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**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG
Undergraduate Council Meeting
Monday, April 9, 2007, 10:00AM Bayboro 220**

Present: Grover Kearns, Seth McKee, Elizabeth Mulig, Bob Thompson, Bonnie Braun, and
Jennefer Khattabi
Absent: Jennifer Baker, Tina Neville, Jay Sokolovsky

Approval of the minutes

The minutes from the March 19, 2007 meeting were approved as written.

**Process for UG program suspension, deletion or reinstatement – Request for Approval,
and Discussion of Accompanying Undergraduate Program Change (UPC) Form**

Grover distributed a revised Undergraduate Program Change (UPC) form. A discussion followed about the latest version of the UPC form. Grover mentioned that the form was presented to the chair of the Graduate Council (Deanna Michael) and it was deemed acceptable. Bob Thompson mentioned a potential conflict in the language regarding the suspension provision. Grover pointed out that the UPC form must be submitted online at least 10 days prior to a meeting. A copy must be prepared for every committee member. Grover motioned for approval of the form and Bonnie Braun requested an electronic vote following another revision to the document. This was agreed to with an expectation to make the following changes below, with an electronic vote by Friday, April 13:

- Change the language concerning the deadline for submission of the UPC form (revise “15th of the preceding month” to ...).
- Change language under Approvals section of document to a more generic statement of committee, such as College Curriculum Committee.

Undergraduate Curriculum Change Request Process

Grover distributed a form outlining the process for implementing a change to the undergraduate curriculum. It was agreed that the form was helpful, but not necessary because, as pointed out by Bonnie Braun, each college already has a similar form.

Other Business

Brief discussion of the next UGC meeting slated for May 7, 2007 at 10:00 am in BAY 220. A lot of business to conduct on this date because of curriculum changes in the College of Education and some changes to the management program in the College of Business.

Meeting adjourned at 10:55 am.

Next meeting

(second Monday of the month) at 10:00 am in BAY 220:
May 7, 2007

Respectfully submitted,
Seth C. McKee
Undergraduate Council Member