

**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG**

**Undergraduate Council Meeting  
Monday, May 9, 2007, 10:00 AM Davis 259**

Present: Grover Kearns, Jennifer Baker, Jennefer Khattabi, Bonnie Braun, Seth McKee, Elizabeth Mulig, Bob Thompson, and  
Absent: Tina Neville (represent by Deborah Henry), Jay Sokolovsky  
Guests: Deborah Henry , Dan Marlin

**Approval of Minutes of April 9 Meeting:** Minutes were approved as written.

**Proposal for Change to COB Management Program (Dan Marlin):** The program change is to both the major and minor. The Management faculty have proposed (1) adding two additional courses the requirements for the Management Major (i.e., MAN 3301 Human Resource Management and MAN 4600 International Management) and (2) removing one of the required courses from the Management Minor (i.e., MAN 4282 Organizational Assessment). The net result of these changes would be that both the Management Major and the Management Minor would consist of the same 3 required courses (MAN 3240 Organizational Behavior Analysis, MAN 3301 Human Resource Management, and MAN 4600 International Management) with majors needing 9-15 hours of additional upper-level management courses and minors needing 3 hours of additional upper-level management courses. Reasons for these proposed changes are (1) it would make course scheduling easier for the COB and our students since a number of courses would have to be offered every semester for both the major and minor. This should also lead to better course coverage in the Management area which is important given our current shortages, and (2) it would achieve greater consistency between the major and minor. The changes have been approved by COB Dean Franklin.

Jennifer Baker questioned the availability of professors to teach the required courses. Dan stated that two visiting management professors will be available in the fall to teach these classes so additional resources will not be required and we should not have problems with academic qualifications.

A motion was made to accept the proposal and was passed by the committee members. The change will become effective in the 2008/2009 USFSP catalog.

**English Undergraduate Education Program Suspension:** Bonnie Braun explained that, for various reasons, enrollment in the Undergraduate English Education major had dropped severely and only 19 students remained in the program at various points of completion. The College of Education is requesting that the program be suspended until further resources are available to promote it effectively. Classes would continue to be made available so that current students in the major would be able to complete their degree.

A motion was made to accept the proposal and was passed by the committee members. The change will become effective in the 2008/2009 USFSP catalog.

### **Catalog Change for Sequence of requirements for admission to final internship:**

Jennefer Khattabi explained the proposal by College of Education that the timing for the Florida Certification for Teachers Examination (FCTE) be changed so that it would be prior to the internship program. This would not change the program requirement, only the sequence. The reason is that students must pass the FCTE to graduate and that current students may take the certification exam too late to receive notification and must be given a grade of incomplete. This prevents them from graduating and competing for jobs.

A motion was made to accept the proposal and was passed by the committee members. The change will become effective in the 2008/2009 USFSP catalog.

It was also suggested that USFSP be made a testing site for the FCTE. Inquiries will be made by Jennefer Khattabi and Bob Thompson.

**Process for Coordinating Undergraduate Program Changes with Tampa:** Jennifer Baker spoke about changes in policy and process for undergraduate program changes. She is working with Margaret Martinroe, Dean of Catalogue Changes in Tampa, to help coordinate changes between the two universities. The following was noted:

1. The “non-substantive” classification will cease to exist. All changes must be approved by the college UGC, the college dean, and the university UGC.
2. New programs must still be approved at the highest state level.
3. Any changes to existing courses – description, title, or content – will entail the creation of a new course with new course number, new title and new description.
4. USF Tampa and USF St. Petersburg will work together to coordinate information flows regarding anticipated changes in undergraduate programs and courses. Each proposed change will have a 30 day review period at the other university. Coordination will be reflected via listservs.
5. The deadline for catalogue changes is October 31. However, because changes must be reviewed for 30 days by the other university, the effective deadline for proposed changes is October 1.
6. During the period November 1 – December 15, as catalog changes are being made, the only change that could be reflected is a statement alerting students that the “program is currently under revision.”
7. Possibly, the UGC chair may elect to sit on the UGC of the opposite campus to assist in coordination.
8. Tampa changes are never automatically mirrored at USFSP. If a program wants to mirror a Tampa change, then the change proposal must be presented to the UGC following the normal process.
9. For purposes of coordination, UGC meeting agendas need to be distributed 30 days in advance.

Jennifer and Margaret will continue to work this summer to fine-tune the process and recommend policy changes. Early in the fall semester, a summary of changes will be made available to the college undergraduate curriculum committees. Jennifer recommended that college deans work with their counterparts at USF Tampa to promote coordination on curriculum changes and collegiality between departments.

**Next meeting**

The next meeting will be September 10 at 10:00 am location to be announced. Members Jay Sokolovsky, Jennefer Khattabi, and Bob Thompson have served two years and will rotate off the committee. Jennefer will check university policy to see if these members can serve a third year. If not, then new members must be appointed.

Respectfully submitted,  
Grover S. Kearns, Chair