

## Undergraduate Council Minutes

Monday April 13 2009, Conference Room BAY 220

Faculty Present: Kim Stoddard, Bob Thompson, Kaya van Beynen, Seth McKee, Todd Shank, Michael Sampson, Jennifer Baker

Regrets: None

Guests: None

Meeting: Called to order at 10:10 by Bob

### Admission Criteria:

Despite being on the agenda, a discussion of changes to the Admissions Criteria is tabled until the next meeting. The UG Council has not yet received the required data that outlines how any changes to Undergraduate Admissions criteria will affect the USF SP campus.

### Suspended Program Process:

The Academic Council has requested that the Undergraduate Council change the process for suspending programs. Currently, the process to suspend programs goes through the Undergraduate Curriculum Committee, while the process to delete programs goes through the Undergraduate Council. Programs might be suspended due to a lack of faculty or a lack of budget. If programs are suspended don't have to go back to the state. This way it is easier to suspend rather than to stop (delete) and then later restart the program. Additionally, the current policy has caused some confusion as students have been admitted to programs that are suspended. It would be better if the process for suspended programs was similar process as the process to deleted programs.

Bob suggested adding a sentence to the current Suspended Program policy that the UG Council be included in the review process. Kim moved to accept this change, Todd seconded, Unanimous agreement by Council members

### Incomplete Grade Policy:

The Tampa UG Council is considering a change to the "I" (Incomplete) grade policy that members of the USF St Petersburg Undergraduate Council should consider. According to the current Incomplete Grade Policy, a student receives an "I" grade at the end of the semester until they have completed the required work, at which time the instructor changes the grade. If a student does not complete the course work, then the "I" grade automatically changes to an F after 2 semesters.

Under to the new policy under consideration in Tampa, a student would receive an "I" and a Grade for the sum of their completed work (for example: IC). If the student does not complete the required coursework after 2 semesters, the grade would change from the I-Grade to the Grade (for example: I-C would change to a C). Grades still at the discretion of the instructor, but If the instructor leaves, the student would get an alternative recourse and wouldn't get an F. The policy went into effect at the Graduate level but is already being reconsidered.

### Unresolved questions:

- Who would monitor the contract with the department?
- What happens when a professor leaves

- Who is responsible for this policy, the Instructor, the program Chair, the Associate Dean, or the Dean? This responsibility plays a role in the grievance process.

If anyone has any additional questions or concerns, please forward them to Bob so that he can communicate our concerns to the Tampa Undergraduate Council.

Next Meeting:

Once Jennifer gets the Admission criteria data, she will quickly schedule a meeting before the end of the semester.

Meeting adjourned at 10:30.

Respectfully submitted,

Kaya van Beynen  
Council Secretary