University Curriculum Committee Meeting

MINUTES
January 30, 2007

Members Present
Maurice Edington, Chair
Neil James
Velma Roberts
Gwendolyn Singleton
Donald E. Palm
Ernestine M. Holmes
Elijah Johnson

The meeting was called to order at 3:35 pm by Dr. Edington. The agenda items were as follows:

I. Determination of Regular Meeting Schedule for Spring 2007 Semester
The committee agreed to meet the second Tuesday of each month at 3:30 pm. This meeting time will precede the Faculty Senate meetings held every third Tuesday). The specific UCC meeting dates for Spring 2007 are:
   - February 13, 2007, 3:30 pm
   - March 13, 2007, 3:30 pm
   - April 10, 2007, 3:30 pm

II. Review and Approve Minutes from November 14, 2006 meeting

III. Review and Approve New Procedures for Course Submission
Considering the inadequate opportunity to inform all departments, colleges, schools, and institutes, the January 15th deadline for course requests will be extended until March 13th for this semester only.

   The updated form will be placed on the web in place of the old one
   All online forms will be updated

   After much discussion, the committee agreed to investigate further and consider at a later date the creation and use of “form-fillable” versions online.

   The Committee agreed to make additional changes to the Procedure for Course Request Submission form to address the need for the presence of a unit representative at UCC meetings to present proposed course requests.

   Additional Revisions to Procedure for Course Request Submission:
College/School/Institute Curriculum Committee should: #5. “A representative should be present at every meeting of the UCC to present the College/School/Institute proposed course request.”

College/School/Institute Dean/Director should: #3. “Ensure that a representative is present at UCC meeting to present course request submission to UCC.”

**IV. Review of Procedures for Adding Courses to General Education Curriculum**

The General Education Sub-Committee (charged with identifying Gen. Ed. Courses and curriculum modifications that need to come before the UCC) needs to create guidelines for Gen. Ed. Course addition.

The Sub-Committee will start with Sciences (projected completion in two weeks), followed by Social Sciences, Humanities, Mathematics.

The Sub-Committee is advised to contact the departments in the area to request needed information to complete the procedures.

Need to create definitions of what is considered major versus minor changes

**V. Action on Submitted Materials**

19 Requests reviewed
Request items 3-12 tabled, additional information needed and/or presence of unit representative

Respectfully Submitted,
Gwendolyn Singleton, Ph.D.
Assistant Professor of Psychology
The meeting was called to order at 3:30 pm by Dr. Edington. The agenda items were as follows:

I. **Review and approval of committee report procedures for:**
   a. *New Program Approval, Adding courses to the General Education Curriculum, Offering Minors, Offering degree tracks* (Dr. Neil James reporting)
      - There is no separate description for minor, track, concentration
      - Will check to see if Board of Trustees has updated definition
      - Committee may need to revisit developing a checklist for developing new tracks
      - The New Program Committee will address General Education requirement guidelines
      - The UCC recommends the following general ed. request process:
         1) request originates in the Department
         2) College
         3) GEAC for evaluation and recommendations
         4) UCC
      - The UCC subcommittee will invite Dr. Valencia Matthews to the next meeting to discuss these recommendations as well as the role of GEAC and UCC in this process.
II. Action on submitted materials

21 Requests reviewed
1 was withdrawn (PHC 7707)
11 were approved
9 Request items tabled, additional information needed; Committee agreed to electronic review and decisions

III. Other
The University no longer desires to/will approve 0 credit courses
Yvonne Mcintosh requests to be placed on all subcommittees

Meeting was adjourned at 5:10pm

Respectfully Submitted,
Gwendolyn Singleton, Ph.D.
Assistant Professor of Psychology
Minutes
University Curriculum Committee Meeting
March 17, 2008
Tucker Hall room 113
3:30 PM

Present:
Maurice Edington (Chair), Michael Abazinge, Ernestine Holmes, Marlon Honeywell
Neil James, Tony Manson, Yvonne McIntosh, Gwendolyn Singleton, Serena Roberts

Agenda
SACS Comprehensive Standard 3.4.11
Action on Submitted Materials
Course Requests
Dept. Psychology: New Graduate Degree Track in Community Psychology
CIS Proposal: New M.S. Degree Track in Computer Science
SBI: Proposed Minor
ESI: Adding course to the General Education Sequence
Education: New B.S. Degree Program in Recreation Administration and Health Fitness Studies
Education: Various Program Changes

Next Meeting

• Dr. Donald Palm addresses the committee about the SACS Comprehensive Standard 3.4.11. This committee will need to show evidence that each academic unit handle curriculum effectiveness. The Curriculum Committees within the University’s schools, colleges and institute comprise full-time, teaching faculty with regular appointments. As part of the faculty responsibility for curriculum effectiveness, faculty has the responsibility to review courses, make changes in degree requirements and review proposals for new programs. Program leaders, department chairs and deans coordinate academics degree programs, majors and concentrations. The document entitled FAMU Academic Program Coordinators contains the name, highest degree, and discipline of all programs coordinators and members of each unit Curriculum Committee.

• Course Requests-18 request were submitted. See Table

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Unit Submitting Request</th>
<th>Unit Committee Chair</th>
<th>Course Name</th>
<th>Description of Request</th>
<th>Semester Hours</th>
<th>Action Taken by University Curriculum Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>College of Engineering/Dept. Civil &amp; Environmental Engineering</td>
<td>Reginald Perry</td>
<td>CEG 4XXX Land Development</td>
<td>New Course</td>
<td>3</td>
<td>Table until next meeting – need rep to come to the meeting</td>
</tr>
<tr>
<td>2</td>
<td>College of Education/Dept. Business and Technology Education</td>
<td>Tony Manson</td>
<td>OST 3716 Advanced Word Processing</td>
<td>Name change from Word Processing to Advanced Word Processing</td>
<td>3</td>
<td>The committee approved</td>
</tr>
<tr>
<td>3</td>
<td>College of Education/Dept. Business and Technology Education</td>
<td>Tony Manson</td>
<td>XXXX Introduction to Technology</td>
<td>New Course</td>
<td>3</td>
<td>Check to see if this course is already being offer in another school or college</td>
</tr>
<tr>
<td>4</td>
<td>College of Education/Dept. Business and Technology Education</td>
<td>Tony Manson</td>
<td>OST 2120 Document Processing II</td>
<td>Name change from Document Formatting II to Document Processing II</td>
<td>3</td>
<td>The committee approved</td>
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<td>5</td>
<td>College of Education</td>
<td>Tony Manson</td>
<td>OST 3639 Integrated</td>
<td>Name change from</td>
<td>3</td>
<td>The committee</td>
</tr>
</tbody>
</table>


• Dept. Psychology: New Graduate Degree Track in Community Psychology- Dr. Jackson-Lowman addresses the committee. The Department of Psychology has a Masters Degree Program in Community Psychology with a Thesis track. Her new proposals for a non-thesis track were submitted but table until next meeting. This committee is waiting on new guidelines from the University.

• CIS Proposal: New M.S. Degree Track in Computer Science-This request was table until next meeting. This committee is waiting on new guidelines from the University.

• SBI: Proposed Minor- This request were table until next meeting. This committee is waiting on new guidelines from the University.

• ESI: Adding course to the General Education Sequence-The University Curriculum subcommittee, chaired by Neil James will submit proposed guidelines to this committee. After this committee has approved the guidelines then the new guidelines will be sent to the Faculty Senate for there approval.

• Education: New B.S. Degree Programs in Recreation Administration and Health Fitness Studies were submitted. These requests were
table until next meeting. This committee is waiting on new guidelines from the University.

- Education: Various Program Changes - This request were table until next meeting. This committee is waiting on new guidelines from the University.
- Next Meeting will be April 10, 2008 in GEC 201C at 2:00 pm.