Jerry Haky asked if there was progress on the possibility of adding an automatic prerequisite checking system whereby students would be dropped from courses right before the new term begins if they did not receive the appropriate grades on the prerequisites for the courses. Rep. Jennings referred to the arrangement made with Arts and Letters for several of its courses in which the RO created a report that Arts and Letters runs each term to catch students in this situation. Arts and Letters drops these students from the courses and reaches out to them. She added that the last time this issue was discussed at a UUPC meeting, University Registrar Wendy Kutchner offered the same arrangement for Science and Engineering and Computer Science and asked for the courses with this issue to be provided so that the RO could create a similar report for these colleges.

Arts and Letters Representative Clifford Brown expressed that this function should be automatic and handled by the RO. It should not fall to the colleges to handle. There was discussion on how students would be informed if this were to become an automatic process, and Rep. Brown indicated it should be handled the same as the other electronic correspondence sent out to students. Engineering and Computer Science Representative Dan Meeroff shared that during his college's recent ABET re-accreditation he was asked if FAU has an automatic prerequisite checking system in place. Because FAU

does not, the college had to undergo an extensive manual process to satisfy the accrediting body regarding the prerequisite issue.

The committee emphatically agreed that an automatic drop has to be implemented for students who do not make the appropriate grade in the prerequisite courses. Chair Haky said he would invite the University Registrar to address this issue again.

II. OLD BUSINESS

1. Engineering and Computer Science – New Course

EEL 4283C- Renewable Energy Systems (**remains tabled**)

This item was initially tabled on April 18, remained tabled on September 5, and EG Rep. Meeroff asked for it to remain tabled at this October meeting. He stated that the matter holding it up is still not resolved. According to UUPC Policy, this course must be considered at the next UUPC meeting on November 7, otherwise it will be withdrawn.

Rep. Meeroff took a moment to thank RO Rep. Jennings for expeditiously assisting the college with its catalog changes in preparation for the college’s re-accreditation visit.

2. Harriet L. Wilkes Honors College – New Courses

ART 1602C- Honors Photoshop

ART 2812C- Honors Installation Art

Honors College Representative Michael Harrawood presented complete and straightforward syllabi for both courses above. Among the improvements, he asked professors to incorporate the grading information in a single area facilitating a more standardized and clear syllabus. **These courses were approved by the UUPC.**

ART 1602C form syllabus	Honors Photoshop	3	New	
ART 2812C form syllabus	Honors Installation Art	4	New	

3. University Honors Council (UHC)

Addition of thesis waiver notation amendment

Prior to the meeting, UHC Chair Mary Ann Gosser asked for this item to remain **tabled**. She is still getting clarification from the Honors College regarding its possible changes in thesis and capstone requirements.

III. NEW BUSINESS UNIVERSITY-WIDE

1. Undergraduate Research and Inquiry Curriculum Committee – Informational Item

Donna Chamely-Wiik, the University’s Quality Enhancement Plan Director, provided a very detailed explanation about the Distinction through Discovery (DTD) Curriculum Committee’s efforts to grow a culture of research initiatives and practices at FAU. An important step in this process would be establishing a mechanism to certify courses as “Research and Inquiry Intensive” within the undergraduate curriculum. Dr. Chamely-Wiik proposed that this process could be achieved through the creation of an Undergraduate Research and Inquiry Curriculum Committee that would serve as a sub-committee of the UUPC.

Dr. Chamely-Wiik highlighted the top five benefits of establishing a Research Intensive (RI) curriculum at FAU: 1) Students who are engaged in high impact educational practices such as undergraduate research have shown greater rates of retention and exhibited stronger professional development skills; 2) the designation of RI will appear on the student’s transcript with each research intensive course the student

takes offering them broader opportunities to distinguish themselves on their transcripts; 3) the RI designation will assist FAU in maintaining comprehensive records of research activities; 4) the RI designation will assist FAU in distinguishing itself as an institution that values student engagement in undergraduate research; 5) FAU would join the growing number of institutions providing an undergraduate RI curriculum. She added that the DTD has been researching and generating ideas from four of the top universities who currently offer RI, including the University of North Carolina at Chapel Hill, George Mason University, the University of Toledo and the University of Alabama at Birmingham.

Chair Haky agreed with the ideas of the RI initiative and giving students the proper recognition on their transcripts. He added that once in place, this initiative could lead to multiple growth opportunities, including RI certificate programs, RI compacts and directed independent research, but the program will require extensive buy-in from the colleges. Dr. Chamely-Wiik responded that she has been meeting with all the colleges to explain this initiative and establish parameters with them for determining how courses will be deemed Research Intensive. Colleges would voluntarily submit courses.

Library Representative Alyse Ergood asked how the research courses would maintain their RI designation. Dr. Chamely-Wiik explained that the committee would establish the RI criteria, about four criteria would be created to designate courses. Then department chairs would guide faculty teaching the RI courses to ensure the criteria are being followed and courses would be re-certified every couple of years.

A long discussion followed regarding how UUPC sub-committees operate, whether the UUPC should create a new sub-committee or if the DTD Committee should be the one to certify RI courses and the difficulty colleges often have in naming faculty to serve on these committees. Dr. Chamely-Wiik expressed that a sub-committee would be ideal because it would have representation from each college. She and Dean Pratt would serve on it as well as ex-officio members. The DTD's representation does not match these requirements because it includes staff and students. In addition, having the committee under the auspices of the UUPC would ensure an appropriate faculty governance process. Arts and Letters Representative Clifford Brown reminded the UUPC that the DTD is not part of the faculty and, therefore, that committee is not in a position of performing assessments. EG Rep. Meeroff voiced concern about SACS involvement in this new sub-committee since it would be an outgrowth of the QEP. Dr. Chamely-Wiik explained that the QEP was written so that it could change as the momentum of the program changes. She said SACS would be satisfied as long as FAU documents the changes in the program as the program grows.

Dr. Chamely-Wiik then explained several certification models being used by the four universities mentioned above. One university certifies at the departmental level and then provides the list of RI courses to the Registrar's Office for implementing. The other three function in a more sequential manner, starting at the departmental level, then sending the courses to the RI committee for review, followed by varying levels of faculty governance ending with the faculty senate. One of these schools sends the courses to the QEP committee for review, but Dr. Chamely-Wiik said her committee would prefer not to have the course review tied to the QEP Committee for the reasons mentioned above.

Chair Haky steered the extensive conversation to a close by asking committee members if they were ready to vote on the creation of the sub-committee or if they wanted time to review this proposal with their colleges. Dr. Chamely-Wiik added she does not want to rush into any decisions and welcomed more feedback. Business Rep. Ethlyn Williams expressed that she would like to consult with the Business dean and the faculty assembly prior to any final involvement. EG Rep. Dan Meeroff made a motion for the UUPC to show support for the creation of the sub-committee, but provide time for colleges to discuss it. This was followed by an amendment to the motion stating the UUPC will give the sub-committee proposal a final vote in November. **The motion with amendment was seconded and the UUPC voted all in favor.**

2. Opening of the Community Center for Excellence in Writing – Informational Item

Jeff Galin, Director of the University Center for Excellence in Writing (UCEW) and the Writing Across Curriculum Program, informed the committee that the UCEW has opened an auxiliary center, the

Community Center for Excellence in Writing (CCEW), for members outside the FAU community. The new center is especially targeting students applying to graduate school, high school students preparing for their college admissions and members of the community seeking to enhance their resumes. The center's services are not available to FAU students because they can receive these same services for free through the UCEW, but any workshops the CCEW offers will be offered to FAU students at a nominal fee. Dr. Galin added that to avoid any potential conflict, the CCEW will stipulate that assistance provided through the center does not guarantee that its clients will be accepted to the school's to which they are applying.

Dr. Galin encouraged the UUPC to share the news about the center with potential clients. Rates are competitive and multiple-visit packages are available. An official FAU announcement about the CCEW's opening is forthcoming. Its website can be found at <http://www.fau.edu/ccew>.

IV. BUSINESS FROM THE COLLEGES

1. DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS

AL Rep. Clifford Brown presented a new elective course, Media and Sexuality, for the School of Communication and Multimedia Studies; a Directed Independent Study course for English, which he indicated was much needed; and a prerequisite change for GRA 3435C so that non-majors may have access to the course. He also confirmed that the University Honors Council has approved the new course Honors Thesis in Political Science, POS 4972. This course was tabled by the Steering Committee last month because it needed UHC approval. That approval is now attached to the course form.

Rep. Brown then introduced Mark Harvey, Associate Professor of Sociology, who explained that Sociology is reconstructing its undergraduate curriculum, moving some of its 4000-level courses to the 3000 level and adding a prerequisite to many of its 4000-level courses creating more structure for the program, among other revisions. Dr. Harvey added that an outside assessment concluded that the program does not have enough structure or courses for juniors to build on when they become seniors. In addition, the senior-level courses being switched to junior level will give juniors earlier access to key courses in the program.

Dean Pratt warned of the need to review the number of seats available in the 3000-level courses to ensure availability for students to graduate on time. Dr. Harvey offered to share the concern with the department chair. EG Rep. Meeroff and BA Rep. Williams pointed out that some of the syllabi for the Sociology courses indicate the courses must be passed with a "C" while other syllabi do not include this statement. They asked if this is a department requirement for the major. Dr. Harvey confirmed a grade of "C" is a department requirement for major courses. This requirement is listed in the catalog as a blanket statement so it does not need to be in each syllabus, although some professors prefer to include it. RO Rep. Jennings informed the committee that two of the course change proposals are being withdrawn due to incomplete syllabi (SYO 4353 and SYP 4421). Dr. Harvey added these will be updated and returned for committee consideration during the next phase of the program restructuring. **UUPC approved the Arts and Letters' new courses, course changes and program changes below.**

Program changes	Sociology	
---------------------------------	-----------	--

COM 4370 form syllabus approval	Media and Sexuality	3	New	
ENG 4904	Directed Independent Study	1-4	New	
GRA 3435C form syllabus	Technology Intensive	1-4	Change prereqs.	
POS 4972 form	Honors Thesis	3	New	

syllabus UHC approval	in Political Science			
SYA 4120 form syllabus	Contemporary Social Theory	3	Add prereq.	
SYA 4150 form syllabus	Social Conflict	3	Add prereq.	
SYA 4300 form syllabus	Sociological Analysis: A Survey of Methods	3	Add prereq.	
SYD 4510 form syllabus	Environmental Sociology	3	Add prereq.	
SYD 4602 form syllabus	The Urban Community	3	Add prereq.	
SYD 4700 form syllabus	Race and Ethnic Relations	3	Change number to 3000 level (3700)	
SYD 4800 form syllabus	Gender and Society	3	Add prereq.	
SYD 4814 form syllabus	Gender, Power and Relationships	3	Add prereq.	
SYO 4100 form syllabus	Family and Society	3	Change number to 3000 level (3100)	
SYO 4200 form syllabus	Sociology of Religion	3	Add prereq.	
SYO 4250 form syllabus	Sociology of Education	3	Add prereq.	
SYO 4370 form syllabus	Men, Women and Work	3	Add prereq.	
SYO 4404 form syllabus	Health and Social Inequality	3	Add prereq.	
SYO 4530 form syllabus	Class, Status and Power	3	Change number to 3000 level (3530)	
SYO 4570 form syllabus	Organizational Sociology	3	Add prereq.	
SYP 4110 form syllabus	Self and Society	3	Change number to 3000 level (3110)	
SYP 4304 form syllabus	Social Movements	3	Add prereq.	
SYP 4400 form syllabus	Social Change	3	Change number to 3000 level (3400)	
SYP 4420 form syllabus	Sociology of Consumption	3	Add prereq.	
SYP 4453 form syllabus	Global Social Change	3	Add prereq.	
SYP 4454 form syllabus	Globalization and Social Movements	3	Add prereq.	
SYP 4530 form syllabus	Adolescence and Delinquency	3	Add prereq.	

SYP 4570 form syllabus	Social Control and Deviance	3	Change number to 3000 level (3570)	
SYP 4630 form syllabus	Sociology of Popular Culture	3	Add prereq.	
SYP 4650 form syllabus	Sociology of Sport	3	Change number to 3000 level (3650)	
SYP 4714 form syllabus	Sociology of Youth	3	Add prereq.	

2. COLLEGE OF BUSINESS

a. Proposals for New Items

Rep. Ethlyn Williams presented the college's request for 100 percent residency for its certificate programs. This proposal was previously approved by the UUPC, but due to confusion with the verbiage, the college pulled the item from the UFS agenda in September and revised it. The college would like all of its certificates, including those for non-degree students, Business majors and non-Business majors, to require that all courses needed to complete the certificate be taken at FAU. Rep. Williams also discussed the Club Management Certificate, which the Hospitality Management Program indicates was requested by the Hospitality industry in South Florida. Courses for this certificate are offered every semester. Hospitality is also proposing a new lower-division course for the program, HFT 1000, that will serve to introduce this field to freshmen and generate interest for the program at an earlier stage for FAU students. Honors College Representative Michael Harrawood noted that the syllabus for this course has some missing information under the learning compact. (Rep. Williams submitted the revised syllabus following this meeting.)

b. Entrepreneurship Minor and Corresponding Courses

Rep. Williams announced that the College of Business has opened Tech Runway, a new entrepreneurship center to assist start-up technology companies. Because of the new center, the college is interested in expanding entrepreneurship programs for FAU students. An entrepreneurship package was part on this UUPC agenda, including new courses, course changes and an Entrepreneurship Minor for non-Business majors. However, these proposals were either tabled at the meeting or withdrawn shortly after because they all included a level change to a key course, ENT 4024, Entrepreneurship. Management Programs proposed changing this course to the 3000 level to entice students to take it earlier, but EG Rep. Dan Meeroff stated that many Engineering students are required to take this course, and they need it to be at the 4000 level. Reducing the level to 3000 would especially affect the Geomatics Engineering students. Rep. Williams offered to hold off on the minor and affected courses until Engineering is consulted. The committee agreed. The following were tabled: Entrepreneurship Minor, ENT 4024, ENT 4132, ENT 4905, ENT 4940. The following were withdrawn: ENT 4114, ENT 4934 because the only change proposed for these was the ENT 4024 level change. **The College of Business proposals in the tables below were approved by the UUPC.**

Residency Requirement	College of Business Certificate Programs	
New Certificate	Club Management	

HFT 1000 form syllabus	Introduction to the Tourism and Hospitality Industry	3	New	
--	--	---	-----	--

3. COLLEGE FOR DESIGN AND SOCIAL INQUIRY

a. New courses

Representative Ellen Ryan presented two new courses, one for the Public Safety Administration program, and the other for Social Work. She added that the new Social Work course will enhance

social worker skills in helping clients fight depression and have a more positive attitude. **UUPC approved the new courses.**

PAD 4398 form syllabus	Diversity and Social Vulnerability in Public Safety Administration	3	New	
SOW 4802 form syllabus	Social Work and Positive Well Being	3	New	

4. HARRIET L. WILKES HONORS COLLEGE

Rep. Michael Harrawood presented a new course, which was approved by the UHC. He confirmed that all Honors College courses will now go through the UHC. **UUPC approved the new course.**

ART 3213C form syllabus UHC approval	Honors Material Transformations	3	New	
--	---------------------------------	---	-----	--

5. LIBRARY

Library Representative Alyse Ergood provided details about the Library’s “Citation Style and RefWorks Workshops.” Information is available at: <http://www.library.fau.edu/depts/ref/instrsv/mainwksh.htm>

Chair Haky asked about the search for a new dean for the Library. Rep. Ergood mentioned a faculty meeting set for October 17 would provide further updates, but she added a Ph.D. is no longer required for the dean’s position, only a master’s degree with extensive field experience.

6. CHARLES E. SCHMIDT COLLEGE OF SCIENCE

Chair Haky informed the committee that the new certificate, Advance Geographic Information Systems, was previously offered at FAU, but was terminated due to lack of interest. Now the department has noted a surge in demand for it. Chair Haky asked for the committee’s input regarding the number of credits for the certificate (9) when historically certificates require 12 credits, and if offering an advanced certificate seems redundant since a lower-level GIS certificate and a GIS graduate certificate already exist. AL Rep. Brown replied that the certificate does not seem redundant because it offers extra specialization, but expressed concern on the low number of credits. BA Rep. Williams backed the number of credits because this certificate already requires the completion of the lower-level GIS certificate, plus these 9 additional credits. She added this is similar to the 9-credit certificates in Business that require the Business foundation courses. EG Rep. Meeroff pointed out that there are two courses required for the certificate that have the same title and content as two courses that exist in Engineering. He suggested that Geosciences have a discussion with Engineering before moving forward and indicated Engineering has asked about this overlap before. Chair Haky decided to **table the certificate** until further clarification. The committee agreed. The second item on the agenda for Science, changes to **BSC 4403L, was withdrawn** because it was approved by the UUPC in April.

V. NEXT MEETING/ADJOURNMENT

The next UUPC meeting is Friday November 7, 10 to noon, in SU-80, room 132.

Program changes or new programs approved at this October UUPC meeting go before Steering on October 28, <http://www.fau.edu/ufsgov/steering-committee.php>

The committee then voted in favor of changing the December meeting from the 5th to the 3rd due to final exam and room conflicts. The December 3rd meeting will be held in SU-80, room 132, 10 to noon.

The meeting adjourned at 11:55 a.m.