

**Members present:** Eric Hanne, AL; Neeraj Puro (for Julia Higgs), BA; Yash Bhagwanji, ED; Hongbo Su, EG; Rachel Corr, HC; Clarene Brown-King, NU; Korey Sorge, SC; Sigal Rubin, SJ; Dan Meeroff, Dean, Undergraduate Studies; Mary Ann Gosser, University Honors Council; Marie Claire DeMassi, University Registrar; Maria Jennings and Elissa Rudolph, Registrar’s Office.

**Absent:** Donna Chamely-Wiik, Office of Undergraduate Research and Inquiry; Julia Higgs, Business; Lawrence Mello, Library.

**Guests:** Randy Brooks, Biological Sciences; Oscar Curet, Ocean and Mechanical Engineering; Soyoung Park, Hospitality and Tourism Management; Jennie Soberon, Office of Undergraduate Research and Inquiry; Ethlyn Williams, Management Programs; Michael Zourdos, Exercise Science and Health Promotion.

The meeting, virtual as well as in-person, was called to order at 10:01 a.m. by new UUPC Chair Korey Sorge. Previously an electronic vote was conducted to select the new chair before the September 11 meeting. The committee members elected Dr. Sorge.

## I. APPROVAL OF MINUTES AND ANNOUNCEMENTS

Chair Sorge welcomed committee members and guests and invited all to introduce themselves.

Chair Sorge asked whether everyone had read the April 24, 2023, minutes and if there were any corrections and/or additions. There being no changes, the minutes were approved with one abstention from NU Rep Clarene Brown-King, who did not attend the April meeting.

RO Rep Maria Jennings reminded committee members to attend the upcoming UFS Steering meeting if they had items on today’s agenda, followed by the Faculty Senate meeting. Any questions about UUPC items could be easily answered at Steering if someone from the college or unit is in attendance. Unanswered questions could cause the proposal to be postponed. She also announced that the Faculty Senate meeting at which the April proposals would be discussed was moved to September 18.

## II. NEW BUSINESS

### 1. University-Wide

Undergraduate Studies Dean Dan Meeroff presented a program change for the Bachelor of Professional Studies that includes minor edits to catalog language and the addition of new courses to the list of possible choices. Chair Sorge noted that item 10 in the list of degree requirements needed clarification as to what grade is required to pass the core competencies courses. Dean Meeroff replied that a grade of “C” or better is needed. An amendment to the motion was approved to add specific verbiage about the “C”-grade requirement. Chair Sorge also asked about the last part of the course list – why were those changes needed? Dean Meeroff replied that the reshuffling and addition of a required course provides a clearer understanding of the career enrichment portion of the program. EG Rep Hongbo Su asked about the Professional Internship course – why is a 0-credit internship allowed? Dean Meeroff said that a 0-credit option is necessary for students who are already close the 120-credit limit. ED Rep Yash Bhagwanji asked about applicants who may already have some of the core courses required in this program – how are their credits evaluated? Dean Meeroff said that if those credits are older than 10 years, applicants may have to go through the petition process. ED Rep Bhagwanji asked for the recency of credits requirement to be emphasized in the verbiage, perhaps as a link to the part of the catalog that describes recency of credits. An amendment was proposed and approved to add this. **The UUPC approved the program change with two amendments.** (Following the meeting, it was found that FAU does not have a recency of credits requirement for bachelor’s degrees. The language was not altered in respect to this second amendment.)

Next, Dean Meeroff described a change to the minimum requirements for the individual teaching an SLS course. The change involves eliminating the “two years of experience” phrase, keeping the master’s degree minimum qualification. This change brings this particular SLS course in line with other SLS courses. **The UUPC approved the change to the SLS course.** Dean Meeroff also shared that there is an advisory committee of associate deans in his department that evaluates undergraduate courses/programs. Changes come to the UUPC after undergoing scrutiny by this internal committee.

The last University-Wide item on the agenda is an addition to the Undergraduate Research and Inquiry Intensive Course Designation Manual. Dean Meeroff presented this item in Dr. Donna Chamely-Wiik’s place. The new item recommends that faculty members who teach research-intensive courses complete a training module that promotes best practices in teaching and promoting RI-designated courses. AL Rep Eric Hanne asked whether this will be a requirement for faculty teaching RI courses. Guest and former UUPC Chair Ethlyn Williams replied that it is not required. It is a recommendation for faculty who feel they may need the additional training and added that the module is nearly completed. **The addition to the OURI manual was approved by the UUPC. The Committee determined it should be sent to Steering and Faculty Senate as an informational item.**

<a href="#">Program Change</a>	Bachelor of Professional Studies		Minor edits to catalog language for clarity	
<a href="#">SLS 1301</a>	Career and Life Planning	1	Change minimum qualifications to teach course to master’s degree	
<a href="#">Addition to Manual</a>	<a href="#">URCC Course Designation Manual (with changes in red)</a>  <a href="#">URCC Course Designation Manual (with changes accepted)</a>		Recommendation for faculty teaching research intensive courses	

## 2. Business

Guest Williams discussed the changes for the HFT course. The title and description are being updated because the Hospitality industry is rapidly changing. Adding “global” to the title promotes the industry’s advances throughout the world. RO Rep Jennings cautioned that the new title might cause the Statewide Course Numbering System (SCNS) to change the course number as the revised content may fall under another area of the taxonomy. But the course will go to the SCNS as the department has requested, once approved. Should a number change occur, the department will be notified. Guest Soyoung Park wondered how the long title might be truncated in the Banner system; perhaps the words after the colon could be eliminated. RO Rep Jennings assured the Committee that best efforts will be made to convey the title in Banner. **The UUPC approved the course title and description change.**

<a href="#">HFT 1000</a>	Introduction to the Tourism & Hospitality Industry (New title: Global Tourism, Culture, and Citizenship: A Sustainable Approach)	3	Change title and description	
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## 3. Engineering and Computer Science

EG Rep Su and Guest Oscar Curet explained that an existing course will now have the RI designation and will be taught with the research-intensive coursework. **The UUPC approved the addition of the research-intensive component.**

<a href="#">EML 4551</a> <a href="#">RI Approval</a>	Design Project (New title: RI: Design Project)	3	Change title and description; add research-intensive (RI) component	
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#### 4. Science

Guest Randy Brooks of the Biological Sciences Department addressed the proposed changes to MCB 4503 and PCB 4233. He noted that one of the prerequisites for these courses is no longer needed and by eliminating this prerequisite, enrollment in these two upper-division classes will likely increase. **The UUPC approved the removal of the prerequisites.**

Guest Michael Zourdos, from Exercise Science and Health Promotion, explained that the program change is to remove the FLEX (exit) foreign language requirement for students in the BS program. He emphasized that students will still need to meet the entrance foreign language requirement (FLENT). He added that a foreign language is not required in this field. As such, removing the exit foreign language requirement will free up 4 to 8 credits students may then use to take free electives that further align with the discipline and workforce. AL Rep Hanne asked if the foreign language requirement has been an impediment to graduation. Dr. Zourdos said he believes that is the case and it is also harming enrollment. Chair Sorge asked if the credit total for the major needs to change due to the removal of the exit foreign language requirement. Dr. Zourdos confirmed that the credit total remains the same as the foreign language is part of the free electives total. Students will just have more free electives available. Dean Meeroff emphasized the importance of having Dr. Zourdos attend the Steering and Faculty Senate meetings to explain the reasoning behind removing the exit foreign language requirement. **The UUPC approved the program change to remove the exit foreign language requirement.**

<a href="#">MCB 4503</a>	Virology	3	Remove a prereq.	
<a href="#">PCB 4233</a>	Immunology	3	Remove a prereq.	
<a href="#">Program Change</a>	B.S in Exercise Science and Health Promotion		Remove FLEX foreign language requirement	

#### 5. Social Work and Criminal Justice

SJ Rep Sigal Rubin presented two new courses and two course changes. The new courses have been taught as special topics several times. Now the department is proposing that they become permanent courses. She added that the Forensic course received support from Biology and sent that email to be included with the course documents on the UUPC site. HC Rep Rachel Corr asked why the course descriptions are not on the new course forms and only on the syllabi. RO Rep Jennings offered that the catalog course description should be on the form and should be brief enough to fit that block. A more detailed description could be on the syllabus to give students more in-depth information. SJ Rep Rubin noted she had difficulty including the full description on the form and that is why it is missing there. Chair Sorge asked about the grading scale for both courses and whether a 92.5 would be an “A” or “B.” There was a short discussion. NU Rep Brown-King shared that in the College of Nursing, they use only whole numbers. Others said decimals are common in their college, but in these examples, there is a gap. In the end, this discussion did not hold the courses back, but SJ Rep Rubin offered to share the UUPC’s discussion with the professor. **The UUPC approved the new courses.**

The credit changes for the other two courses are necessary, according to SJ Rep Rubin, because the department is losing potential field experience students to the university-wide Professional Internship course, which is 0-4 credits. With the credits changing to permit more flexibility, those students could be encouraged to complete their internship with the department’s internship courses rather than the course outside of the department. Another change in these two courses is that they would be open to minors and majors in Criminology and Criminal Justice, not just majors. Dean Meeroff asked why is it necessary to offer two “experience” courses? Why not have one course number that a student could take twice. SJ Rep Rubin replied that the two “experiences” might be in two different places; therefore, two different course numbers would be needed. In addition, it was noted that for the purposes of the student’s degree audit and encoding, it is better to have two courses because this provides a cleaner process for showing the degree requirements students have met. **The UUPC approved the two course changes.**

<a href="#">CCJ 2030</a>	Crime and Everyday Life	3	New	
<a href="#">CCJ 4940</a>	Criminal Justice Field Experience 1	3 (0-4)	Change credits and description	
<a href="#">CCJ 4941</a>	Criminal Justice Field Experience 2	3 (0-4)	Change credits and description	
<a href="#">CJE 4675</a> <a href="#">Biology Support</a>	Advanced Forensic Science	3	New	

6. Arts and Letters, Education, Honors College, Library and Nursing had no reports.

### III. FINAL DISCUSSION/NEXT MEETING/ADJOURNMENT

Chair Sorge concluded the meeting with observations for the Committee as he assumes the position of Chair. He stated there does not seem to be a flowchart for faculty members to follow when planning a new course/program or program/course changes. This causes confusion when trying to understand where to start, especially when the UUPC’s subcommittees’ approvals are needed first. RO Rep Jennings shared that the UUPC’s website includes details about the subcommittees, contact personnel, and what approvals are needed before a proposal should be submitted to UUPC. This was pulled up on the screen for the representatives to see. UHC Director Mary Ann Gosser stated there is a flowchart in the UHC Manual that could be used as a starting point for Chair Sorge and the Committee. ED Rep Bhagwanji explained that his college was having similar issues with curriculum process confusion, so they created a website for the college that provides the details. He added that the process is smoother since the website was created. Chair Sorge thanked all for their feedback and will pursue designing a flow chart during the coming year.

Another point Chair Sorge brought to the attention of Committee members is that, according to the Faculty Senate Bylaws, a representative from Admissions should be included as a non-voting member of the UUPC. Dean Meeroff will ask Admissions if they want to send a representative.

Lastly, Chair Sorge asked about the site for the next meeting. Should it be help in person with a Zoom option or totally via Zoom? RO Rep Jennings will send out an email for an electronic vote.

Steering meeting dates: <https://www.fau.edu/ufsgov/steering-committee/>

University Faculty Senate meeting dates: <https://www.fau.edu/ufsgov/calendar/>

Chair Sorge declared the meeting adjourned at 11.23 a.m.